

(Revised July, 2020)

Heavenly Host Lutheran School

Touching lives since 1993.

*2020-2021 Parent/Student
Handbook and Calendar*

Sent to Serve

“...the Son of Man came not to be served but to serve,
and to give His life as a ransom for many.”

Matthew 20:28 ESV

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**The terms “Principal” and “School Administrator” are interchangeable.

***The terms “parent/s” refer to all parents, guardians, etc.

****The term “iPad Mini” refers to all school-issued devices, including but not limited to any iPad Mini, Chromebook, etc.

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WELCOME TO HEAVENLY HOST LUTHERAN SCHOOL

This handbook has been prepared to assist parents in getting better acquainted with the purpose, operation, and policies of Heavenly Host Lutheran School. We hope that such information will make for a closer home and school. Only when home and school can work together toward the same goals can the best results be achieved in Christian Education.

Keep this booklet handy. Refer to it often. Feel free to ask questions or request any additional information or explanations.

May the Lord richly bless the cooperation of parents, teachers, and the administrator for an effective program of Christian education!

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OUR MISSION

The mission of Heavenly Host Lutheran School is to provide our students with Christ-centered teaching and excellent academics that prepare them for service to God, community, and family.

Introduction

A fundamental responsibility of parents is the education of their children. While our parents entrust a large portion of this responsibility to Heavenly Host Lutheran School (HHLS) during the formative years of their children, the parents remain a truly indispensable partner with Heavenly Host Lutheran

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School. They advocate for their children, whenever necessary; but they do so much more. They support the faculty by their active engagement in the academic experience of their children; they enrich the entire HHLS community through extensive work through volunteering; and they support their children as they participate in the many other activities and events offered at HHLS.

Heavenly Host Lutheran School needs the cooperation of parents in many ways. This can be accomplished by understanding and embracing the school's mission, sharing the core values, and fully supporting the school's culture, curriculum, faculty, and staff. When we unite under a common set of beliefs and a shared purpose, the school and parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents, faculty, and staff exert a strong influence on our children to help them become well educated, but we also help them to mature by modeling a working relationship that is based upon trust, civility, honesty, and respect.

The relationship between parents and the administration, faculty, and staff is formally governed by the school's written enrollment and financial contracts, the student handbook, and other publications provided by HHLS in which school procedures are spelled out. When parents choose to enroll their child(ren) at Heavenly Host Lutheran School, they agree to subscribe to its mission, follow its rules, and abide by its decisions.

In practice, the greatest barrier to effective teamwork between the school and our parents grows out of a lack of effective communication. This can grow out of misunderstandings about school decisions, the decision-making process itself, or acting on rumors or hearsay. Instead, it is our goal to communicate with our school families in an effective, thoughtful, and understanding way. We will work with our families to foster an environment of effective communication..

Just as the HHLS school board, administration, faculty, and staff are united by the goal of effective communication, so also, it is expected that our parents and students will also unite with the school to properly communicate their needs and wants in a loving, caring, Christ-centered way. When a parent has a need, question, or concern that involves an employee of HHLS, it is expected that they will first go to that person to talk about their issue. If the issue cannot be resolved at this level, the parent should go to the School Administrator. If the School Administrator is unable to broker a satisfactory resolution to the issue at hand, the School Administrator (at his/her discretion), may choose to bring the concern

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to the HHLS School Board. You can reference the Grievance Policy in this handbook for more information about this process. This process follows the Biblical principles given in Matthew 18. It is through this Biblical teaching that our Father in Heaven shows us how we should communicate with each other.

The Parent and student Handbook shows what is expected of us as members of the HHLS community. In addition, this handbook should be used as a reference tool when questions arise regarding HHLS policies and procedures. Please use this handbook as a starting point for effective communication, but please feel free to contact your teacher or administrator if you have any questions or concerns that are not covered in this document. We pray that God blesses our mission at HHLS this school year and that He continues to bless each and every member of the HHLS community with the peace that only He can bring. Let's have a great year together!

Heavenly Host Lutheran Church, Cookeville, Tennessee, is committed to a total program of Christian education. At the heart of this program is Heavenly Host Lutheran School, accredited through National Lutheran Schools Accreditation (NLSA), with its goal of providing a quality education in a Christian environment since 1993. The Tennessee State Department of Education provides full recognition of the NLSA accreditation process.

Christian education equals growing. This includes physical, cognitive, social, emotional, creative, and spiritual growth.

Heavenly Host Lutheran Church operates Heavenly Host Lutheran School in response to God's love for His people by sharing the Gospel with those entrusted to our care. Children are not discriminated against on the basis of race, color, sex, creed, religion, or disability,

Our school's goal is to equip our students both spiritually and academically, and enable our students to reach their full potential as Christian individuals and responsible, productive citizens.. We want to nurture students and their families in Christian love as they grow in knowledge, attitudes, and skills.

Christian education at Heavenly Host Lutheran School accepts Christianity as the faith that encompasses all of life. The education at HHLS is Bible-based. The Christian faith is taught as a complete body of God-inspired truths, which integrates every area of the curriculum.

Foreword/Covenant of Trust in Christian Education

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Heavenly Host Lutheran School exists as a result of the partnership that is held between the parents, students, faculty, staff, and Heavenly Host Lutheran Church. We encourage all participants in our school to be active partners in the Christian education of our students. Therefore, we encourage everyone to use this handbook to form a Covenant of Trust in Christian Education between all parties.

The purpose of this handbook is to acquaint our parents and students with the various goals, policies, and practices that have been established at Heavenly Host Lutheran School. It would be good to keep this handbook in a place where it can be easily accessed throughout the year. This handbook can also be accessed from the school website: www.hhls.org.

The prayer of our board, teachers, pastor, and staff is that this year will be a beneficial one for your child. With the Lord's help, we will do everything in our power to make it so.

History of Our School

Heavenly Host Lutheran School (HHLS) was created in 1993 as a mission of Heavenly Host Lutheran Church, Cookeville, Tennessee, first as a pre-school program, followed by the elementary grades. HHLS is committed to a total program of Christian education. At the heart of this program is Heavenly Host Lutheran School, NLSA accredited with its goal of providing a quality education in a Christian environment. We are beginning a hybrid High School this year!

The Lutheran Church - Missouri Synod (LCMS) School System

There are more than 2,500 Lutheran schools in the United States and Canada, where 12,500 teachers are, with the blessing of the Holy Spirit, educating over 2200,000 children. The Lutheran Church-Missouri Synod also maintains a system of colleges, universities, and seminaries throughout the United States and abroad.

Mission Statement

The mission of Heavenly Host Lutheran School is to provide our students with Christ-centered teaching and excellent academics that prepare them for service to God, community, and family.

Philosophy

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We believe that the Bible is the Word of God, which reveals the Triune God and His will and purpose for all people; that God the Father has created each of us, the world, and all creatures. Each individual has been created in God's image but now struggles to live in a world deeply stained by sin, God has redeemed us from our sinful state through the life, death, and resurrection of His Son, Jesus Christ. We are saved by God's grace, through faith, a gift given to us by the Holy Spirit through God's Word, at our Baptism, and in Holy Communion. The faith produces thoughts, words, and actions in our lives that glorify God and benefit the whole of creation. As we realize what God has done for us, we are moved to worship Him, share God's Good News with others, and reach out in love and service to the people of our community and the world.

We believe that God has entrusted to parents the responsibility of bringing up a child in *“the nurture and admonition of the Lord”* (Ephesians 6:4). The church seeks to assist parents by the establishment of programs of Christian Education. This education is a vital aspect of God's mission as He indicates in the Great Commission found in Matthew 28:19-20, *“Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and, lo, I am with you always, even to the end of the age.” Amen.* Christian education focuses on instruction in God's Word in order that each child may have saving faith established and firmly rooted in Jesus Christ. And we pray that this faith might exhibit itself in a life lived by the power of the Holy Spirit until such time as that child of God is given the crown of life in Heaven. This Word of God helps people as they relate to God, to themselves, to the human community, and to the natural environment. The people of the school community are valued as an important part of the larger community and of the entire body of Christ.

We believe that the Christian school is an effective means of fulfilling God's directions in Proverbs 22:6, *“Train up a child in the way he should go, and when he is old, he will not depart from it.”* Christian teachers, who are trained in Lutheran theology, as well as the field of education, have the opportunity to provide quality learning experiences that integrate all areas of learning within the framework of Christian faith. Each child is uniquely gifted by God and must be provided with appropriate support and challenges in order to experience spiritual, intellectual, physical, emotional, and social learning. Educators seek to utilize effective, up-to-date strategies and materials to strive for excellence in the lessons and environment provided.

Everyone on the staff of a Lutheran school serves as a model for Christian living. Adults and children are encouraged to use their God-given abilities to strive for maximum personal growth in all

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undertakings. The dynamic interplay of the Law and Gospel is apparent as the school community goes about its daily activities - working, playing, praying and worshiping together, witnessing, and serving others in love.

Purpose

To accomplish its mission Heavenly Host Lutheran School has the following purposes:

- To teach basic skills in reading, writing, listening, and mathematics
- To teach essential knowledge and skills in science and the social studies
- To enhance the appreciation of art and music
- To foster physical and mental health
- To teach and live basic human values, including the respect of each student
- To develop self-discipline
- To develop individual abilities and interests
- To foster service in home, church, and community
- To relate all learning and experience to the Christian faith as it is confessed within its Lutheran heritage.

Objectives

Our goal is to maintain an atmosphere in which teachers, administrators, family members, and children can participate fully in life-long education and the building of Christian faith and character in each member of our school community. Heavenly Host Lutheran School is designed to enable each child to:

- Seek an ever-increasing understanding of God's Word
- Understand and appreciate that he or she is a child of God
- Participate fully in the life of the Church - in worship, in stewardship of time and talents, and in personal witnessing
- Think and act out of a sincere sense of Christian concern for the well-being of other children and adults, both in our community and around the world Achieve the highest possible proficiency in all branches of learning and communication skills through the people, curriculum, facilities, and programs of the school.

Accreditation

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Heavenly Host Lutheran School was granted accreditation by National Lutheran School Accreditation (NLSA), which is reviewed on a yearly basis. Periodically, we undergo a renewal of our accreditation through the process of self-study and by a visiting team. We continue to provide annual accountability for this process and continue to meet the high standards of this demanding program.

Administration

HHLS is a ministry of Heavenly Host Lutheran Church (HHLC). The voting members of HHLC have established the School Board for HHLS, which is responsible for administration of the school. The Pastor of Heavenly Host Lutheran Church and the Principal (or School Administrator) are ex officio members of the Board of Education. The board elects the Chairperson of the Board of Education. The Board Chair, a member of HHLC, serves on the Council of Heavenly Host Lutheran Church. The board recommends other board members. The Heavenly Host Lutheran Church Council voters must approve these members. Immediate supervision of the school rests with the School Administrator. S/He is responsible for carrying out its policies.

The Board of Education enlists the aid of the Administrator, Christian educators, and Christian support staff to put into effect the policies developed by the Board of Education. These workers are charged with the responsibility of implementing the policies developed by the School Board.

Admission Policy

Before the first day of attendance, the following items must be turned in to the school office:

- Completed Application for Enrollment form
- Non-refundable, non-transferable annual registration fee
- Completed and signed Financial Contract Form
- A certified copy of the student's Birth Certificate
- Student's current immunization record, which has been signed by your child's doctor. If your child attended HHLS during the previous school year, new immunization records are not required if the current record remains unchanged.
- A child entering Kindergarten shall be no less than five (5) years of age on or before August 15, 2020. A child entering Pre-K shall be no less than four (4) years of age on or before August 15, 2020.

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Arrival and Dismissal

Everyone is responsible for being aware that children can be anywhere on the school grounds. Please keep your eyes on the parking and maintain a keen awareness of the area around your vehicle.

*A **maximum** speed of 5 mph should be observed at all times while on school grounds. Please drive as though your own child might be in the **drive-around area**.*

Students should arrive between 7:15 and 7:55 a.m. and should be in their seat and ready to learn promptly at 8:00 a.m. In order to comply with all health expectations, children will be checked for fever and health issues at the front entrance. Parents/guardians must receive a “thumbs up” from the admitting adult before pulling away and leaving the front entrance area. Students arriving after 8:00 a.m. **must** be escorted into the building and signed in at the office. Any student arriving after 8:00 a.m. will be given a tardy notice.

Athletic Program

Heavenly Host Lutheran School offers students the opportunity to participate in a variety of sports-related activities. HHLS is working toward developing team sports, and we will continue to foster growth in this area. Please look for more information as to which sports will be offered this year in our newsletters.

Heavenly Host Lutheran School believes that Christian sportsmanship is an essential component of sport participation. This pertains also to spectators at the sporting events. To enhance the performance of all athletes performing, it is recommended that all spectators act in a mature manner during events. Sportsmanship should be shown to both teams. All spectators will respect the calls and the decisions of the coaches and the officials on and off the court. If there is a question concerning coaches, officials or players, please submit comments in writing to the Athletic Director,

Pursuant to Tennessee Rules of Compliance 49-6-1002, this policy will allow students participating on sports teams for HHLS to be dismissed early in order to participate in sports events.

Students participating on sports teams for HHLS will be allowed to leave school at a time determined by the coach and approved by the principal in order in order to participate in scheduled events. This

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early dismissal will not be counted against the student's attendance. In the event that a sports event is scheduled during school, the student will be excused without penalty to his/her attendance in order to participate as a representative of HHLS.

Attendance

It is essential that students attend school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. It is for this reason that the following attendance policies have been established:

- Heavenly Host Lutheran School's hours of operation are: Monday through Friday, 8:00 a.m. to 3:00 p.m. Early arrival begins at 7:15.
- If a child is absent on a given day, parents must notify the school by phone call by 8:15 a.m.
- A written excuse must be sent to the teacher on the day the child *returns* to school in order for them to receive credit for their work.
- Absences for reasons other than illness or emergency are to be avoided. We discourage taking trips that cause absences from school, and we appreciate your planning around the school calendar. The parent/guardian is responsible for notifying the teacher at least three days prior to a planned absence. Parents are advised to speak with the teacher regarding missed work and completion deadlines.
- Absences due to illness or emergencies are unavoidable. *The student is responsible for obtaining missed assignments and completing them.* Teachers will assign due dates to all missed work; and if it is not completed on time, the grade will result in a zero (0). Parents are encouraged to help their children take responsibility for the copies that are made of missed work. If the parent wants to pick up the missed work, it will be made available for pickup in the main office *upon request by the parent.* In the event of a long absence due to major illness, hospitalization, etc., teachers will take the length of the absence into consideration when determining a completion date. In the event that a student is absent, it is the student's responsibility to obtain assignments that were missed during their absence. Extra time is given to complete missing assignments after an absence. The amount of time given to complete the assignment is calculated as follows: If the student is gone one (1) day, s/he is given one (1) extra day to complete the missing assignments. All assignments that were assigned prior to the day of an absence are due upon the student's return to class.

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- In order to count as a full day, a student must be in school for a minimum of 4 hours. If a student is in school for less than 4 hours, the absence will be counted as a full day.
- We also emphasize punctuality. A tardy of only a few minutes has a negative and disproportionate impact on classroom time. **Students arriving after 8:00 a.m. must be escorted into the building and signed in at the office.** The parent will sign in the student at the office.
- If a student must leave school before the end of the school day, the parent/guardian must go to the school office and sign the student out. Office staff will call the student to come from the classroom.

Tardies are taken very seriously at HHLS. Every three unexcused (3) tardies will count as an absence from school, so it is very important that tardies are kept to a minimum. Remember that each of us needs to make sure that we leave ourselves enough time to reach school on time. Please make plans to start the year right and get your child(ren) to school on time. Students under 18 years old are subject to truancy laws set forth by Tennessee Code Annotated Statute 49 6-3007(e)(1), stating that 5 or more unexcused absences could result in a referral to the director of schools for action. In this case, our local school system for referral is Putnam County Schools. In order for a student to receive credit in any grade/class, the student's total absences for the year may not exceed 18 days. A waiver may be granted under special circumstances, such as extended illness with proper medical documentation (such as a doctor's note). The parent must meet with the administrator to request such waiver. In some instances, the student may be required to take additional classes during the summer. Any change in the established travel routine (i.e., parent's car or travel with a different person) **must be shared in writing prior to the change.** A student's verbal statement is not acceptable. The Department of Education requires us to post any communicable diseases to which children may have been exposed.

Tardy Policy

Heavenly Host Lutheran School expects all students to be on time at the beginning of the school day. Consistent tardiness disrupts classroom procedures and creates a negative impact on the student's general welfare and development. HHLS's tardy policy is designed to establish a uniform code for the students' punctuality in attending a normal school day. Tardiness is defined as:

- Failing to be with one's class or in the classroom when school begins at 8:00 a.m.

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- Failing to be on time for a class period (grades 5-8). Students should be seated in the classroom with all the necessary materials prior to the time the class begins.

Students who are not in the classroom and ready for school by 8:00 a.m. will be considered tardy. The administration will decide when the tardy is to be considered "unexcused." Excused tardies are not subject to consequences. A concerted and conscientious effort should be made by parents and students to avoid any and all instances of tardiness. However, some circumstances are beyond the control of the student, parent, and school.

Examples of *excused tardiness*, provided they occur *rarely*:

- Unexpected traffic delays (i.e., accident on the freeway, road closure, etc.).
- Car-pooling with another parent who arrived late at the student's home. .
- Unexpected, unavoidable problems (car trouble, medical problems, etc.).
- Medical and dental appointments. Please bring an excuse from the doctor.
- Weather related delays.

Examples of *unexcused tardiness*:

- Oversleeping
- Alarm not going off.
- A parent saying, "It was my fault."

Tardiness Control

Since tardiness usually illustrates a lack of personal discipline and shows a lack of respect for teachers, classmates, and the teaching process, continued unexcused tardiness will be treated in the following manner:

1. Three unexcused tardies will constitute one absence. The administration will make written notification to the parents indicating that a conference must take place between the teacher, parent, and principal.
2. Beginning with the fifth unexcused tardy and all subsequent unexcused tardies, the student must serve a detention as a result of a behavioral referral. The process will start over at the beginning of the next semester.

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Birthdays

We love to celebrate our children's birthdays! You may bring a special snack or treat for your child's class. Snacks or treats must be “store bought” (not homemade). We ask that you consider healthy options when providing birthday treats. Parents are to make arrangements with their child's teacher prior to the day the celebration will occur and to address allergy concerns. Birthday parties cannot be held during school hours. If you are going to celebrate a birthday and invite your child's classmates, please mail your invitations to help avoid hurt feelings from those who might not be invited.

Book Use

Textbooks are issued to students for use during the year. Students will be assessed for abused or lost textbooks at a replacement rate (new book cost). Library books are available for checkout according to standard library procedures. Library fines for overdue books and lost or abused textbooks must be paid before report cards can be issued.

Calendar

Our school calendar is developed by the Principal with input from the faculty and approval of the School Board. The calendar of Putnam County Schools is also taken into consideration. A copy of the calendar is included with this handbook. However, even though this calendar is the most recent version, parents are directed to use the online calendar (found at www.hhls.org) as their primary source of information regarding events, breaks, and athletics. HHLS makes every effort to update the online calendar to reflect changes that occur as soon as possible.

Car Line Map

Please refer to the Car Line Map in the "Additional Documents" section of this handbook. It shows how traffic should flow around the school. All parents and visitors who come to the school should refer to this map. If you are coming inside to pick up your child, please make sure to park in one of the designated parking spaces so that the front of the school can remain clear of cars.

Car Line Dismissal Protocol

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Please do not leave your car unattended in the drive-around area, and do not park under the school/church's covered entrances.

****Please do not engage in conversations with teachers during arrival and dismissal.* ***

The teacher's focus is on the safety of children and efficiency of arrival/dismissal at this time. Please make other arrangements to speak with your child's teacher at a more appropriate time. A student re-entering the school during pick-up time should be accompanied by an adult.

Church and Sunday School Attendance

In keeping with the school's program of religious training all pupils are encouraged to attend regular worship with the parents. Hebrews 10:25 encourages, *"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another and so much the more, as you see the day approaching."* The example of the parents in this regard will either support the teaching of the school or work against it, leaving the child confused.

We encourage parents to teach their child by example to honor the Lord's Day as stated in the Third Commandment, *"Remember the Sabbath day, to keep it holy."* We also encourage the child's participation in Sunday School

Classroom Visits

Parents are welcome to visit classrooms. We ask that you contact the teacher ahead of time to arrange for your visit. When you arrive for your visit, please report to the office and let us know that you are here. This will help us in case we need to get in contact with you.

Closings/Delays

When the potential for bad winter weather exists, Heavenly Host Lutheran School will close based upon the decision of the administration. *In some cases*, HHLS may close or stay open even if Putnam County decides something different. Remember that Putnam County has a wide range of roads that must be traveled by the buses, so their decision may be based on different needs. We understand that most of the time, parents still need to work despite what the weather is doing. We consider all factors

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when making school closing decisions, and we attempt to make the changes as early as possible. Please listen and/or watch your local news stations for closing or delay information. We will also post any closings or delays on our website and on the school Facebook, and we will send out e-mail notices when information becomes available about a school closing or delay. Decisions about potential closings or delays are posted by 6:00 a.m. **As always, use your own discretion about the safety of travel for yourself and your child(ren).**

Covenant

Each student enrolled at HHLS and their parent(s) sign a covenant, pledging his or her intention to maintain a standard of behavior that is consistent with the Christ-like model of behavior which we profess and which we teach in our school. This covenant states in a positive way what we expect from our students and what they may expect from the faculty and staff. Posters are located in each classroom for students to sign. In addition, a Covenant is located in this handbook. This will indicate that you have read the contents of this handbook and agree to support these expectations and attitudes.

Curriculum

The Lutheran elementary has been founded on the firm foundation of God's Word; therefore, children attending our school receive a very thorough course in religion. Proverbs 1:7 tells us, "*The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction.*" Religion is not a segregated subject in the day's work, but its influence permeates and gives substance to all subject areas taught.

The curriculum is based upon guidelines for Lutheran elementary schools and Tennessee state and national standards. Our curriculum consists of religion (Bible history, Christian doctrine, and memory work), language arts, fine arts, mathematics, social studies, technology, science, music, health, safety, and physical education. HHLS also seeks to meet the needs of the various learning styles and developmental stages of each child in the classroom. Field trips and resource people will be used to enhance the course of study.

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Damages

The practice of HHLS is that students must pay for damage to textbooks, workbooks, library books, technology, including Chromebooks, iPad Minis, any school-assigned devices, or any other property owned by the school. School property, including furniture and equipment, must not be defaced, marred, or damaged in any manner. Students and their families will be held liable if such damage is a result of misuse or willful destruction.

Discipline

The manner in which we discipline is an important way in which our Christian school distinguishes itself. The concept of discipline is not to punish, but to shape or mold the behavior of the child according to Christian standards. We want the child to understand the relationship of behavioral choices and resulting consequences. Even as our loving God always stands ready to forgive us, so we always stand ready to forgive the child, even though the consequences for a bad decision may sometimes be severe.

A general statement of our discipline philosophy is that the integrity of the classroom must be maintained for the benefit of all pupils. The teacher must be allowed to teach, and the students must be allowed to learn. We follow the Rules of Respect, which include the following. We always respect:

- Our God
- Our Purpose and Learning
- All Property
- Each Other
- Ourselves

In striving to follow the mission of HHLS, the teachers and administration will teach the concepts of Christian attitudes, self-control, structure, and routine. To that end, HHLS will:

Educate: Train: Correct:

Giving knowledge of the standards and expectations regarding behavior and relationships. Understanding how Biblical principles and teachings apply to everyday life. Accountability and consequences for the choices made.

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Expectations will be relative to developmentally appropriate standards for specific grade levels. Classroom teachers will outline more specific behavior guidelines at classroom meetings. In general, we try to emphasize positive interactions regarding Christian behavior. In this case, the FISH stands for: Following In Service to Him. Students can earn FISH Awards for showing positive Christian behavior. The administration, faculty members, or even students can identify and recommend that a FISH Award be given to a student. FISH Awards are given out weekly during our chapel service.

All teachers will not have identical expectations nor respond in an identical manner to classroom problems, though we do strive for consistency. Each teacher will have a published classroom management plan that outlines that teacher's expectations and consequences. Each plan has a point at which the student will be referred to the Principal.

Any Conduct Referral that reaches the Principal's office will be considered serious and dealt with accordingly. Parents will be contacted as soon as possible regarding the problem and be informed as to how it was handled at school. Subsequent Conduct Referrals may result in further disciplinary actions, and can even result in a suspension or expulsion. Each situation will be dealt with on an individual basis. Certain offenses might be considered worthy of immediate intervention by the Principal, with consequences that can include a detention, suspension, or even expulsion.

Conduct Referrals

Conduct Referrals are given as a means of communication between the teacher, student, and home. Receiving a referral is not always a negative thing but can be used as a method of communication. A Conduct Referral is a communication that explains the situation, the student's actions, and the response that was needed. However, to be clear, a Conduct Referral is not a Detention. Detentions can be given as response to the situation listed on the Conduct Referral.

Academic/Assignment Referrals and Homework

HHLS believes that being responsible to complete assignments is extremely important. Children are often given opportunities to complete assignments at school. The school supports the concept of completing assignments as a means of teaching responsibility. If parents feel that their child is consistently burdened with excessive homework, they are encouraged to consult with the teacher.

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Academic Referrals are given when a child has incomplete or missing assignments. Incomplete or late assignments are expected to be made up by the following day in order for the student to receive partial credit for the assignment. No credit will be given for the assignments that are turned in five or more days late. However, the work is still expected to be done. Incomplete notices are expected to be turned in and signed by a parent along with the assignment. For every three Academic Referrals, a detention will be assigned. During an Academic Detention, students will be required to work on missing assignments. When a pattern of irresponsibility involving assignments develops, the teacher(s) will set up a meeting with the parents and Principal to develop a plan for the child.

In the event that a student is absent, it is the student's responsibility to obtain assignments that were missed during the absence. Extra time is given to complete missing assignments after an absence. The amount of time given to complete the assignment is calculated as follows: If the student is gone one (1) day, s/he is given one (1) extra day to complete the missing assignments. All assignments that were assigned prior to the day of an absence are due upon the student's return to class.

Detentions

Detentions are assigned for disciplinary reasons and for failure to complete assignments in accordance with the school's discipline plan and at teacher discretion. Detentions should be considered a source of concern. They indicate that the student is disrupting the learning environment in the classroom for all students. Following is a list of guidelines for detentions, as well as the consequences for subsequent assignments of detention.

A Conduct or Academic Referral that includes a detention will be sent home for parent's signature, and a phone call will be made by the teacher at least one day before the detention is to be served. The detention is to be served on the first Monday or Thursday following the detention notice. Sessions are for one hour, 3:05 to 4:05 p.m. Students are to sit for the entire session without talking. Recreational reading, drawing, and bathroom breaks are not allowed. If the detention is for a disciplinary reason the student will not be allowed to work on homework. During a detention that is given as an Academic Referral, students will work on the missing assignments and other homework. Students failing to meet requirements of a detention session will be required to attend the next session until requirements have been met. Those skipping a detention session will be required to serve the next two detention periods.

Significance of Additional Conduct Referral Detentions

(Revised July, 2020)

On the occasion of the third (3rd) detention being assigned within a given quarter, a parent teacher-Principal conference will be scheduled within two days of the incident.

On the fourth (4th) occasion, the student will be suspended for one day. A fifth (5th) detention will result in another conference, and an individualized action plan will be worked out to help the student learn to control the behavior.

Dress Code

The student's clothing is the responsibility of the parents. Students are required to wear uniforms purchased from **Lands' End** with the exception of uniforms and HHLS shirts sold thru P.T.L.S. or the school, HHLS P.E. uniforms, belts, socks, and shoes. It is the responsibility of the parent/guardian to see that their child is properly dressed for the school day. Failure to comply with the HHLS dress code will result in a call to the parent, asking them to bring proper clothing. In addition, hairstyles are to be neat, clean, well-groomed, and not disruptive by virtue of color or style. Male students' haircuts must be masculine and not touching the shirt collar. Hats or caps are not to be worn by students during the school day except while outside for recess.

• Dress Uniform

Each child will need at least one complete dress uniform. Appropriate shoes are to be worn with the dress uniform. Shirt and blouse sleeves must be worn down and buttoned and the boys shirts must be tucked in. Boots may not be worn with dress/chapel uniform.

• Non-Dress Uniform

Each child will need to have at least one navy logo shirt and pair of khaki slacks or shorts. This uniform is the **required non-dress** uniform. Each child **will** also need to have several **different uniform tops** (in **any of the HHLS colors Lands' End**) with the HHLS logo firmly attached to the upper left chest. In addition, students are required to have uniform pants, shorts, and skirts/skorts in khaki or navy color.

(Revised July, 2020)

• **The Uniform Shop**

Currently, HHLS contracts with Lands' End, which provides our uniform tops to us with the HHLS logo attached on the upper left chest of the garment. The specific requirements for our uniforms, including a catalog for ordering, can be found in the main school office. Gently used uniforms are available for purchase at school. Sizes and selection vary, so please check with the office for availability.

Other Uniform Requirements

- Students must have shoes that fasten or tie for everyday use
- Laced or Velcro-closure tennis shoes are appropriate for indoor play and are required for Physical Education.
- Shoes with full toe coverage and complete back are required for outside play.
- Flip flops will NOT be allowed in the school building or on the playground for safety and liability reasons.
- Western style boots, clogs, open-toe shoes, open-backed shoes, shoes with elevated heels, and shoes with lights, wheels, and/or sound effects are not permitted.
- Socks must be worn at all times.
- Winter boots are to be worn outside during the winter.
- All students are required to have khaki pants and a navy logo shirt for field trips.
- Jackets of any kind may not be worn inside the school building during the school day, with the exception of recess and P.E. (when outside).
- Sweatshirts and sweaters may be worn in the classroom, but if they are not a part of the uniform, they must be plain (no logos, writing, or multi-colored) white or navy.
- Sweatshirts that the school sells as spirit wear are allowed.
- Uniform sweaters and plain navy or white sweaters are allowed to be worn during the school day.
- Hats, bandanas and do-rags (head scarves) are not to be worn in the building.
- Shorts/skirts/skorts must fall to the fingertips or no more than 3 inches above the knee, whichever measurement is longer.

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The Administration reserves the right to make decisions concerning dress code and appearance as needed.

Each Friday and on other days set by the administration, we relax our uniform dress codes and offer a time for students to wear HHLS spirit wear/t-shirt with the regular uniform bottoms. At other times, the administration may grant a complete “Out of Uniform Day,” On these days students will be expected to adhere to the following dress code.

- Bare or visible midriffs are unacceptable;
- See-through, tank tops, or spaghetti strap tops are not to be worn to school.
- Three-fingers-width is expected for all strap tops.
- Underwear should not be visible. No cleavage of any kind should be exposed in any way.
- Shirts must be high enough in the front and long enough in the back for complete coverage of the skin in these places.
- Clothing should be neat and clean.
- Clothing with holes or frayed edges is unacceptable for school.
- Shorts and skirts must be of modest length, extending past mid-thigh when the student is standing. Fingertip-length (all the way around) is a quick test.
- Pants or skirts with writing on the back are not acceptable.
- Tee shirts advertising alcohol or tobacco or displaying slogans that are confrontational or in conflict with Christian values will not be tolerated.

Early/Late Dismissal

Dismissal is at 3:00 p.m. Please do not go to your child's classroom door to get them early. Parents should call if an emergency situation necessitates an early or late pick-up. Parents should pick up their children between 3:00 and 3:15 p.m.

In the event that a student needs to leave before his/her scheduled dismissal time, parents are required to sign their child out in the school office. Someone in the office will be responsible for getting the child from the classroom. Parents are not to go to the classroom. Specific instructions for arrival and dismissal will be given at orientation. Be aware of children being *anywhere* on the church or school grounds. Be especially aware of children getting into or out of vehicles on the right (passenger) side. Do not attempt to go around a vehicle when a child is getting out/in on the passenger side.

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Electronics

Cell Phones are not allowed at any time during the school day or at any school sponsored event. Cell phones are not allowed to be seen or heard during the school day or in car line, which includes time spent in Extended Care, and must be turned off while remaining in the student's locker. If used improperly, they will be confiscated, kept in the school office, and returned only to a parent/guardian.

Personal electronic devices are not allowed to be used during the school day and follow the same guidelines as those listed for cell phones. However, the school does provide devices, including Chromebooks and iPad Mini devices, for use during the school day. The use of these devices is managed by the HHLS Acceptable Use Policy. Each child and parent enrolled at HHLS in the K-12th Grade Program must agree to and sign the HHLS Acceptable Use Policy before being allowed to use these electronic devices. Please refer to this policy for guidelines regarding the usage of these devices.

Emergency Procedures

- **Severe Weather** In the event of a weather emergency, such as a tornado or severe storm warning, teachers will follow the severe weather procedures by taking predetermined positions inside the building. These emergency procedures are clearly posted in all rooms within the building. All faculty, staff, and children participate in periodic severe weather drills when school is in session, particularly in the months when tornadoes and severe weather occurs.

- **Fire Emergency** If there is a fire, teachers will lead their children out the predetermined exit, according to the evacuation procedures, which are clearly posted in every room in the school. Teachers will lead their children outside to their designated Safety Area outside of the building. A count and safety check is completed by the teachers, ensuring that all children have safely evacuated the school. All faculty, staff, and children participate in monthly fire drills when school is in session.

- **Intruder in the Building** If an intruder is discovered in the building, a lockdown is initiated. Classroom doors are locked, students are moved away from doors and windows, and children sit quietly in the safe area in the room. Safety procedures are followed to ensure the well-being of students. For safety reasons, we will not divulge specific actions that are taken to ensure child safety. Faculty and staff participate in ALICE Training each year during in-service training.

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• **Missing Child** The Principal is notified in the case of a missing child. Together with the faculty and staff, a thorough search of the grounds is conducted. After this search, if the child is still missing, the police and parents will be notified. Full cooperation will be given to the assisting emergency personnel.

Entrance Requirements

The school welcomes the opportunity to enroll all children. Heavenly Host Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Parents are encouraged to speak to others of the value of Christian schools and encourage them to enroll. All pupils enrolled and their parents or guardians agree to the procedures, regulations, and curriculum of the school and agree to participate in the extracurricular activities of the school (e.g., choirs, Christmas program, Eagle Run, P.T.L.S, etc.).

Children may enroll in our school subject to the following stipulations:

- The child is in sufficiently good health to be able to participate in the educational program of the school.
- The child is able to comport him/herself so that teaching and learning may take place.
- The child has the academic ability to function in a normal classroom setting.
- The child will attend religion classes and chapel.
- Parents have gone through an interview process with the Principal.

Kindergarten - Parents may register a child who is five (5) years of age before August 15 for enrollment, providing early childhood screening and health and immunization records have been made available. PreK students must be four (4) before August 15.

Other grades – Pupils for grades 1 through 12 will be accepted for enrollment upon recommendation by their previous school and the evaluation and determination of the HHLS Principal. The parent must present a transcript of grades from the school previously attended by the child. We also ask for assessment testing records, if available. Heavenly Host Lutheran School reserves the right to require testing of a child for grade placement when uncertainty about grade level ability exists.

Enrollment Probation

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All students applying for enrollment in Heavenly Host Lutheran School are automatically placed on probation. The Board of Education will have an opportunity to review records, application forms, family background, or other information. The student may attend school with the understanding that s/he may be removed from the classroom for almost any reason, until the Board approves enrollment.

Exceptions to the above practices might involve a child with a history of discipline problems or with a problem for which the school is not equipped and for which our teachers have not been trained. The school may ask for a behavior evaluation and may admit a student for a probationary period.

Environment

Heavenly Host Lutheran School is a tobacco-, alcohol-, weapon-, and drug-free environment.

Faculty Devotions

The K-12 faculty meets together from 7:00 to 7:15 a.m, each school day for team devotions. It is during this time that our teachers fulfill the need for spiritual growth and prayer together. After devotions are completed, the teachers go to their respective classrooms, and teacher supervision of children begins at 7:15 a.m.

Field Trips

Field trips will have a specific, educational purpose. Many worthwhile opportunities for educational trips are available as an extension of the curriculum. **Students are expected to attend field trips unless there is a medical reason for non-attendance.** Careful planning is always necessary before leaving the school grounds. Each teacher is responsible for his/her students. This responsibility is shared with adult chaperones/drivers.

A signed written permission form is required prior to each trip. The permission form will include a trip description, location, dates, times, uniform requirements, number of seat belts for children, and driver and chaperone requests. **Verbal permission from parents will not be accepted.** Other arrangements will be made for the supervision of children without written permission while the class is on the trip. Every effort will be made to give adequate notice for a trip. However, opportunities may arise that call for spontaneity and flexibility. All parents who are driving for a school-sponsored event must have a

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completed volunteer driver form on file with the school. The primary concern of the teachers and administration is the safety of the students.

Each driver/chaperone is responsible for the students in his/her vehicle, and he/she is responsible for monitoring the students' safety and behavior for the duration of the field trip. Because of this responsibility, **siblings (of any age) will not be permitted on field trips.** Unscheduled stops are **not allowed** unless it is an emergency. Making additional stops goes beyond the permission that was obtained from parents on the Field Trip Permission form. Teachers should be informed of both positive and negative student behavior during the field trip. All students, parents, and Field Trip participants must wear seat belts while being transported. Administration reserves the right to revoke future field trip privileges for students exhibiting inappropriate behavior.

Fine Arts

All children in our school sing for church services, pageants, programs, and other fine arts events during the course of the school year. It is expected that the parents will see to it that the children are present for these performances. Attendance is part of the music grade.

Visual arts are also taught in all grades. Children learn how to use various arts, media, art criticisms, and art appreciation. Artwork is displayed throughout the year in the hallways.

Food for Snacks

Parents wishing to provide a treat for the class during snack time should notify the teacher or Administrator a few days in advance. Snacks should be nutritious and must be "store bought or bakery fresh." Please notify the Principal and your child's teacher if your child has a food allergy or intolerance, or requires a modified or therapeutic diet.

Grievance Policies

We follow Matthew 18:15-17 and the warning of Proverbs 16:28.

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- Make an appointment to meet with the teacher involved. *Please remember that teachers have responsibilities before and after school. **The teachers' school days are devoted to the children; mornings should not be disrupted.*** Please contact the teacher to meet at a mutually agreeable time.
- It is important to remember that a face-to-face meeting is preferable to a text message or e-mail conversation. However, phone conversations are permissible if the parties cannot meet face-to-face. If no resolution can be found, please inform the teacher of your intention to meet with the Principal. Then, make an appointment with the Principal regarding your concerns. If the parties involved still cannot find resolution, it will be necessary to have a meeting with the teacher, Principal, and the parent. The Principal can help arrange this appointment.
- If, after this meeting, the parties cannot resolve their concerns, the parent may put the concerns into writing and explain what further resolution is needed. This letter is to be given to the Chairman of the School Board; a School Board mailbox is in the office. If the School Board Chairman believes that there are extenuating circumstances, the parent's concerns will be placed on the agenda of the next Board meeting. The parent will be notified when the concerns are brought before the Board. Normally, the School Board will not address matters of parental concerns, keeping it as the Principal's responsibility to address and resolve such concerns.

The School Board expects that concerns be directed to the individuals specifically involved at each step before sharing information with participants at the next step. We hope that these steps will help resolve matters by providing a scripturally sound way to proceed.

Harassment/Hazing

All individuals and guests at Heavenly Host Lutheran School are to be treated with respect and dignity. Heavenly Host must be an environment that is free from harassment and violence. It is a violation of Heavenly Host's standards for students to harass a person through conduct or communication that is demeaning or physically harmful. Harassment according to Tennessee State Law can include the following.

Student harassment, intimidation, bullying or cyberbullying will not be tolerated. Conduct aimed at defining a student in a sexual manner and conduct impugning the character of a student based on allegations of sexual promiscuity will also not be tolerated.

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Tennessee law defines "harassment, intimidation, bullying or cyberbullying" as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance; and, if the act takes place on the school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:

- *Physically harming a student or damaging a student's property*
- *Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or*
- *Creating a hostile educational environment.*

If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Cyber bullying means bullying undertaken through the use of electronic devices. "Electronic devices" includes, but is not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging, and websites.

Alleged victims of harassment, intimidation, bullying, or their parents or guardians shall report these incidents immediately to the Principal or building level administrator. Any reports made to staff should be forwarded to the Principal or building level administrator immediately "but no later than 24 hours" of the expressed concern. Anonymous reports may be made; however, disciplinary action may not be based solely on an anonymous report.

Pursuant to Tennessee Code Section 49-2-120 relative to hazing, Heavenly Host Lutheran School (HHLS) will allow no act of hazing to be ignored.

“Hazing” means any intentional or reckless act in Tennessee, on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

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Students who engage in acts of hazing will be dealt with swiftly and firmly. The matter will be brought to the School board in closed session. The student may face in/out of school suspension, and possible expulsion. Unless the student is expelled for legal violations, the records remain a part of HHLS record and do not follow the student.

Should criminal intent become obvious, law enforcement will be notified.

Honor Roll

Students in grades 1 through 8 who achieve all “A”s will be identified as being on the “A Honor Roll.” Students achieving “A”s and “B”s will be identified as being on the "A/B Honor Roll” at the end of each grading period. These students must not receive an unsatisfactory mark in any subject area not graded with letter grades.

Illness/Accidents/Emergencies Heavenly Host will send a child home if the child has any of these symptoms:

- Fever of 100 degrees or more
- Abnormally red/pink eyes (when no allergies are documented)
- Eyes that are crusty, draining, or plugged with mucus
- Croupy cough or consistent nasal drainage (discolored)
- Diarrhea (unusually loose stools)
- Vomiting
- Any undiagnosed rash
- Abdominal pain, headache, unusual tiredness, unusual paleness, uncontrollable irritability or uncontrolled tears

Any of the above (or combination of the above) where, in the teacher's judgment, the child is incapable of functioning positively throughout the school day.

For the safety and health of all, HHLS has the option to ask the parent to pick up a child that is determined to be too ill to be at school. Children with the following illnesses are not permitted to attend:

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- Chicken Pox: until the last crop of blisters has dried into scabs. Generally six days after the onset of the rash. Conjunctivitis (Pink Eye): until the physician has been contacted and medication has been administered for 24 hours.
- Giardiasis: until the child receives a medical examination, has started treatment, and has physician approval to return to the school.
- Head Lice: until the child is nit free.
- Impetigo: until sores have been treated with an antibiotic and covered. If sores persist or spread, the child is excluded until there is physician approval to return to the school.
- Measles: until 4 days after the rash appears.
- Mumps: until 1 week after the swelling begins.
- Pertussis (Whooping Cough): until 5-7 days after antibiotic treatment begins.
- Pinworms: until after the treatment has been started.
- Respiratory Infections/Respiratory Illness: until child is fever-free for 24 hours without the aid of medication
- Ringworm: until 24 hours after treatment begins.
- Rubella (German Measles): until 5 days after treatment is completed.
- Scabies: until 24 hours after treatment is completed.
- Strep Throat/Scarlet Fever: until 24 hours after treatment begins and fever is gone.
- Temperature: until child is fever-free (100 deg. or less) for 24 hours without the aid of medication.
- Please let the teacher know when your child is not feeling well so that we may be on the alert for other symptoms. If a child becomes ill at school, the parent(s) will be contacted to pick up the child. After the parent has been notified, the sick child must be picked up within one hour. Until the parent arrives, the child will be separated from the rest of the school population and under the care of office personnel. Children are to be free of vomiting, diarrhea, fever, and all symptoms **FOR 24 HOURS WITHOUT THE AID OF MEDICATION BEFORE RETURNING TO SCHOOL.** They must be able to maintain this status without the use of medication (including over the counter medications) in order to return to school.

Every attempt will be made to prevent accidents and injuries in our school. However, accidents can and will occur. When minor accidents or injuries occur, an accident/injury report will be completed in order to document the circumstances surrounding the event and the course of action that was taken. In the

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event of an accident where a child sustains a head injury, a call will be made to the parents to notify them of the situation. Prior arrangements should be made to have an emergency contact person who would be available to pick up a sick child if the parent is not available. Please be sure to keep your child's emergency contact information up to date.

In the event that we cannot reach one of the parents, we will contact the persons who are listed on the child's emergency card if the child becomes ill or is injured. In emergency situations, it may be necessary for the school to call 911 to transport the child to the emergency room. The Principal or one of the staff will notify parents of any reportable communicable diseases that occur among the children, along with specific guidelines for their return to school. The Principal has a list of reportable communicable diseases that the Department of Health requires the school to report.

Library

Students will participate in a “mobile library” on a weekly basis. The librarian or helpers will read to children in their classrooms during this session in order to comply with health expectations.

Lost and Found

Items that are found at the school after being separated from their owner can be claimed in person in the school office. Please make sure that you mark each and every item of clothing with an identifying mark so that it can be returned to the proper owner. Remember that Heavenly Host Lutheran School is not responsible for high value items that are lost; so the best rule of thumb is that, if it is too valuable to be lost, it should remain at home.

Lunch/Snacks

Parents are encouraged to send healthy, nutritious snacks with their child. The purpose of snack is to maintain energy levels, and to maintain daily requirements for nutrition. In the elementary school, snacks are only allowed in grades K-4. **Drinks for snack must be brought from home.** High sugar/caffeine "energy drinks" are not allowed under any circumstances.

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Lunches may be purchased by ordering in advance through the school's lunch program. Milk is served with lunch and available daily, by pre-order only. A menu will be sent home and is to be returned to the homeroom promptly. You will be invoiced for lunch charges.

Parents may send a sack lunch/drink/snack with their child at any time. Please send a lunch that your child can manage independently. Children should be able to open all packaging on their own; if you believe that the packaging for the food in your child's lunch will present a problem, please move it into a "child-friendly" container. If you are sending a lunch from home, please include the needed condiments and utensils. The school does not provide these items. Those not buying milk are responsible for providing their own drink. Students will **not** be allowed to refrigerate or microwave snacks, drinks, or lunches. The use of cold packs is recommended for sack lunches and drinks. Please do not send glass containers. **Juice pouches, squeeze bottles, drink boxes, or any labeled, reusable plastic containers with lids are acceptable.** *Carbonated beverages and energy drinks are not permitted.*

Please label all personal items from home with your child's name. Please send water bottles with your child(ren) to help keep them hydrated during the day and to promote brain activity. If a child forgets his/her lunch, or does not have a lunch at the scheduled lunch time, a lunch will be provided for him/her. You will be invoiced for the lunch.

HHLS expects children to use appropriate manners and behavior in the lunchroom. Children are expected to respect the lunchroom environment, so they are expected to clean up after themselves. Parents are welcome to come and have lunch with their child at school. Prior arrangements need to be made for your own lunch. If parents choose to take their child off premises for lunch, the student must return before classes resume or an unexcused tardy will be given.

Fast food meals/hot meals brought in that day by parents are discouraged and will not be eaten in the lunchroom. A designated area will be set aside for the parent and child to eat together. If you have a question about what can or cannot be brought to school as a lunch, please address your questions to the administration for clarification. The guideline to follow is: if the item could have been purchased the day before and packed in student lunch boxes, it is acceptable for the lunchroom.

Mandated Reporting

(Revised July, 2020)

All staff members at Heavenly Host Lutheran School are mandated by Tennessee State Law to report suspected child abuse or neglect. According to the Department of Child Services:

Tennessee Code Annotated 37-1-403(i)(1) requires all persons to report suspected cases of child abuse or neglect. "Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition, shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect, or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect."

This means that if they “know or have reason to believe” that a child is being physically, emotionally, or sexually abused, they are required to contact (877) 237-0004 or via the web at: <https://reportabuse.state.in.us>. This also holds true for issues where children are being neglected.

CONTACT NUMBERS

DEPARTMENT OF CHILDREN'S SERVICES

1-877-237-0004

TENNESSEE PARENTS' HELPLINE/ STATEWIDE DOMESTIC VIOLENCE

HOTLINE 1-800-356-6767

TO REPORT SUSPECTED ABUSE OR NEGLECT

1-877-54ABUSE

1-877-542-2873

Medication

Students who are under a doctor's care and need to take prescribed medicine during the school day are to follow the medication policy of the school. It is most desirable for medication to be administered in

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the home or at the physician's office rather than at school. However, any student who is required to take medication during the regular school day must comply with the following regulations.

All medications which are physician prescribed must be accompanied by written orders detailing the name of the student, date, name of the medication, dosage, and the time interval the medication is to be taken.

The parent or guardian must request in writing, via the medication form, that the school comply with the physician's medication order. This note should include phone number(s) in case of question or emergency.

Be sure to sign the permission note.

Medication is to be brought to the school medicine box by the parent or guardian (**NOT THE STUDENT**). **The medication must be in its original container appropriately labeled by the pharmacy or physician.** Means of dispensing the medication must also be provided by the parents or guardian when appropriate; i.e., spoon, measuring cup, etc.

The teaching staff will not administer medication to students nor allow students to self-administer medication. Cough drops, however, may be kept in the teacher's desk in a labeled container for the student.

Aspirins will be administered by parents only.

- **All medication, including Roloids and anti-itch creams will be kept secure by the school office, not on the child's person, desk, locker, or by the teacher.**
- **Prescribed asthmatic inhalers may be carried by the student with the knowledge of the office and the teacher.**

Parents are responsible for removing any unused medication from the school office at the end of the treatment regime, or it will be discarded.

The administrat

ion reserves the right to make medication decisions based on specific concerns.

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Meetings - Classroom Meetings

There will be a classroom meeting conducted for parents at the beginning of the school year. Other meetings may be held at the teacher's discretion. The purpose of the meeting will include, but not be limited to, familiarizing parents with classroom procedures, curriculum, expectations, and building relationships between the school and the home.

Statement of Non-Discrimination

Heavenly Host Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs. When classes approach enrollment limits, students from the supporting congregations will be accepted first.

All children who are re-enrolled must be recommended for promotion by his/her classroom teacher. Tuition from the previous year must be paid in full by June 30 of that year. Failure to comply with this financial requirement will result in a loss of position on the class roster.

During the re-enrollment period, the priority order in which students will be accepted is as follows:

- 1st – members of Heavenly Host Lutheran Church
- 2nd – current school families of the entire Heavenly Host Lutheran School organization, including Early Childhood Center (ECC) students
- 3rd – siblings of current school families of the entire Heavenly Host Lutheran School organization, including ECC students' siblings
- 4th – those from the community who request enrollment.

Parents and Teachers in Lutheran Schools (PTLS) Association

All parents in the school are considered members of the Parents and Teachers in Lutheran Schools (PTLS) Association. The PTLS shall meet regularly throughout the year, with all activities published in all school calendars. In addition to parents, the organization welcomes all who are interested in promoting our school as a means of providing full-time Christian education. The objectives of the PTLS are:

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- Help parents understand and appreciate their children and provide the necessary skills for the Christian nurturing and training of their children
- Help teachers and parents cooperate in the Christian training of children in school and home
- Help develop a close relationship between the home and school.
- Develop fundraising activities which help support programs and needs as they are discovered. Through the efforts of the PTLs, the school has received many excellent enhancements.
- 10% of all fundraising directly benefits the HHLS Scholarship Program
- PTLs supports and promotes many of the social events held at the school and church.

Parent/Teacher Conferences

A mid-quarter conference in the fall and an end-of-quarter conference in the spring will be held with your child's homeroom teacher to discuss student progress. During these designated conference days, conferences may be held Monday through Thursday before or after school and on Friday mornings, when available. Specific dates are scheduled on the school's calendar, which is attached to this handbook and found on our website at www.hhls.org. You can also find more specific information about your classroom's conference times through the individual teacher's weekly newsletter. Every effort will be made to arrange a time convenient for the parents.

Specific needs can be addressed at individual conferences, which can be scheduled at any time during the year. If you would like to have a conference with your teacher, please speak with them directly or leave a message with staff in the school office to set up a time.

As a courtesy to teachers, phone calls should be made no later than 8:30 p.m. Parents are encouraged to visit the school and classrooms. Please make prior arrangements through the office. Please sign in and notify someone in the office when you come to visit so that you can be escorted to the classroom.

If a question concerning classroom policy or procedure should arise, parents should contact the teacher in writing or by phone for an appointment.

Parent - Teacher Relations

The way in which we work together as parents and teachers enhances the special honor of being in a Christian community, and actions in accordance with Christian directives are expected at all times. When disagreements occur, parents are to discuss them privately with the teacher as a first means of

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resolving the problem. The parents may then, with the teacher, discuss the problem with the Principal. All discussions should be solution oriented in the best interests of the child, and they should be kept in confidence. In order to work together as closely as possible as a team, parents are strongly encouraged to participate in PTLS meetings, conferences, and activities as opportunities to help build strong relationships.

See also the *Grievance Policy*

Parental Responsibilities

Heavenly Host Lutheran School wants to serve you and your children. In order for the school to function properly and to fulfill its mission, purpose, and objectives, we need the help and cooperation of each child's parents. We need your positive influence. Therefore, in enrolling your child, we anticipate your agreement with the mission, philosophy, and purpose of our school, its curriculum, and its program. **We also expect your support and attendance at PTLS meetings and events, as well as other activities such as Eagle Run, Fall Ball, concerts, the Christmas Pageant, and other school-sponsored events.** We believe that both parent and teacher must support each other for effective results in the learning and training process. The faculty and staff support your school's mission and purpose. We look forward to your support as well!

Party Invitations

Students often wish to invite classmates to a variety of parties held at their homes. This is well meaning and fun for those involved. However, when students distribute invitations to only some members of the class, those who do not receive an invitation feel unwelcomed. To avoid this happening, we ask that you do not distribute party invitations at school unless there is an invitation for every student in the class. If you cannot do this, please mail your invitations.

Pesticide Notice

Our school utilizes a licensed, professional pest control service firm for the prevention of pests in and around the school's buildings. Their program consists of:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.

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- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials
- Application of EPA-registered pest control materials when needed.

The school is on a monthly cycle for inspection, evaluation, and application of control methods. The application is done outside school hours and when children are not present.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effort on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law.

Progress Reporting and Testing Program

The school year at HHLS consists of 180 days, divided into four (4) nine-week grading periods. Report cards are issued four (4) times per year. Parent-teacher conferences are held during the first quarter and after the third quarter of the school year. Mid-quarter grade reports are given to students in grades 1 through 8. Grading procedures and policies will be discussed at classroom meetings.

Students in grades 1 through 12 take the Iowa Tests of Basic Skills (ITBS) each school year. These tests evaluate a student's academic standing relative to national norms and can also help the teacher to evaluate progress from year to year. It should be remembered that these tests are a snapshot of a child's performance and should not be unduly weighted in viewing a child's progress. Testing normally occurs in a window from February to April each year.

Promotion/Retention

Promotion/Retention – at the end of each school term, the child shall, on the basis of his/her progress for the entire year, be:

- I. Promoted
- II. Promoted with Mandatory Remediation
- III. Retained

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A. He/She shall be promoted if there is evidence that he/she has successfully mastered the necessary skills to achieve successfully at the next grade level.

B. He/She shall be promoted on condition if there is evidence to indicate he/she can possibly achieve success at the next grade level, if certain conditions are successfully obtained. The students who are "promoted with mandatory remediation" have two options to earn the necessary academic credits for promotion. The final grade will not change.

1. The child must complete an HHLS-approved summer school program to be promoted to the next grade. Certain assigned subjects must be satisfactorily completed during the summer session;

-OR

2. The child must successfully complete an HHLS-generated remediation packet in the required content area(s) for the fee of \$250.00 per packet. Note: These packets are due in the HHLS office on the final Monday in the month of June.

Remediation is for the sole purpose of credit recovery and will not change the grade of the previous year.

Release of Children

On your Application for Enrollment form, you will be asked to identify people who are allowed to pick up your child when you are unable to pick him/her up yourself. **Authorized persons must be 18 years of age or older in order to be allowed to pick up the child.** Only the people listed in the "Pick-Up Authorization" section of the application will be allowed to pick up your child. However, if changes must be made, the parent must give written notification of a change or addition to this list. HHLS reserves the right to request and check a photo ID of anyone who is picking up a child. This helps to ensure the safety of our children. Please inform the people on your child's pick-up list that we will check their photo ID.

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If an unauthorized person attempts to pick up a child, the parents will be called; and the child will not be released, If they cannot be reached, the alternative(s) on the emergency card will be contacted. The child will remain safely at school until the proper guardian arrives.

When custody of children is in question in the court system, it may become necessary to bar a non-custodial parent from picking up a child. If that is the case, HHLS requests the custodial parent to provide a photo of the person who is not allowed to have contact and/or pick-up rights. HHLS also requests copies of court documentation regarding decisions that have been made in custody disputes.

If an authorized person, whom the staff suspects is intoxicated or impaired, insists on removing a child from the school, the staff will immediately contact local law enforcement authorities and report the incident. This safety issue also applied to children who the staff witnesses being transported without mandatory child safety equipment. Please ensure that all persons who are authorized to pick up children have the proper equipment to maintain the child's safety while being transported.

Rules and Guidelines

It should be evident upon entering the doors of our school that this is a Christian environment and that Jesus Christ is Lord of our lives. We are not perfect, however, and we understand that we all need direction at times. The following list of rules and guidelines is for the benefit of all students to enable us to have a safe, orderly, and productive environment. These guidelines are in effect at all school functions, as well as during the school day.

1. The student is primarily responsible to the homeroom teacher; however, students are ultimately responsible to every member of the faculty and staff.
2. Chewing gum is not allowed on the school grounds and should not be brought to school.
3. Students to whom lockers are assigned are reminded that if they choose to decorate the interior of their lockers, *the use of stickers and/or adhesive is strictly forbidden*. Students are allowed to use magnets on the interior or exterior. All decorations must be removed by the last day of school.
4. Nuisance items such as squirt guns, comic books, and collector items - unless authorized by the teacher -- must not be brought to school. Items will be confiscated and returned at the discretion of the teacher.
5. Students must enter the building when they arrive at school. Students should leave the school grounds at the conclusion of the class day unless part of the Extended Care program.

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6. Personal electronic devices are not allowed during the school day.
7. Cell phones are not allowed to be seen or heard during the school day, which includes time spent in Extended Care. Cell phones will be confiscated, kept in the school office, and returned only to a parent/guardian.
8. We must receive updated information directly from the parent (note or phone call) if there is a change in the procedure for a child's going home. *Verbal notification from the child will not be accepted.*
9. Carbonated beverages are not allowed as a substitute for milk at lunch. Parents may not deliver fast food lunches for their child to eat at school.
10. Children are encouraged to bring water bottles to school for use in the classroom. However, the only beverage that is allowed in the classroom or during the school day (outside of lunch) is water,
11. Recess time should be spent on the playground unless otherwise directed by the teacher.
12. No in-line skates, skateboards, or scooters are to be used on school property during the school day.
13. Hardballs are not permitted on the playground at recess.
14. Students are not to leave the playground without permission of the teacher.
15. Tackle football is not permissible as a playground activity.
16. Pupils participating in after school activities should go to the room or area specified by the teacher in charge of the activity.
17. The possession of pornography, possession or use of drugs, alcohol, or weapons, physical threat or assault on another student or teacher, or open defiance of authority will not be tolerated in our school and may be grounds for expulsion.
18. Mark all clothing, tennis shoes, water bottles, and lunch bags or boxes with an easily identifiable initial or name. Help your child to arrange a suitable study area and study time at home. A regular schedule during the school year is a big help to your child.

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19. Funding for Christian schools (besides tuition and congregational support) looms as the major challenge of the next generation. We need your support of events such as the Eagle Run and other fundraising activities in order to continue to provide the quality we all desire.. *Everyone* does make a difference.

20. Be cautious about stories your children may bring home. A wise teacher once told parents, *“If you don't believe everything your child says about school, I won't believe everything he says about home.”* Check with the teacher as soon as possible.

Safety

The staff at Heavenly Host Lutheran School makes continuous efforts to avoid all possible injuries by following common sense safety rules. Members of the faculty and staff are trained in both First Aid and CPR, along with training in handling blood borne pathogens. Our staff is trained to treat minor injuries on site. However, if an injury is sustained, and it is questionable as to whether further medical treatment is necessary, we will contact the parent(s) for further consultation. If a medical need is severe and outside assistance is needed, we will act on behalf of the parent to ensure proper medical treatment is secured, including a call to 911, if necessary. If 911 is called, we will immediately contact the parent to inform them of the situation. In addition, children who are transported to a medical facility are always accompanied by a member of the HHLS faculty and/or staff.

Teachers and custodial staff try to eliminate the spread of germs by cleaning and disinfecting objects that children touch. We also encourage frequent hand washing for everyone. When handling body fluids, such as blood, teachers use precautions such as (non-latex) safety gloves for everyone's protection. Objects that have been contaminated with a body fluid are cleaned immediately by wiping up the area or scrubbing objects with soap and water. The object or the area is then treated with a disinfectant/sanitation solution. Teachers use disposable gloves and towels to clean the object or area. Objects will be allowed to air dry.

School Pictures

School portraits will be taken each year. Both individual and class photographs will be taken.

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Service Opportunities for Students

Heavenly Host Lutheran School offers students opportunities for service while at school. These service groups help the school function properly while teaching responsibility and civic duty. The following service opportunities are available to middle school students in grades 5-8.

Safety Patrol: The HHLS Safety Patrol is responsible for placing and removing traffic barriers on school grounds. Flag Patrol: The HHLS Flag Patrol is responsible for raising and lowering the flag each day as part of their civic duty to the school. Announcements: Students will take turns in reading the scripture verse of the day, the daily announcements, and lead prayer and pledges.

Technology

Heavenly Host Lutheran School recognizes the importance of technology in today's world, and we have made a commitment to our students to offer them the opportunity to become literate and skilled in its use. We believe that technology is a means to achieve a well-rounded education that values all areas of learning.

All of our students sign an Acceptable Use Agreement, stating that they will only use the equipment in ways that are legal, ethical, and reflective of the Christian environment for which we strive. Please refer to this document in the Appendix section of this handbook.

Telephone

The school phone number is 931-520-3766. Calls to teachers should be made before or after school unless an emergency exists. We ask that no calls be made between 7:00 and 7:15 a.m. while faculty and staff are attending devotions together. Students are not permitted to use the phone without permission from the classroom teacher. A spontaneous plan for going home with a friend is not a valid reason for phone use. Such plans require a written note from parents of students either prior to the day or on the morning of such plans. If a parent needs to contact their child during the school day, please call the school office and leave a message. Messages will be delivered as soon as it is feasible. Children will not be called to the phone, except in an emergency. Students are not allowed to use cell phones or pagers during the school day.

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Tuition/Fees

The standard tuition rate is subject to various discounts and financial aid packages, available at the beginning of each school year to those families who qualify. Families who hold church membership at Heavenly Host Lutheran Church are eligible for a member grant. All families who request financial aid must complete a financial aid application and must submit an application fee. Applicants are not guaranteed to receive an award through this program

All families are required to sign and fulfill the terms of the contract for the payment of all tuition and registration fees. You will receive a monthly statement that includes any balances due and the next month's tuition fee. It may also include unpaid lunches, and late pick-up charges. There will be a separate billing for Extended Care. Accounts will be reviewed each month.

IMPORTANT: All tuition payments are required to be made by automatic draft. A form for your convenience is included in the Orientation packet. The automatic withdrawal will be made from your account on the 5th day of each month. If you change any of your account information, it is your responsibility to notify the office. Failure to let us know your updated information will result in fees for NSF and late charges.

In addition, these conditions still exist:

The Board of Education may suspend the right of the students to receive reports and records, pending payment to the school of delinquent fees.

- At its sole option, the Board of Education may suspend or terminate the attendance of any student when payment of fees is in arrears by an amount equal to 10% (1 month) of the yearly tuition and has not been received by the school within five (5) school days after the mailing of a request for payment at the address given on the registration form. For information pertaining to the registration fees, contracts, or other questions regarding fees, contact the administrator.
- **Non-Sufficient Funds Checks (NSF)** For fees paid by check: Returned checks may be charged a \$50.00 fee. After two (2) NSF returned checks, future payments must be made by cash, money order, or cashier's check.

Visitors

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All visitors must sign-in at the office immediately upon arrival. The school reserves the right to ask any visitor to leave. This policy should not be interpreted as a deterrent to visitors. It is intended to help maintain the safest and best educational atmosphere for our students. For further information, see the Safety Plan in the school office.

Volunteers

As a growing school, Heavenly Host Lutheran School (HHLS) is highly dependent upon family participation and support in all facets of the school. In order to enhance the HHLS educational experience as well as to help offset the growing cost of quality Christian education, we ask that each family commit to serve the school in a volunteer capacity every school year. Serving in a volunteer capacity at HHLS impacts your child's spiritual, educational, and social growth. We all know how gifted the children of HHLS are, but we also know that the families of our students have much to offer our school Community.

Heavenly Host must have volunteer help in order to thrive as an institution. We ask that each family contribute as much as possible to help support the programs provided by the school. At the time of registration, volunteer opportunities are made available to our families. Please make it a point to volunteer.

Wellness Policy

The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity.

General Statement of Policy

The School Board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. The school environment should promote and protect students' health, well being, and ability to learn by encouraging healthy eating and physical activity. The school encourages the involvement of students, parents, employees, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. All students will have opportunities, support, and

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encouragement to be physically active on a regular basis. All students will have access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. *Parents, please notify us if your child has a special dietary accommodation need.* Students will be provided adequate time to eat in a clean, safe, and pleasant setting.

Worship Life

We at HHLS primarily follow traditional, liturgical forms as we stand before the Triune God Who claims and names us. The liturgy follows a worship journey (dating back to *before* Jesus' earthly time) that culminates in Word and Sacrament. Over the centuries, the pattern of our worship has been molded into the Church Year, which features yearly sets of Bible readings called the Lectionary. The model of the Church Year guides us by rite, ritual, and festival through God's whole salvation plan from Jesus' birth, to life, to death, and triumphant resurrection. The Lectionary ensures that we read almost all of scripture through a 3-year cycle so that we are comforted and guided by all that God has set down for us.

We take comfort and joy in teaching your child this form of worship. In the words of Lutheran Pastor, Rev. Robert Zagore, "When parishes cultivate a liturgical life, they arm their sons and daughters with words ingrained with the Gospel. They implant a resolute and joyous hope. Reinforced over a lifetime, they are unshakable, even by death."

All classrooms begin and end their day with devotions. Bible classes are a part of the daily curriculum, and once each week we all gather for a chapel service. Chapel services are conducted every Wednesday for students, faculty, staff, parents, and guests of HHLS. Students are to wear dress uniforms. Please refer to the "Dress Code" section of this handbook for appropriate chapel dress.

An offering is gathered each week to support a mission project that is chosen by the faculty. As special needs arise in our community, we do our best to try and offer support to these needs. All ideas that are suggested by the HHLS community are placed in a pool of chapel designations for future years. Chapel is a worship service where proper reverence should be shown. Chapel is an important part of how we show our love in response to what the Lord has done for us. We encourage each of our school families to participate in family devotions at home as well, and parents and friends are always invited to attend chapel.

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Odds and Ends

Unless special arrangements have been made with the teachers, pets should not be brought to school. Toys are not to be brought to school. This includes cosmetics, hair care products, electronic devices, trading cards, and laptops. There may be times when the teacher will give special permission to bring items as they relate to a unit of study. This permission from the teacher will be in written form. Students should not bring money to school unless requested.

Please be prepared to respond on the end-of-the-year survey as to other information that would have been helpful or sections that need clarification in this handbook.

Information is sent home regularly via school-wide newsletters or announcements and teacher newsletters. PLEASE read these notes, the information they contain is important.

Solicitations of any kind are not allowed on school grounds.

The following pages contain information we are required to supply to you regarding (1) Meningococcal disease; and (2) Influenza and benefits of influenza vaccination, in addition to a copy of the Covenant; Map for Accessing Car Line; Technology – Acceptable Use Policy; monthly calendars for the school year; and a calendar-at-a glance.

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MENINGOCOCCAL VACCINES

WHAT YOU NEED TO KNOW

1. What is meningococcal disease? Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the fluid surrounding the brain and spinal cord. Meningococcal disease also causes blood infections.

About 1,000 - 2,600 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15% of these people die. Of those who survive, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories, and teenagers 15-19 have an increased risk of getting meningococcal disease. Meningococcal infections can be treated with drugs such as penicillin. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why *preventing* the disease through use of meningococcal vaccine is important for people at highest risk.

2. Meningococcal Vaccines

There are two kinds of meningococcal vaccine in the U.S.:

Meningococcal conjugate vaccine (MCV4) was licensed in 2005. It is the preferred vaccine for people 2 through 55 years of age.

Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It may be used if MCV4 is not available, and is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. Meningococcal

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vaccines cannot prevent all types of the disease. But they do protect many people who might become sick if they didn't get the vaccine. Both vaccines work well, and protect about 90% of the people who get them. MCV4r is expected to give better, longer-lasting protection.

MCV4 should also be better at preventing the disease from spreading from person to person.

3. Who should get meningococcal vaccine and when? A dose of MCV4 is recommended for children and adolescents 11 through 18 years of age. This dose is normally given during the routine pre-adolescent immunization visit (at 11-12 years). But those who did not get the vaccine during this visit should get it at the earliest opportunity.

Meningococcal vaccine is also recommended for other people at increased risk for meningococcal disease:

- College freshmen living in dormitories.
- Microbiologists who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
 - Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed. Anyone who has terminal complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.

MCV4 is the preferred vaccine for people 2 through 55 years of age in these risk groups.

MPSV4 can be used if MCV4 is not available and for adults over 55.

How Many Doses? People 2 years of age and older should get 1 dose. Sometimes a second dose is recommended for people who remain at high risk. Ask your provider. MPSV4 may be recommended for children 3 months to 2 years of age under special circumstances. These children should get 2 doses, 3 months apart.

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4. Some people should not get meningococcal vaccine or should wait.

Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of either meningococcal vaccine should not get another dose.

Anyone who has a severe (life-threatening) allergy to any vaccine component should not get the vaccine. Tell your provider if you have any severe allergies.

Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your provider. People with a mild illness can usually get the vaccine.

Anyone who has ever had Guillain-Barre Syndrome should talk with their provider before getting MCV4.

Meningococcal vaccines may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed.

A Meningococcal vaccine may be given at the same time as other vaccines

5. What are the risks from meningococcal vaccines? A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given. If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4. A small percentage of people who receive the vaccine develop a fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

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A serious nervous system disorder called Guillain-Barre Syndrome (or GBS) has been reported among some people who received MCV4. This happens so rarely that it is currently not possible to tell if the vaccine might be a factor. Even if it is, the risk is very small.

6. What if there is a moderate or severe reaction? What should I look for?

Any unusual condition, such as a high fever, weakness, or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat, or dizziness. **What should I do?**

Call a doctor, or get the person to a doctor right away. A Tell your doctor what happened, the date and time it happened, and when the vaccination was given.

Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS web site at www.vaers.hhs.gov or by calling 1-800-822 7967. *VAERS does not provide medical advice.*

7. The National Vaccine Injury Compensation Program A federal program exists to help pay for the care of anyone who has had a rare serious reaction to a vaccine. For information about the National Vaccine Injury Compensation Program, call 1-800-338-2382 or visit their website at www.hrsa.gov/vaccinecompensation.

8. How can I learn more? Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.

Call your local or state health department. Contact the Centers for Disease Control and Prevention (CDC): Call 1-800-232-4636 (1-800-CDC-INFO) Visit CDC's National Immunization Program website at 222.cdc.gov/vaccines

Visit CDC's meningococcal disease website at

www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm

Visit CDC's Travelers' Health website at wwwn.cdc.gov/travel

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The preceding information is provided via the handout “Meningococcal 1/28/08 Vaccine Information Statement (Interim), DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS FOR DISEASE CONTROL AND PREVENTION.

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VACCINE INFORMATION STATEMENT Influenza (Flu) Vaccine (Inactivated or Recombinant):

What you need to know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

| 1 | Why get vaccinated?

There is no live flu virus in flu shots. They cannot cause the flu. There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. But even when the vaccine doesn't exactly match these viruses, it may still provide some protection. Flu vaccine cannot prevent:

- flu that is caused by a virus not covered by the vaccine,
- or
- illnesses that look like flu but are not. It takes about 2 weeks for protection to develop after vaccination, and protection lasts through the flu season.

Some people should not get this vaccine

Influenza (“flu”) is a contagious disease that spreads around the United States every year, usually between October and May. Flu is caused by influenza viruses, and is spread mainly by coughing, sneezing, and close contact. Anyone can get flu. Flu strikes suddenly and can last several days. Symptoms vary by age, but can include: . fever/
chills

- sore throat
- muscle aches
- fatigue
- cough
- headache

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• runny or stuffy nose Flu can also lead to pneumonia and blood infections, and cause diarrhea and seizures in children. If you have a medical condition, such as heart or lung disease, flu can make it worse. Flu is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk. Each year thousands of people in the United States die from flu, and many more are hospitalized.

Flu vaccine can:

- keep you from getting flu,
- make flu less severe if you do get it, and
- keep you from spreading flu to your family and other people.

Tell the person who is giving you the vaccine:

- If you have any severe, life-threatening allergies.

If you ever had a life-threatening allergic reaction after a dose of flu vaccine, or have a severe allergy to any part of this vaccine, you may be advised not to get vaccinated. Most, but not all, types of flu vaccine

contain a small amount of egg protein.

- If you ever had Guillain-Barré Syndrome (also called GBS). Some people with a history of GBS should not get this vaccine. This should be discussed with your doctor.

- If you are not feeling well.

It is usually okay to get flu vaccine when you have a mild illness, but you might be asked to come back when you feel better.

Inactivated and recombinant flu vaccines

A dose of flu vaccine is recommended every flu season. Children 6 months through 8 years of age may need two doses during the same flu season. Everyone else needs only one dose each flu season. Some inactivated flu vaccines contain a very small amount of a mercury-based preservative called thimerosal. Studies have not shown thimerosal in vaccines to be harmful, but flu vaccines that do not contain thimerosal are available.

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U.S. Department of Health and Human Services Centers for Disease Control and Prevention

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Risks of a vaccine reaction

What if there is a serious reaction? What should I look for?

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior. Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination,

What should I do?

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get the person to the nearest hospital. Otherwise, call your doctor.
- Reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967. *VAERS does not give medical advice.*

With any medicine, including vaccines, there is a chance of reactions. These are usually mild and go away on their own, but serious reactions are also possible. Most people who get a flu shot do not have any problems with it.

Minor problems following a flu shot include:

- soreness, redness, or swelling where the shot was given
- hoarseness
- sore, red or itchy eyes
- cough
- fever
- aches
- headache
- itching
- fatigue

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If these problems occur, they usually begin soon after the shot and last 1 or 2 days.

More serious problems following a flu shot can include the following:

- There may be a small increased risk of Guillain-Barré

Syndrome (GBS) after inactivated flu vaccine. This risk has been estimated at 1 or 2 additional cases per million people vaccinated. This is much lower than the risk of severe complications from flu, which can be prevented by flu vaccine.

- Young children who get the flu shot along with pneumococcal vaccine (PCV13) and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Ask your doctor for more information. Tell your doctor if a child who is getting flu vaccine has ever had a seizure. Problems that could happen after any injected vaccine:

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.

- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely. Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination. As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death. The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

| The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

How can I learn more?

- Ask your healthcare provider. He or she can give you the vaccine package insert or suggest other sources of

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information.

- Call your local or state health department.
- Contact the Centers for Disease Control and

Prevention (CDC): - Call 1-800-232-4636 (1-800-CDC-INFO) or - Visit CDC's website at www.cdc.gov/fiu

10434

Vaccine Information Statement **Inactivated Influenza Vaccine**

Office Use Only 08/07/2015 42 U.S.C. 300aa-26

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A Covenant For Christian Education

A COVENANT is a commitment made to remind people of the promises God has made to us. Because of what God has done for us through Christ, we will want to respond to His love and receive the blessings He has in store for His people. As a member of the Central Lutheran School Family and a PARTNER in the Christian education of children:

I will show RESPECT for God and His Word by: (Deuteronomy 11:18-21)

- Faithfully attending worship and Bible Study.
- Learning, memorizing, and obeying the Word of God as it directs our daily living.
- Actively supporting the church and school with God-given treasures and sacrificial offerings.

I will show RESPECT for those in authority by: (Ephesians 6:1-8)

- Supporting the philosophy and policies of the school.
- Cooperating with the teachers, principal and the Board of Christian Day School in matters of discipline in a willing and prompt manner.

I will show RESPECT for my classmates and other people by: (Colossians 3:12-17)

- Praying for and with the children, parents, and teachers.
- Instructing my child to lead a God-pleasing life by showing love and forgiveness toward others.

I will show RESPECT for my body and my God-given talents by: (1 Corinthians 3:16-17)

- Modeling Christian values by monitoring T.V., music, clothes, food, language and activities for the well-being of my child. Providing support and commitment to school and extracurricular activities with my presence and serving where needed.

I will show RESPECT for the learning process and the classroom environment by: (Proverbs 16:16)

- Providing a Christian atmosphere and environment for learning and homework.

Assuming responsibility for my child's completion of homework. Providing assistance for spiritual, physical, social, emotional, and academic growth of my child - enabling children to develop their God-given abilities to their potential. Encouraging my child to attend school regularly and be in assigned rooms on time.

I will show RESPECT for my school, my personal property and the property of others by: (Philippians 2:4)

- Keeping the school a safe, nurturing Christian learning environment.
- Care for the supplies and equipment used inside and outside the facility.

By signing the form, you assert that you have read and agree with the content of this covenant.

PLEASE PRINT:

_____ Date _____

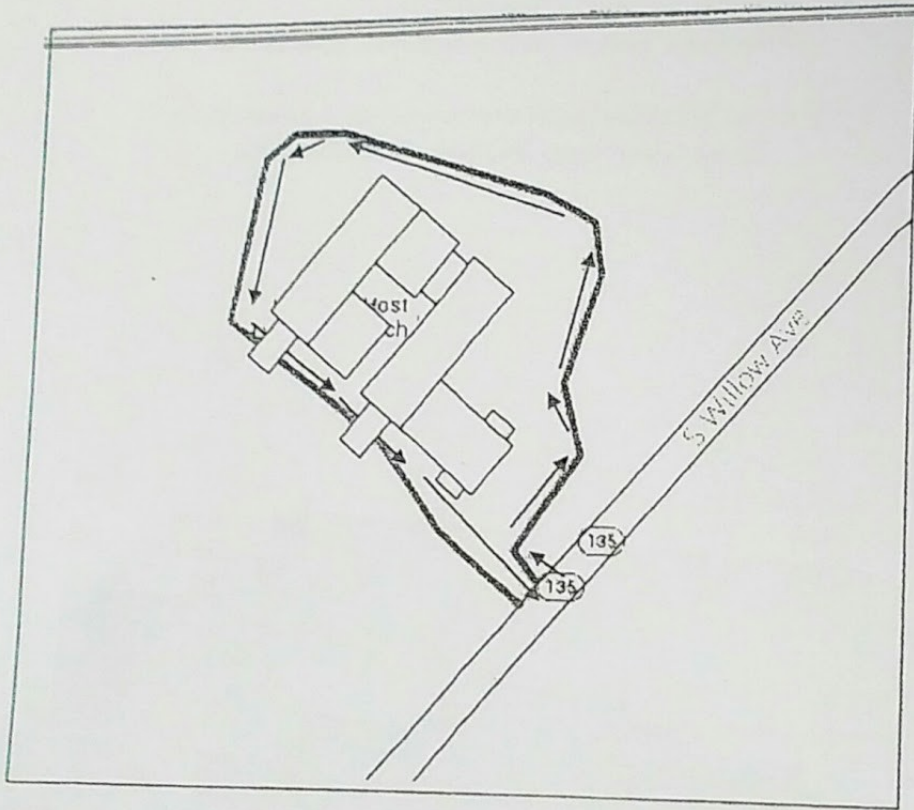
Child(ren)'s Name(s)

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_____ Date _____
Parent Signature

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Map for Accessing the "Car Line"
Both Pick-Up and Drop-Off
7:15 to 8:00 a.m. and 2:45 to 3:15 p.m.



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iPad/Chromebook 1:1 Acceptable Use Policy

***The term "iPad" is used interchangeably with "Chromebook" in this policy.**

At Heavenly Host Lutheran School (HHLS) we believe that to be fully college- and career- ready in the 21st Century, our students must become powerful users of technology. Empowering them to feel comfortable, confident, and independent with computer tools is essential, as our local high schools have implemented the use of advanced technology programs. A closely supervised 1:1 program will help our middle school students develop the skills to succeed in connected educational environments.

SECTION 1 - GENERAL TERMS AND CONDITIONS

1. Participation - This program is mandatory for all 5th through 12th grade students. The use of school-issued electronic devices will be required for many class projects. Students are expected to bring their devices and keyboard cases to school, fully charged, every school day.
2. Distribution and Check-in - Students will receive electronic device in the fall and return them during the final week of school so that they can be checked for serviceability. If a student transfers out of HHLS during the school year, the device will be returned at that time. At times during the course of the academic year, the electronic devices will need to be checked in for various reasons.
3. Financial Responsibility - Families are responsible for costs to repair accidental damage resulting from drops, spills, or other mishaps. Damage caused by other HHLS students will be the responsibility of that student's family. In case of loss or theft, the family will be responsible for the insurance deductible or for full replacement.
4. Supplies - Students will be supplied with an electronic device. They are required to use this device and no other while in school. Families are also required to provide the following supplies:
 - a. A clear screen protector, to be purchased and installed outside of school, must be in use for the entire time that the student has the iPad Mini/Chromebook/Electronic Device.
 - b. A headset, including earphones and a microphone. Headsets should be compact and *inexpensive* (less than \$10, easily found online or in stores)
 - c. Neither the school nor other students will be held responsible for damage to unnecessary, expensive, headsets.
5. Accessories - Students are permitted to bring a stylus to school for use with their iPad. All other "accessories" for their devices, such as speakers, peripherals, or ornaments are prohibited unless express, written permission is received from the Technology Coordinator. Internet Filtering and

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Monitoring - Each device will be monitored, including location tracking, and will be subject to Internet filtering according to school and CIPA standards in all locations. School administrators will be able to view installed applications and web sites visited. *If students attempt to access blocked sites, the Technology Coordinator will be notified.* Students are to follow all guidelines from the Technology Acceptable Use Policy when using 1:1 electronic devices, whether they are at school, at home, or elsewhere.

7. Applications – HHLS will pay for (and retain ownership of all software necessary to make full use of the electronic devices as educational tools. Students will use the school's Apple ID and will not be able to install educational applications of their own choosing unless it is approved by the teacher, Technology Director, or Principal. All installed apps are viewable by the school administration and subject to review.

8. Student Responsibility - It should be understood that 1:1 electronic devices are for educational use only, and students found to be using school electronic devices improperly may have special restrictions applied or lose the use of the device altogether. Some, but not all, examples of prohibited uses can be found in Section III.

9. Parental Concerns - Parents are encouraged to monitor the use of the electronic device to ensure that all rules laid out in this document are being followed. Any parents displeased with their child's use of 1:1 electronic devices at home may request that their child's device be checked in at the end of the school day for up to 1 week. A parent/teacher conference will follow to determine the best course of action.

SECTION II -CARE OF 1:1 ELECTRONIC DEVICES

General Precautions

- a. The school-issued electronic device is school property; and all users will follow this policy and the HHLS Acceptable Use Policy for Technology,
- b. Only use a clean, soft cloth to clean the screen, no cleansers or liquid.
- c. Cords and cables must be inserted carefully into the devices to prevent damage.
- d. Electronic devices must remain free of any writing, drawing, stickers, or labels that are not placed by HHLS staff.
- e. Electronic devices must never be left in an unlocked home, car, or any unsupervised area outside of school.
- f. Electronic devices left in classrooms during the day must be placed in lockers, not in desks.

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Carrying Electronic Devices - 1:1 iPad Mini/Chromebook/Electronic Device devices will be provided with a protective case. Students are required to keep iPads Mini devices in closed cases when carried. Students are not to use electronic devices while walking.

3. Screen Care - The electronic device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a. Do not lean on the top of the electronics device when it is closed.
- b. Do not place anything near the device that could put pressure on the screen.
- c. Do not place anything in the carrying case that will press against the cover.
- d. Cover the screen with a transparent screen protector and keep it clean with a soft, dry cloth or anti-static cloth.
- e. Do not "bump" the electronic devices against walls, car doors, floors, etc., as it will eventually break the screen.

4. Damage - In case any damage to the electronic device does occur, students are to inform the Technology Coordinator immediately so that proper precautions and repairs may be undertaken.

SECTION III - STUDENT EXPECTATIONS

1. Electronic Devices Left at Home - School-issued electronic devices will be part of students' required school supplies, and students who leave them at home will be considered unprepared. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their devices present. Any late homework penalties are imposed at the teacher's discretion.

2. Charging your Device's Battery - Electronic devices must be brought in to school each day fully charged. Batteries will last a full school day, and although students will be allowed to charge them at school, the student is responsible for completing homework as it is due.

3. Wallpapers/Background Photos - Inappropriate media may not be used as a wallpaper or background photo. Inappropriate language, offensive phrases, sexually suggestive images, weapons, alcohol or drug related images are unacceptable and will result in disciplinary action. The administration or the Technology Coordinator determines what is inappropriate.

4. Sound, Music, Games, or Programs

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones must be used when sound is required.
- b. Music is allowed on the devices for use in media projects but may not be played at school for recreation.
- c. Internet games are prohibited, as are game apps without educational value.

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5. Camera Use - Students may use their electronic device cameras and microphones only under the direction and supervision of a teacher. Students are not to take pictures, audio, or video of themselves, staff, or other students unless expressly directed by a teacher. Any unauthorized use of cameras or microphones will be subject to disciplinary action.
6. Passcodes -- HHLS takes privacy of student data very seriously. Students are required to password protect their devices and keep their passwords secret. Passcodes are provided by the Technology Coordinator and cannot be changed unless under the direction of the Technology Coordinator. Passcodes should only be shared with parents or school staff.
7. No-Tech Time - Students may not use their electronic devices during recess, lunch, immediately before or after school, or at Club meetings without the express permission of a supervising staff member.
8. Other Prohibited Uses - The following activities are expressly prohibited while using school provided technology:
 - a. Illegal installation or transmission of copyrighted materials
 - b. Any action that violates existing school policy or public law
 - c. Sending: accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials
 - d. Use of chat rooms or messaging clients (MSN, Facetime, etc)
 - e. Use of social networking sites such as Facebook, Twitter, Instagram, etc
 - f. Attempting to gain access to other student's accounts, files, or data
 - g. Listening to music, playing games, watching videos or browsing the web during class
 - h. Deleting apps provided by HHLS
 - i. Removing any configuration profiles provided by HHLS
 - j. Removing identifying stickers or markings from electronic devices or keyboard cases
 - k. Use of school internet/email accounts for non-school related uses
 - l. Connecting personal internet/email accounts to the electronic devices.
 - m. Giving out any student's personal information, for any reason, over the Internet. This includes, but is not limited to, names; addresses; phone numbers; email addresses; or pictures
 - n. Sending unsolicited messages to other students (spam)
 - o. Using school-issued electronic devices for non-educational purposes during the school day
 - p. Using electronic devices at any time when teachers or staff have prohibited their use
 - q. Using electronic devices at any time when a student's parents have prohibited their use

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r. Vandalism: any malicious attempt to harm or destroy hardware, software, or data, including both physical damage and damage caused by downloading viruses, spyware, or other malware

SECTION IV - TEACHER EXPECTATIONS

1. Protecting Electronic Devices from Damage and Theft - Teachers are responsible for ensuring that the electronic devices are properly stored in the storage cabinet. Teachers must prevent other students from accessing 1:1 electronic devices and lock classroom doors containing student electronic devices. Teachers are not responsible for electronic devices inadvertently left in classrooms or lockers at the end of the day.

Student/Parent Agreement for iPad/Chromebook* 1:1 Devices

*The term "iPad" is used interchangeably with "Chromebook" and may refer to any school-owned, school-issued electronic device in this policy.

By signing below, both parents and students enrolled in the iPad/Chromebook/Electronic Device 1:1 program agree to all the conditions and guidelines set forth in the Acceptable Use Policy. You pledge the following:

- I will take good care of my iPad Mini/Chromebook/Electronic Device
- will never leave the iPad Mini/Chromebook/Electronic Device unattended in a public or unsupervised space outside of school.
- I will know where my iPad Mini/Chromebook/Electronic Device is at all times.
- I will charge my iPad Mini/Chromebook/Electronic Device's battery daily before coming to school.
- I will keep food and beverages away from my iPad Mini/Chromebook/Electronic Device to prevent damage.
- I will not disassemble any part of my iPad Mini/Chromebook/Electronic Device or attempt any repairs.
- I will protect my iPad Mini/Chromebook/Electronic Device by only carrying it in the case provided by school.
- I will only use my iPad Mini/Chromebook/Electronic Device in ways that are appropriate and that meet Heavenly Host Lutheran School's expectations, which are educational.
- I will not place decorations (such as stickers or drawings) on the iPad Mini/Chromebook/Electronic Device or keyboard case.
- I will not remove or deface the HHLS stickers on the iPad Mini/Chromebook/Electronic Device or keyboard case.
- I will not remove any software or data placed on my iPad Mini/Chromebook/Electronic Device by HHLS.
- I understand that my iPad Mini/Chromebook/Electronic Device is subject to inspection at any time without notice and remains the property of HHLS.
- I understand that my iPad Mini/Chromebook/Electronic Device's location, software, and Internet use are subject to monitoring and filtering.

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- I will follow the policies outlined in the Acceptable Use Policy and the HHLS Technology Policy (as outlined in the Parent Student Handbook) while at school, as well as outside the school day.
- I will be responsible for all damage or loss to the iPad Mini/Chromebook/Electronic Device while it is in my care.
- I will return the iPad Mini/Chromebook/Electronic Device in good working condition upon transfer out or completion of the school year.

I agree to the stipulations set forth in the Acceptable Use Policy, the Technology section of the Parent Student Handbook, and the Student Parent Agreement for iPad 1:1 (above). I hereby understand that I am fully financially responsible for any non-normal wear and tear, as determined by the administration, and am responsible for monitoring my child's technology use outside of school.

Print Student Name _____ Student # _____

Student Signature _____ Date: _____

Print Parent Name _____

Parent Signature _____ Date: _____

Please sign and return this page. This form must be signed and submitted without alteration to the HHLS office before any device can be distributed to the student named above.