



# Parent - Student Handbook

Kindergarten - 8th Grade

**Forest Hills Lutheran Christian School**

4221 SW Golf Course Road

Cornelius, Oregon 97113

Ph: (503) 359-4853

[www.fhlcs.org](http://www.fhlcs.org)

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# *Forest Hills*

## *Lutheran Christian School*

Welcome to Forest Hills Lutheran Christian School! Forest Hills is a very special place. Students come here to explore the mysteries of the world around them and to learn all about how things work, but it's much more than that. What makes this place special is that the Spirit of God is alive and well at Forest Hills! Students learn what it means to be a child of God and how they can share His love with people around them. Our goal statement for the students is to "equip them to be servant leaders in the world and heirs of eternal life." What we teach students far transcends a few years. It lasts a lifetime and beyond!

We are committed to guiding students through their learning journey. We will model for them the love that has been shown to us by Christ himself. We will guide them when they falter, and extend forgiveness, as we too have been forgiven. We will embrace them with the peace that passes all understanding.

It is a true privilege for us to partner with you in raising your child. We look forward to all the ways we will grow together in the coming year. God has been hard at work forming the community here at Forest Hills, and He will be among us all year long as we reveal His mysteries in the world around us and His amazing mystery of love at work within us.

Blessings,

Kimberly Luna  
Principal

## Worship Opportunities

### Forest Hills Member Congregations

#### **Bethlehem Lutheran Church**

187<sup>th</sup> & Johnson, Aloha, OR 97006

(503) 649-3380

<http://www.blcfamily.org/>

Worship:      Sunday: 8:30 am, 11:00 am  
                  Sunday School/Bible Study: 9:45 am



#### **Mt. Olive Lutheran Church**

*Rev. Nick Koschmann, Pastor*

2327 17<sup>th</sup> Avenue, Forest Grove, OR 97116

(503) 357-2511

<http://mtoliveforestgrove.org/>

Worship:      Sunday: 8:30 am, 10:30 am  
                  Sunday School/Bible Study: 9:30 am



#### **Prince of Peace Lutheran Church**

14175 NW Cornell Road, Portland, OR 97229

503/645-1211

<http://www.poplconline.org/>

Worship:      Sunday, 8:00 am, 10:30 am  
                  Sunday School/Bible Study, 9:15 am



#### **St. Peter's Lutheran Church**

*Rev. Michael Warmbier, Pastor*

4265 SW Golf Course Road, Cornelius, OR 97113

503/357-3863

<https://www.stpeterscornelius.org>

Worship:      Sunday, 8:00 am, 10:30 am  
                  Sunday School/Bible Study, 9:15 am



### **Trinity Lutheran Church**

*Rev. Steve Nicodemus, Pastor*

Minter Bridge & River Roads, Hillsboro, OR 97123  
503/640-1693

<http://www.trinityhillsboro.org/>

Worship:      Sunday, 8:00 am, 10:30 am  
Sunday School/Bible Study, 9:00 am



### **Zion Lutheran Church**

Glencoe & Evergreen, Hillsboro, OR 97124  
503/640-8914  
<http://www.zionhillsboro.org/>

Worship:      Sunday, 10:30 am  
Sunday School/Bible Study, 9:00 am



## Westside Lutheran School Association Board of Directors

The Board of Directors is elected by the Delegate Assembly and normally meets on the 3<sup>rd</sup> Tuesday of the month to conduct the affairs of the school association.

Members include:

**Chair:** Mr. Ryan Collins (Member at Large)  
**Vice-Chair:** Mr. Darrel Brown (Trinity)  
**Secretary:** Mrs. Heather Johnson (Mt. Olive)  
Mr. Jim Cullen (Bethlehem)  
Mrs. Kim Gray (Mt. Olive)  
Mr. Michael McMillen (Prince of Peace)  
Rev. Wil Gehrke (St. Peter's)  
Pastor Josh Nix (Trinity)  
Tom Epler (St. Peter's)  
Forrest Huntington (Member at Large)  
Abby Bautista (Bethlehem)

Principal Kimberly Luna (Ex-officio)

## Purpose & Philosophy

Forest Hills Lutheran Christian School is a Lutheran, co-educational school encompassing grades K-8. It is owned and operated by the Westside Lutheran School Association. The school is both a Lutheran parochial school for the members of sponsoring congregations and an outreach school for families in the community. The affairs of the school and the association are administered by a Delegate Assembly and a Board of Directors. We recognize that our school is uniquely Lutheran and that one of the main responsibilities of our school is to provide the means and opportunities for the Christian education and faith development of our students.

We serve students from all spiritual backgrounds. We select and retain students only on the basis of our ability to meet their spiritual, academic, emotional, and physical needs and on the basis of their attitude and involvement in our mission. While we seek to serve as wide a range of students as possible, we unfortunately cannot serve everyone.

By creating an environment of support and structure, our faculty and staff assist in the development of the whole child - body, mind and spirit. We seek to establish a partnership with parents, to involve them in school activities, and to have open communication between school and home.

Our goals are to help students:

- Learn to research, organize and use information.
- Be creative and productive.
- Master essential skills in reading, writing, speaking, and computing.
- Develop social science, math, science, art, music and technological literacy.
- Be physically fit and active.
- Develop the ability to reason and think critically.
- Develop the ability to analyze and synthesize information in the formation of opinions and behaviors.
- Develop the ability to solve problems.
- Develop and maintain beliefs and behaviors rooted in the Bible.
- Develop the values of self-discipline, responsibility, compassion, friendship, humility, respect, work, courage, perseverance, honesty, loyalty, and faith.
- Develop an awareness of other cultures.
- Become active and effective members of their community and church.
- Experience a strong sense of Christian community and be committed to serving others.

We do this in the following ways:

- We foster a teaching environment that is challenging, safe, comfortable, caring, and nurturing.
- We use instructional practices that balance independent creativity and structured learning.
- We use curricular materials that include core skills and knowledge, moral and religious training, physical education, and time for the creative and performing arts.
- We offer a co-curricular program that extends classroom learning.
- We create a school community that models and nurtures self-discipline, faith, learning and respect and empathy for others.

Because our administration and faculty are committed to ongoing professional development that will promote student learning, we will continue to research and use new learning and instructional practices that have been proven effective. We are committed to a growing program which encompasses curriculum that is appropriate in approach, resources, scheduling and content.

## **Mission**

**Inspiring the next generation of servant leaders through Christ and a dedication to academic excellence.**

## **Vision**

**Expand the Kingdom of God through servant leaders who are inspired to be life-long learners and innovators with Christ at their core.**

## **Core Values**

Forest Hills Lutheran Christian School is committed to building the Kingdom of God through Christian education within a safe and caring environment. It is our goal to help our students meet the highest standards of personal, ethical and moral conduct possible. An essential part of our school's mission is to assist in the development of our core values.

**Christ-Centered  
Christian Service  
Partnership  
Academic Excellence  
Christian Character**

At Forest Hills Lutheran Christian School we aspire to live a life balanced between God's Word of Law (what we must or must not do) and God's Word of Gospel (what God has done and is doing in our lives). This means that as Jesus taught, we "love the Lord our God with all our heart, mind, soul and strength, and our neighbor as ourselves." To know what this love looks like, we keep the Ten Commandments before us. They govern our thoughts, words and deeds, including how we respect and deal with one another at FHLCS. Though we seek to live by this standard, we will at times fail, disappointing ourselves and causing hurt or hard feelings for those around us. When this happens, we focus on the promise of God that He forgives our sins and gives us strength to improve, even though consequences may follow. We expect our students, parents, guardians and staff to hold themselves to this balanced life of Law and Gospel.

The privilege to attend Forest Hills Lutheran Christian School is extended on the condition that both student and parents or guardian accept and support school guidelines found in this school handbook.

**Christ-centered** Jesus Christ is the Son of God, our Savior, who yearns for a relationship with all people; therefore, we share Jesus with students and families when we share His love, forgiveness and the message of salvation. It is our desire that all students and families develop personal relationships with Jesus Christ.

**Christian Service** Recognize that we have been blessed with a variety of gifts and talents, our school, classrooms and individuals will respond with compassion to the needs of others. We will actively seek ways to put our faith in action by serving those in need. This may include partnering with other churches or organizations.

**Partnership** Partnership has an integral role in every aspect of what we do as a school. All members of our school family (staff, students, parents, church bodies, community) are asked and encouraged to develop partnerships with each other. We utilize our talents and abilities to maximize our ministry, not only to those in our school, but also to those in our community. Open communications is central to these partnerships. “We are one body, but many members.”

**Academic Excellence** With Christ as our foundation, we use our God-given gifts to pursue excellence in all that we do academically, creatively and athletically. Through continuous improvement we strive to create life-long learners, encouraging each student, faculty and staff member to achieve their best.

**Christian Character** A person who displays Christian character is rooted in the absolute moral values of God’s Holy Word. Christian character is a spiritual fruit that is built from a real, godly relationship and commitment to Christ as Lord. It encompasses the virtues of:

Forest Hills holds the following as values:

**Students**  
**Discipleship**  
**Excellence**  
**Fruits of the Spirit**  
**Inclusive Family**  
**Individuality**  
**Integrity**  
**Innovation**

## Admissions - Entrance Requirements

**Non-Discrimination** Forest Hills Lutheran Christian School admits students of any race, color, sex and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, and national/ethnic origin in administration of its educational policies and other school programs. The principal is the designated compliance officer.

**Enrollment Priorities** Forest Hills Lutheran Christian School will admit new students according to the following priorities:

1. Students previously enrolled at Forest Hills, provided they continue to be in good standing.
2. Siblings of returning students, and students who are members of Westside Lutheran School Association congregations.
3. Open enrollment is on a "first come - first served" basis, based upon the date the registration fee was received at the school office.

New families will be interviewed by the classroom teacher as part of the enrollment process. The school requires character references and a letter of recommendation for students enrolling in grades 1-8.

### Entrance Requirements

#### 1. Age:

Kindergarten: 5 years old by September 1  
1st Grade: 6 years old by September 1

It is the task of the classroom teacher to work closely with the parents, principal and child to develop an academic program that will satisfactorily challenge the child within their classroom. Grouping, tutoring, and special programs for individual students are three of the means used to meet individual needs.

Cut-off dates for enrollment are prescribed by the State of Oregon and are followed closely. Transfer students usually remain in the same grade unless it is determined that student needs might be better met at a different grade level.

Admission to kindergarten and 1st grade requires a birth certificate or other proof of proper admission age.

#### 2. Academic and Behavioral:

Because Forest Hills is concerned that every child experience success in its program, some students with special needs may be accepted on a trial basis. Final acceptance will be determined on the basis of parent-teacher conferences, classroom observation, testing and analysis of records from a previous school. Forest Hills may not be able to meet the needs of every student. The school reserves the right to deny enrollment to students who require a special program beyond the capacity of the school, to students with discipline problems or to parents who owe money from a previous year. Students may be dropped from the enrollment if they disrupt the education of other students or show continual detrimental behavior.

### 3. Health:

The State of Oregon requires the submission of a signed state medical form from students entering Oregon schools for the first time. Proper immunizations must be completed in order for students to be enrolled.

### **Re-Enrollment**

Students are accepted for enrollment for one school year. Re-enrollment procedures must be completed each year for placement to be maintained for the following year. Re-enrollment information is announced in January for the next school year. A completed re-enrollment application and paid fee, reserves a place in the enrollment for the following school year.

### **Affiliation & Accreditation**

Forest Hills Lutheran Christian School is affiliated with other Lutheran schools in the Northwest District (Oregon, Washington, Idaho and Alaska) of the Lutheran Church - Missouri Synod. Over 2,000 schools, from early childhood through high school, are operated by Lutheran congregations and associations in the United States. Forest Hills is accredited with the National Lutheran Schools Accreditation agency.

### **After School Activities**

Forest Hills Lutheran Christian School offers a variety of after school clubs and activities. Information about these activities is sent home in the weekly newsletter. Some of these activities include: *Running Club, Lego Robotics Club, etc.*

Sports teams practice and play games after school. Teams include Volleyball, Soccer, Basketball, Cheer, and Track & Field. See more under *Extra-Curricular Activities*. While students are in attendance at these activities, it is expected that they will follow all school rules, whether they are participating on campus or at an off-site location.

### **Anti-Bullying Policy**

Forest Hills Lutheran Christian School does not tolerate bullying, harassment, intimidation, or aggressive behavior by students, teachers, or staff. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).

***Bullying is intentional, targeted, repetitive behavior to harm, put down, harass, intimidate or exclude others.*** Bullying involves an imbalance of power or strength (including but not limited to social status, popularity with peers, age, education, physical strength or size, or a combination of these). It can take place face to face or behind the back. Bullying can take many forms, including but not limited to:

- Physical (such as hitting or punching, or taking property from others);
- Verbal (such as teasing, name calling, putting others down, or spreading rumors);
- Nonverbal or emotional (such as intimidation using gestures or social exclusion); and
- Cyberbullying or bullying through note writing (such as sending insulting messages by e-mail, texting, or social networks, or social networks, or sending insulting notes to others in the classroom).

**Consequences:** Bullying is considered “Severe Misconduct,” and requires notification of parents, and Level Two consequences, up to, and possibly including expulsion. Teachers will transmit all reports or documentation of bullying behavior to the principal, who will initiate Level Two consequences to correct the behavior or otherwise maintain a bully free environment for all students.

**Reporting:** Students and/or bystanders should report bullying behavior to any trusted staff member. Parents report to the teacher or principal. Reports may be oral or in writing and will be documented.

## Attendance Policies

**Tardiness** Although at times it cannot be prevented, coming late to class is disruptive to class routine and to the learning environment. The school will continue to push for punctuality. Students who arrive after 8:15 a.m. must report to the school office. Tardies will be recorded on student progress reports, which are part of the official transcripts the school forwards to other schools.

**Illness Absences** Parents are asked to notify the school before 8:00 a.m. on days their child will be absent.

The Oregon Medical Association offers the following reasons for keeping children home from school:

- Stomach ache, vomiting, diarrhea – students exhibiting these symptoms must stay home for 24 hours following the last episode
- Pain - toothache, earache, headache, joint pain
- Fever of 100° F. or higher - must be fever free for 24 hours before returning to school
- Rash
- Cold, persistent cough, sore throat
- Strep throat - wait 24 hours after taking medication before returning to school
- Contact your doctor for specific medical advice.

**Absences** Parents are to call the school office before 8:00 a.m. on days their child will be absent. Students arriving after 8:15am will be marked tardy. To avoid disruptions to the learning process, parents are encouraged to schedule medical and dental appointments as well as vacations and other non-school activities around the school day and the school calendar. Work will not be provided ahead of a planned vacation, but will be available upon return.

Promotion to the next grade may be jeopardized if absences adversely affect academic performance.

**Students Leaving During the School Day** A parent must notify the office if a student needs to leave school during school hours. The person picking the student up needs to sign the student out at the office. Students will not be released from the classroom. The office will contact the classroom and have the student sent to the office. Students are not to initiate contact with their parents requesting to leave school. They must discuss this with the teacher who will make appropriate recommendations and contact the necessary individuals.

## Automobiles

Individual automobiles may be used to transport students on school-related activities at the owner's risk. In such cases the following should be distributed to all drivers. During those instances when you drive your own vehicle for a school-related activity, please note the following:

- FHLCS expects that no more passengers will be carried in the vehicle than the number of available working seatbelts.
- All passengers should have their own seatbelt and use it while the vehicle is being operated. Appropriate seats must be provided for children needing these seats.
- The driver of the vehicle must document adequate auto insurance for their vehicle.
- FHLCS insurance does not insure the non-school owned or hired vehicles. (In other words, should an accident occur, the driver's insurance would be used to cover any loss.)
- FHLCS does have insurance to protect the school against lawsuits brought against it should an accident occur and the school is found negligent.

## Before and After School Care

Before and After School Care are provided by AlphaBest Education. Full details are available at <https://www.alphabest.org/foresthillsor/>.

**Before School Care** is available for those parents who must drop their children off before 8:15 am. This program opens at 6:00 am in the dining hall and entry is through the gate off the side of the building. At 8:00 am students are dismissed to their classrooms.

**After School Care** begins at 3:00 pm on normal school days or at the end of the day on early dismissal days and normally runs to 6:00 pm. Parents pay an hourly fee for this program.

Full school rules are in effect during the Before and After School Care Program. Students who do not follow these rules are subject to disciplinary action as listed in the Discipline Plan, up to and including not being able to participate in the program.

## Buildings and Care of School Property

Responsible students treat property with care and respect. Students are held responsible for any intentional or accidental damage to school property, school buildings, learning materials, and classroom supplies. While normal wear is expected, students will be charged replacement costs when unnecessary damage occurs.

## Calendar

The school website has a link to the school calendar. It is a Google calendar and every effort will be made to keep it current and updated. Parents are encouraged to access it from their smartphones and computers. To link to the calendar, go to this page: <http://fhlcs.org/parent-resources/school-calendar/>.

## Chapel

Chapel is a weekly occurrence at Forest Hills involving students, staff, parents, pastors and other church leaders from Association congregations in a time of worship. It happens on Wednesday mornings from 8:20 to 9:00 am at St. Peter's Lutheran Church, next door to the school. Parents are always welcome to attend. Our chaplains are *Rev. Steve Nicodemus and Pastor Josh Nix*, of Trinity Lutheran Church in Hillsboro, OR.

## Cheating/Plagiarism

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. Cheating does not exemplify Christian character development. Because work done from cheating is not a true reflection of a student's ability, cheating will result in the total loss of credit on the test or assignment for the students involved. The teacher will notify parents if their child is involved in cheating. Additional disciplinary action may follow by the teacher or principal.

## Child Abuse/Neglect - Reporting Obligations

In accord with policy and Oregon Statute (ORS 419B.010 or other current legislation), school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## Communication

It is the intent of FHLCS to have honest and open communication between home and school. Conferences will be held twice a year in October and March. If a family chooses not to attend a conference during our formal conference time, additional times will not be offered. Additional conferences, outside the formal conferences, may be requested by either parents or teachers.

Quality relationships are at the core of good communication. This cannot be underestimated. We have so many students, staff members, and families that quality communication among everyone is essential to providing the best environment for educating young children. Communication is not just one-way communication from the school. It also requires parents, students, and staff to be able to communicate their aspirations, concerns, and ideas. *To minimize the risk of miscommunication, there are some basic principles we ask parents, staff, and students to follow.*

One of the best ways that parents can help their child succeed in school is to be involved with their education. This starts with timely, quality communication between you and your child's teacher. This policy acknowledges the need for stakeholders to communicate in a courteous and respectful manner at appropriate times with timely feedback.

**Miscommunication is usually the number one cause of conflict.** Check before you react. The vast majority of people are good people, and want the best for your child and others. Children often see things from their world and perspective. They often do not understand what leads up to a situation and might only communicate part of the story. Our school policy reminds us to follow the structure given to us in Matthew 18; go to the other person privately, do not make it a public matter. Most matters are resolved in this way. At times this method may seem too direct, but it is important to understand it is done out of love, respect, and dignity.

**Go to the staff member closest to the situation.** Speak first to the most appropriate person. Don't escalate (take the issue over that staff members head or behind their back) until you have **spoken** directly to them. Please do not discuss issues or people in the public arena, *including the use of social media*. We want to build community not break down others and their reputations.

**When to communicate can be a difficult issue.** At the beginning of the year when everything is "new" and fresh, people tend to avoid discussing issues. Generally speaking, if it is worrying you, don't wait. Talk to the staff member closest to the situation. We should not aim to solve all of our children's problems for them, but a quiet word to the teacher can alert them to an issue before it gets too big.

**Don't wait for parent-teacher conferences.** If you want to know how your child is progressing, make an appointment to see your child's teacher.

The bigger the issue, the more time it takes to resolve. No matter who you see, make an appointment so the person is there and they can put aside enough time to deal with it thoroughly.

Don't try to sort out a problem between your child and another child at school by approaching a child. Speak to the parents privately. No parent has the right to approach a child from another family about a school incident.

**Don't speak on behalf of others.** Please speak on behalf of your needs only. Do not use phrases such as "other parents or others believe as I do." Speak for yourself only and bring it to the staff person closest to the situation. Supporting the school does not always mean agreement, but does require using the communication channels and processes that respect all members of the community. This will support and build up our community. Gossip is usually misinformed and never resolves issues.

### **Electronic Communication Policy**

The purpose of this policy is to clarify the school's position with regard to electronic communication between parents and staff.

Increasingly, parents and teachers are using email to communicate with each other. Email is often a convenient and helpful way to communicate with your child's teacher, but parents and teachers should follow the same guidelines as any other professional communication.

Please be aware teachers get many messages daily. They will also be teaching your child and have many other responsibilities during their day. He/She may not be able to respond immediately to your email. Some teachers do not have time to address email until well after school finishes and others will address email in the morning. Staff will check their emails daily on school days (or each day that they work). *Response time to email from a staff member will be within 24 hours of the initial contact, excluding holidays, weekends, or planned personal days off. (If it is an emergency please contact the staff member directly by phone or in person.)*

Some issues are too complex to resolve via email or can't be conveyed properly through email. In this case, either the parent or staff member should request a meeting to discuss. It can be difficult to determine when to do this. However, if the email becomes very lengthy or begins to cover multiple topics, it would be best to communicate concerns in person or via a phone call. *Complex or recurring issues should not be addressed via email but rather in person or via telephone.*

### **Communication Tips**

A poorly worded or aggressive email can lead to a breakdown in communication. Neither parents or staff members want this. Following proper email etiquette can enhance communication:

- Be positive, courteous, and diplomatic. You cannot take back an email message, and it can easily be forwarded. Be calm and choose your words carefully. Do not write and send an email when you are angry. Take some time to digest the situation first.
- Open up your communication to the other person with phrases such as "Can we talk about...?" or "I need to check...". Avoid comments such as "You should have..." or "You must be mistaken...". You may not have all the details you need to support those statements.
- Make respectful requests such as: "Could you please send home the information about..." Avoid giving orders by saying things like: "You have to... or "You need to..." Be brief and stick to the point. Use kind words rather than fighting phrases. For example, "Please could you..." and "Thank you for all you did" go a long way to building good relationships.
- Address all emails directly to the person you want to communicate. Using the cc, bcc features are for others information, but are not requesting their return communication.

Progress reports and report cards will be sent via email to as many homes as possible. Alma will be the school's online communication portal. Every family will have an account and teachers will be posting assignments, grades and other info for parents to view.

## **Curriculum**

**A Total Experience** The broad definition of curriculum includes all of the experiences of school, both planned and unplanned, in which a child participates during the school day. Forest Hill's program is designed to fit the philosophy of the school, satisfy state requirements and to meet the needs of the total child. The program is annually reviewed and adjusted as necessary to maintain the highest standards.

### **Outline of Our Curriculum**

- Christian Studies includes the areas of instruction in Bible history and Bible themes, Christian doctrine as understood from the Lutheran point of view, singing, prayer and the practice of Christianity in daily living. We use materials produced specifically for use in Lutheran elementary schools.
- Written and spoken language are God-given gifts which enable people to communicate with God and with each other. The Forest Hills literacy program includes many materials and activities which promote reading, writing and spoken communication. The school library and classroom work are connected to this program.
- God has created an orderly, intricate, beautiful world. The study of science and mathematics equip people with tools which help them understand this creation better. The science program places an emphasis on doing science rather than merely reading about what others do. Health and technology are integrated into this area of the curriculum also.

- God created people to interact with each other in society. This interaction over a period of time and in particular places is the focus of the social studies program.
- Skills in the use of special talents and abilities are developed and practiced through a program of physical education, art, music and drama.
- The tools of the curriculum include textbooks, computers, audio-visual media and other means to meet the various learning styles of Forest Hills students. FHLCS is concerned for the total education of the child - body, mind, and spirit.

### **In Addition . . .**

- Daily periods of prayer and praise and weekly chapel services are included in the curriculum to provide opportunities for students and staff to respond to God's gift of forgiveness in Jesus Christ. Special offering projects provide opportunities for students to support missionary work at home and in distant places.
- Forest Hills 6th graders go to outdoor school in the spring of the year. The program is staffed with qualified ESD personnel and students learn about natural resources and their interrelationship with humans.
- Reading is encouraged through weekly trips to the school library, book reports, quiet reading times, notable reader programs and other means. Various computer skills are taught throughout each grade level.

## **Discipline Policies**

*If it is possible, as far as depends on you, live at peace with everyone. Romans 12:18*

### **Expectations**

1. Students are honest, both in their words and actions. Examples of this expectation include:

- Telling the truth;
- Admitting to others when you are wrong;
- Being trustworthy;
- Doing the right thing even when no one is looking.

Violations of this expectation include:

- Cheating, misrepresenting any assignment as one's own work, receiving unfair help or allowing one's work to be copied by another;
- Lying to or misleading others;
- Theft or deception.

2. Students show respect to school staff, invited guests, volunteers and each other. Examples of this expectation include:

- Following instructor's directions;
- Asking permission to leave an assigned place or task;
- Being courteous to others;
- Greeting guests;
- Saying "please", "thank you", and "you're welcome."
- Accepting consequences;

Violations of this expectation include:

- Disobeying any reasonable written or oral request of any staff member;
- Profane or obscene comments, gestures or threats;
- Discourteous disruptions or interruptions of others

3. Students treat school, and personal property with care and respect. Examples of this expectation include:

- Taking care of school property;
- Picking up after one's self and others;
- Respecting the property of others;
- Being a good steward of our school grounds and environment.

Violations of this expectation include:

- Taking, or attempting to take, school or personal property without permission;
- Using others' property without permission;
- Damaging school or personal property;
- Misuse of property (i.e., abusing or breaking something by using it for an unintended purpose);
- Trading and/or selling personal property.

4. Students use appropriate language at all times. Examples of this expectation include:

- Addressing others by the proper names;
- Saying "Please" and "Thank you".

Violations of this expectation include:

- Using profanity, swearing, vulgar and offensive language and language which is degrading and/or disrespectful to other people;
- Telling racist or insensitive jokes about other people or classes of people;
- Putting others down, or otherwise using words that hurt.

5. Students follow rules and expectations assigned to different areas of the school. This includes classroom, lunchroom, hallway and playground rules (see posted expectations). Students are expected to be in their appropriate locations at the proper times.

6. Students treat each other with kindness and respect. Examples of this expectation include:

- Attempting first to understand, then be understood;
- Thinking of others' feelings;
- Thinking about the safety of others, in your words and actions;
- Caring for each other and helping others in need.

Violations of this expectation include:

- Being mean or unkind to others;
- Any physical harm, physical force or other physically aggressive acts toward others;
- Teasing, name-calling, or other hurtful actions;
- Harassment including sexual, racial, verbal, or cyber harassment
- Bullying (see Anti-Bullying Policy);
- Endangering the safety of others.

7. Students use appropriate displays of affection. Examples of this expectation include:

- High-fiving, friendly hugs.

Violations of this expectation include:

- Kissing, unwanted physical contact and romantic displays of affection

8. Students dress appropriately, and follow the dress code guidelines (see "Dress Guidelines".)

9. Students use media and technology appropriately. Examples of this expectation include:

- Using computers or the internet, appropriately, as directed by the staff;

Violations of this expectation during school hours include:

- Cell phone use, texting and multimedia messaging or surfing inappropriate websites;

Violations of this expectation during school sponsored events (includes events off campus) include:

- Inappropriate multimedia messaging or texting;
- Surfing inappropriate websites;

Violations of this expectation outside of school events include:

- Inappropriate use of social networks or web sites to haze, insult, or demean a student at FHLCS.
- Cyber harassment.

10. Students refrain from bringing weapons or controlled substances to school.

Violations of this expectation include:

- Possessing or distributing any tobacco product, any alcoholic beverage, marijuana, illegal drugs, or any mood altering substance (such as inhalants, steroids, prescription medications) on campus or at school sponsored events;
- Possessing or carrying weapons (including pocket knives) or other potentially dangerous items or materials, to include simulated weapons or realistic toys, on campus or at school sponsored events.

11. Students will refrain from chewing gum on campus.

12. Students will refrain from gambling on campus. Violations of this expectation include:

- Betting money or property on the outcome of an activity

## **Consequences**

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

- **Consequences** for misconduct are applied to correct, teach, or motivate students to follow behavioral expectations. FHLCS distinguishes between the student, and student behavior. Our aim is to correct unacceptable behavior while extending our love and God's grace to the student. We forgive, but maintain expectations. This requires a measured approach to misconduct, applying different levels of consequences for Misconduct, Repeated Misconduct and Severe Misconduct, as illustrated below.
- **Misconduct** is the failure of a student to abide by the school's behavioral expectations. Misconduct and consequences will be documented by a member of the staff and maintained by the student's teacher (level one) or by the principal (level two).
- **Repeated Misconduct** is misconduct that continues over time and that is not corrected by the student after Level One Consequences. Repeated misconduct requires Level Two Consequences.
- **Severe Misconduct** consists of dangerous behavior or misconduct of a more serious nature. It includes, but is not limited to:
  - Fighting/physical abuse;
  - Bullying, intimidation or harassment (See Anti-Bullying Policy);

- Stealing;
- Cheating;
- Use/possession of controlled substances;
- Vandalism
- Students exhibiting Severe Misconduct will skip Level One Consequences. Consequences may begin at any step in Level Two, including suspension and expulsion, as determined by the Principal.

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

- Verbal reprimand;
- Make amends;
- Confiscation of inappropriate material;
- Loss of privilege (recess, free time, etc.);
- Time out, or temporary removal from the classroom;
- Specific duty relating to misconduct as determined by the teacher; and/or
- Communication with Parent;

**Level Two Consequences:** (for Severe or Repeated Misconduct):

- Parent Contact – Staff member involved contacts the parents of the student(s) to inform of the misconduct. Communication is documented in student's file;
- Principal/Student Conference – Student will conference with principal regarding misconduct and appropriate further consequences. Conference may include a phone call or letter to parents by student;
- Parent/Teacher/Principal/Student Conference – Conference with student, parents, teacher, and principal;
- Referral – Referral for counseling and/or testing as determined by principal and teacher is recommended if applicable (failure to comply will result in suspension);
- Suspension – Student is suspended for a specified period of time or until problem is resolved, at the principal's discretion, or until specified conditions are met.
- Expulsion – If problem is unresolved through the above steps, the student may be withdrawn from the school through expulsion. The board is notified.

### Dress Guidelines

The following guidelines for dress are in place at Forest Hills and are based on these standards: Neatness, Cleanliness, Modesty, Tastefulness and Safety. The Dress Guidelines are enforced by the FHLCS staff. If a staff member deems that a student is not following the guidelines, they have the right to ask them to comply. Students are expected to respect the decision of the staff member. Students may be required to call home or to wear school-supplied clothing in the event something inappropriate is worn to school.

- Shirts that bare midriffs or have spaghetti straps (straps should be at least a two finger width) are not allowed.
- All clothing, skirts, shorts, and dresses are to be of an appropriate length and not too tight.
- Clothing items with inappropriate pictures, language or advertising for alcohol or tobacco products are not to be worn.
- Caps, hats and hoods are to be worn outdoors only.
- Students must wear appropriate clothing and shoes for P.E. classes.
- Earrings are allowed, yet other pierced jewelry is not—for boys or girls.
- Students' eyes must be visible regardless of hairstyle or hair length. Students' hairstyles must not be distracting to the learning environment. Unnatural hair color is not permitted.
- Make-up may only be worn by girls in middle school.
- Pajamas should not be worn at school unless for a spirit day.

## Drop-off & Pick-up Procedures

### **Morning Drop-Off:**

- Pull into the north driveway from Golf Course Road.
- Drive south into the drop-off lane in front of the school.
- Pull all the way forward and have your student(s) exit your car once you are next to the sidewalk. Up to five cars can unload along the sidewalk at one time.
- Students enter school through the main entrance.
- Those wishing to park may park on the SOUTH side of the main building and behind St. Peter's Lutheran Church and walk their children into the building.

*If this lane is full of cars, pull in the drive, go to the right, and drive the turn-around loop until you get back to the line of cars heading south.*

- Students must wait to enter the building until 8:00 am.
- The school day begins at 8:15 am.
- Those arriving between 8 am-8:15 am can go directly to their classrooms.
- Those arriving after 8:15 must stop in the office before heading to their classroom.

### **Afternoon Pick-Up: 3 Pick-up Locations:**

#### **1. Main Building Playground/Soccer Field Gate (Kinder, 4th, and 5th Grades)**

*Kinder, 4th, and 5th grades will arrive at the car line by 3:05*

- Pull into the far south church driveway from Golf Course Road.
- Cars form double lines for main building pick-up.
- Kinder, 4th, and 5th-grade students and only siblings of Kinder exit through the main building playground/soccer field gate.

#### **2. Primary Building Gate (1st, 2nd, and 3rd Grades)**

*1st, 2nd, and 3rd grades will arrive at the car line by 3:05*

- Pull into the middle driveway between Forest Hills and St. Peter's church from Golf Course Road.
- Cars form double lines for primary building pick-up.
- 1st, 2nd, and 3rd-grade students and their siblings in 4th or 5th grade exit through the primary building gate.

#### **3. Middle School Building Gate (6th, 7th, and 8th Grades)**

*6th, 7th, and 8th grade will arrive at the car line by 3:15*

- Pull into the far north driveway from Golf Course Road.
- Turn immediately right and head behind the school into the pick-up line.
- Cars form a single line for middle school pick-up.
- 6th, 7th, and 8th grade students exit through the middle school gate.

**REMINDERS:** *Cars will be in double lines for the main building and primary building pick-up lines, but middle school cars will be in a single pick-up line.*

*If you wish to park, please park in the spaces to the SOUTH or WEST of the school for the safety of our students. Do not park directly in front of the school during drop-off or pick-up.*

## Electronic Devices & Cell Phones

Students must keep all electronic devices, including cell phones, smartwatches, music players, handheld games, and similar items, turned off and stored in their backpacks during the school day. These devices may not be used for any reason while on campus, including texting, calling, or accessing the internet.

Smartwatches are considered electronic communication devices and may not be worn during school hours.

Items used without permission will be confiscated and must be picked up from the office by a parent; repeated misuse may result in additional consequences. Off-campus use of devices during school activities is at the discretion of the supervising adult.

## Extra-Curricular Activities

Students are encouraged to participate in extracurricular activities offered by FHLCS. These activities are an enriching and important part of the total school experience and contribute to the broad scope of learning experiences and fun. Extra-curricular activities include the after school sports teams and other activities. Sports include co-ed soccer, girls' volleyball, boys' and girls' basketball, co-ed track, and cheer.

**Eligibility Policy** To be eligible (in "good standing") to participate in extracurricular events, a student must display good citizenship at all times, and must display good effort both in the classroom and on the athletic field. A student's misbehavior may warrant a suspension from participation in athletics at the discretion of the administration. The student must maintain a 2.5 GPA and have passing grades in all subject areas. Weekly eligibility checks will occur. A student who is absent from school (unless it is an approved educational service absence) is ineligible to participate in extracurricular activities for that day. To be eligible, the student must at least be in attendance prior to lunch.

## Facilities

The Forest Hills campus is comprised of several buildings connected by outdoor covered sidewalks. They house various classrooms and special use areas. To learn more, see the description on the school website: [http://www.fhlcs.org/main\\_pages/location.htm](http://www.fhlcs.org/main_pages/location.htm)



The **Main Building** houses offices, the library, kindergarten, fifth grade, handbells and resource room.



The **North Classroom Building** is home to first through fourth grade.



The **Dobbin Center**, in the center of the campus, has the gym, locker rooms, and music room for music, band and choir.



The **South Classroom Building** is home to the middle school and art studio.



The **Dining Hall** is where hot lunches are prepared, and the place where everyone eats lunch.

## Family Commitment

### ***Home and School Together***

**Cooperation** Families at FHLCS have chosen to send their child(ren) to a Lutheran Christian school. Here your son or daughter will be in daily contact with the Lord Jesus Christ and His Word through regular Bible study and through formal and informal worship experiences. Your child will be living in a close community with other students who are learning about the love of Jesus. Christian teachers at Forest Hills are concerned that your child grow to his or her fullest potential under the Lordship of Jesus Christ.

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

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

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

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

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

- share with us your goals and aspirations for your child;
- help us to evaluate your child's needs and establish a program to meet them;
- speak to us when you feel that some aspect of the program is in need of reevaluation;
- support us when we endeavor to redirect your child's behavior patterns;
- give positive support to the spiritual development of your son or daughter.

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

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

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

- Worship regularly with your child at church. If you have no church home, you are invited to worship at any of the WLSA Churches (listed on page one).
- Attend school functions, especially when your child is a participant.

- Attend meetings and take an interest in the activities of the Forest Hills parent teacher organization.
- Get the teacher's (or the other child's) side of the story before you accept your child's version.
- Talk over problems with the teacher before consulting the principal or other parents.
- Let the teacher know if there are some serious situations in your child's life which might influence behavior at school.

## Fees & Tuition

Annual fees and tuition can be found on our website or at <http://fhlcs.org/enrollment/tuition-fees/>

**Re-Enrollment Fee** Returning students who attended in the previous year are charged this fee in January when they complete re-enrollment for the coming year on TADS. An email for each student is sent from TADS with a link to the child's enrollment. Completing enrollment on TADS and paying the fee re-enrolls the child for the coming school year. The school reserves the right to deny re-enrolling a student for academic and behavioral reasons, in the instances where the student is not experiencing success in the Forest Hills program, or if tuition payments are not up-to-date.

**Application Fee** New students who did not attend in the previous year are charged this fee at the time they submit an application for their child on TADS. After submitting the application, paying the fee, and submitting all required documents, the student and family meet with the teacher and principal. If the student is accepted, the family will receive an email from TADS with a link to the child's enrollment. They must complete enrollment on TADS to be enrolled.

**Activity Fee** Each student is charged an activity fee to cover field trips and class parties. Some overnight trips for grades 5-8 such as Outdoor School are more expensive and may require more than the activity fee covers. Parents will be notified of those charges ahead of time if there are extra charges.

**Community Supplies Fee** Students in grades K-8 are charged a community supplies fee in lieu of buying their own school supplies. K-8 teachers prefer to buy their supplies so all students have the same.

**PTO Fee** Each student pays a PTOA fee in lieu of more fundraisers throughout the year. This allows PTO to host events such as the 4th of July parade float, back to school event, harvest festival, family nights, field day, graduation, running club, dances, staff appreciation week, playground bark chips, and more! (The Run For The Hills fundraiser event each year that PTO runs supports our arts program and is separate from this fee.)

**Technology Fee** Each student is charged a technology fee to purchase and support the technology devices they each use in their classrooms. The costs are graduated based on the grade:

- Kinder-2nd
- 3rd-5th grade
- 6th-8th grade (these grades get to pick their chromebook and keep it after graduating)

**Athletics Fee** All students participating in a sport pay an athletic fee per each sport.

**Tuition** Tuition is charged on the basis of annual rates established by the Board. After enrollment is completed, a tuition agreement is sent to each family by email from TADS, with a link to the agreement. The tuition agreement must be submitted to TADS before the first day of school.

**Congregational Tuition Grants** Congregations of the Westside Lutheran School Association may support their members with tuition grants. These grants are subtracted from the total tuition and forwarded directly to the school. Each congregation of the Association has a set of criteria for determining membership status for those to whom tuition grants are awarded. For additional information, contact one of the 6 respective WLSA church offices.

**Payment Schedule** We partner with TADS for collection of tuition. Parents may choose to pay tuition:

- 1 payment of 100% in July
- 2 payments in a 60%/40% payment split where 60% is due in July and 40% is due in December
- Over a 9-month period from September through May
- Over a 11-month period from July through May

All invoices are sent from TADS, and payments are made on the TADS website. If you cannot pay on the website, a check or cash may be brought to the school office and will be applied to your TADS account.

TADS charges a fee to each family for the service they provide in managing accounts. Their fee is smaller for the 1- and 2-payment options, and larger for the 9- and 11-payment options. This fee is due at the time tuition agreements are completed. TADS also charges fees for past due payments and returned payments.

**Tuition Assistance** Limited financial assistance is available. All applications are processed through SSS, which is owned by TADS. To apply, go to <https://sssandtadsfa.force.com/>. The deadline to apply each year is February 28th, unless you enroll at Forest Hills after that date. If you have additional questions, please contact the principal.

**Overdue Payments** All financial obligations are to be met by the end of May. Students will be unable to attend the next school year if their account is past due. Students will be unable to re-enroll in January if their account is past due. A late fee will be charged by TADS if payments are not received on time. A returned payment fee will be charged by TADS if payments are returned. Accounts that are 91+ days past due may be turned over to an independent agency for collection purposes.

## Field Trips

Classes go on field trips to a variety of places in and around the Portland area. Information about these field trips comes home from the classroom teacher up to two weeks prior to the trip. Most field trip fees are covered through the activity fee that is paid by all families at the beginning of the school year. All families electronically sign field trip permissions on TADS at the time of enrollment, which covers all field trips within that given year. Teachers send home information about each individual field trip as it comes.

## Gender Identity and Sexual Orientation

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Westside Lutheran School Association.

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).

## Grading and Progress Reports

**Progress Reports** Student progress is formally reported to parents of kindergarten through 8th graders by means of a written report. Parents are encouraged to attend their Parent/Teacher Conference scheduled in October. End of Trimester report cards are sent home in the Family Envelope. The 2nd Trimester report is given to parents personally at formal conferences in March. Interim reports are available for students in grade 3-8 on the Gradelink site which can be accessed from the school's website. The report card for the Third Trimester is given to students on the last day of school.

**Letter grades** are introduced in the 3<sup>rd</sup> grade. They are used in all classes from 3<sup>rd</sup>-8<sup>th</sup> grades.

## Guidance

**Standardized tests** of various kinds are available to help in assessing readiness for learning, achievement, educational ability and learning disabilities.

**Readiness** Teachers use tests provided by textbook publishers to determine the level of readiness for subject matter which is about to be introduced.

**Achievement** Achievement tests will be given to students 3rd through 8th grades in the spring of the school year. We use the Measure of Academic Progress (MAP) tests. Results are used to inform the instruction provided by the teachers to the students.

**Special Needs** Occasionally, Forest Hills may recommend that a student be evaluated for the possibility of a learning disability or other special need. This process may involve a referral with the local public school district in which the student resides. It may also involve a private consultation with a psychologist, learning specialist or the family doctor.

## Gum, Snacks, and Beverages

Gum chewing is not allowed on campus for students. Students may only have water to drink in the classroom. Healthy snacks and lunches are encouraged. Additional food or drinks in the classroom are at the discretion of the teacher.

## Health & Safety

**Contact Information** Parent contact information is provided by the student's family on TADS at the time of enrollment or re-enrollment each year. That information is kept in a database on an office computer. A hard copy of that information is kept in a binder in the office (in case of a power outage) and in the emergency bag that accompanies the office during fire and earthquake drills. This important information is also provided to the student's classroom teacher that is kept in their emergency backpack that accompanies the class on field trips and fire and earthquake drills. Parents are required to keep the office informed of any changes in student information.

**Seen in the Office** Students are sent to the office for various reasons throughout the school day. A "seen in the office log" is kept in the office where a record is kept of each student that is seen for reasons beyond a minor injury. The office will gather information from the student and may contact their teacher if applicable. A temperature may be taken. If the student presents a 100 degree or higher temperature the parent will be contacted to pick up the child.

**Injuries** happen in PE and on the playground. Depending upon the severity, the attending adult may send the student to the office for a bandaid, rest, or an ice pack. Volunteers working on campus will inform staff and/or teachers of student injuries. Ice packs are applied to recent injuries and the injury is assessed, along with dialog from the student. The student may stay in the office for a while, and the injury is reassessed, or the student may return to class. Parents are notified when injuries are beyond our care (as determined by our staff who are first aid trained) and their discernment is needed. In cases where injuries are difficult to assess, or symptoms and pain persist, parents will be notified. Forest Hills does not employ an on-site nurse, and so the staff use their judgment regarding treatment and parent notification. Parents are not notified of what the staff deem to be minor injuries that may only require a bandaid or ice pack for a small, temporary pain.

**Medication** All medications intended for students are to be stored and administered in the school office. All medicine, prescription and over the counter, must be brought to the office in the original container and clearly marked with the child's name. Parents are asked to inform the teacher of the time at which medication is to be administered. Parents are to pick up medication from the school office when it is no longer needed. Parents can sign a form, allowing the office to provide certain over the counter medications to students if it is deemed necessary.

Your child's well-being is of utmost importance and we value our partnership with each of our families.

## Homework

Homework at FHLCS is intended to provide students with the opportunity to practice skills they have learned in the classroom. It also serves the purpose of allowing parents to be part of the educational team, helping their children in their learning journey.

While we value student learning and completing their school work, we also value the time that families need to spend together with one another. Homework is not intended to impede that time or prevent it from taking place. If a child's homework becomes too much, or creates stress on the family, we invite parents to talk to the teacher to discuss modifications that would be appropriate during that time.

Assignments not completed at school may be brought home for completion by the next school day. The amount of homework depends upon the grade level, ability and study habits of the child.

Parents can assist by providing encouragement and a quiet place to study. Providing too much help is discouraged.

- Consult with the teacher if assignments are consistently burdensome.
- In each grade from third through eighth, teachers discuss methods of planning with students. All classes use planners – some are online, and some are paper planners.
- Textbooks must return to school each day for use in class.
- Incomplete assignments interfere with class discussions of a previous lesson.
- Teachers may lower grades for incomplete assignments. A zero on an assignment is worse than a low grade.
- Students absent because of illness will be given extra time to complete assignments missed.
- Students who travel with their family while school is in session will not be given work in advance of their absence. Missed work will be provided when they return.

## Illegal Substances

The use of tobacco, liquor, illegal substances, weapons, and dangerous items is prohibited in school buildings and on the school campus. Forest Hills Lutheran Christian School administrative personnel have the right to search students, lockers, and other personal effects.

## Library

The school library is the large room in the Main Building. K-4 students have a library period each week during which they learn about the library and all students can check out and return books. Students in grades 5–8 may check out books from the library during designated checkout periods. Lost or damaged books are the responsibility of the family.

## Lockers

Students in grades 5-8 are each assigned a locker for storing their personal belongings during the day. Sixth-eighth graders have combination locks on their lockers. Only the student has the combination, and it is the student's responsibility to see that the combination remains confidential. Students may not share lockers. FHLCS is not responsible for property that is stolen from student lockers. All student lockers are the property of FHLCS, and FHLCS retains the right to inspect the lockers at any time. Students may go to their lockers before school, at breaks, before and after lunch, and at the close of the school day. Any locker trouble should be reported to the faculty member in charge of lockers.

## Lunch/Dining Hall

Hot lunches are prepared and served daily in the Dining Hall. Lunches are nutritional and prepared by our staff. The program is not subsidized by the government. Lunch menus will be e-mailed to families each month. Students eat in three shifts - K-2, 3-5 and 6-8. Parent volunteers assist with serving and clean up in return for volunteer credit hours. Payment for hot lunches will be made through TADS.

## Maintenance Team

A Friends of FHLCS Group has been active at Forest Hills since the school's founding. This has now evolved into our Maintenance Team. This team performs many maintenance tasks for the school as volunteers, saving the school thousands of dollars each year. Volunteer hours can count toward a family's annual service requirement. Watch the newsletter for announcements and activities.

## Music Education

The varied musical education program at Forest Hills offers students many opportunities to learn, practice and perform. Students in grades K-3 participate in general music classes as part of their regular weekly schedule. Band is available to students from 4<sup>th</sup> - 8<sup>th</sup> grade. Choir and Worship Team is open to 6<sup>th</sup> - 8<sup>th</sup> grade students. All musical groups may perform at special school events.

## Parent - Teacher Conferences

There are two formal conferences with parents and students in the course of the school year. The first is a Parent/Teacher Conference. Student-led conferences are typically held in March.

Teachers are willing to meet with parents at any time mutually agreed upon to discuss the progress of their children.

- Parents may wish to email their child's teacher requesting input.
- Voicemail is available for you to leave a message requesting teachers to call at the end of the school day.
- Parents are encouraged to ask for an appointment rather than dropping in unannounced.

## Parents As Leaders (PALs)

Forest Hills families are required to serve at least 25 hours of service time per year as a further means of supporting the school. Hours not completed by the end of the school year will be billed at \$25 per hour. The school will provide opportunities for service throughout the year. Families will report hours served. Research shows a high correlation between family involvement and student success in school.

## Parties

The school strongly recommends that if your son or daughter is going to have a party, you give consideration to the feelings of all the children in the class. If your child cannot invite all the students in the class, the invitations may not be distributed at school.

## Photos

The school photographer comes to Forest Hills early in the school year. Watch the calendar for the exact date. Parents may order packages in advance.

## Parent Teacher Association (PTO)

The PTO (Parent Teacher Organization) came about as a collaborative effort of the Forest Hills staff and parents in the Spring of 2018. This group responds to the needs of the school and the desire of the parents and teachers to have such an organization.

The agenda for each meeting includes updates on activities, opportunities to establish committees to work on specific projects (Harvest Festival, fundraisers, family events, Run For The Hills, etc.). Typically, four meetings are held each year. All Forest Hills parents and staff members are encouraged to participate in all of the activities of the PTO.

## Re-Enrollment/Promotion/Retention

The authority to promote and retain students is vested in the Forest Hills faculty under policies enacted by the Board of Directors.

**Criteria** Normally a student will be promoted to the next grade level upon satisfactory completion of the work and taking into account the ability level of the child. Teachers will evaluate readiness for the next grade level by considering progress reports, physical and emotional maturity, chronological age, parental concerns and professional counsel. Extended absences from school may be a further consideration.

**Notification** Teachers will communicate concerns about promotion to the next level as soon as possible. Teachers will present evidence they have accumulated prior to that time. The principal will be informed of these concerns.

**Conference Decision** A final decision regarding retention of a student will ordinarily be made jointly by teacher, parents, and the principal by the close of the 2<sup>nd</sup> trimester of the school year. If parents and school do not agree, a letter to that effect shall be signed by all parties and filed in the student's permanent file.

**Final Authority** In matter of promotion and retention, the Principal has the prerogative to execute a final decision.

**Appeal** If the parents disagree with the decision of the Principal, they can appeal the decision to the Board of Directors.

## School Hours - Daily Schedule

**Daily Schedule** School begins and ends according to the following schedule:

Grades K-5: Mon. thru Fri. 8:15-3:00 pm

Grades 6-8: Mon. thru Fri. 8:15-3:10 pm

## Special Events

**Family Fellowship Events** The school year begins with Classroom visits and a Back-to-School event for all school families in August. Several other events have been scheduled by the PTO for this purpose throughout the school year. See the calendar and weekly school newsletter for specific dates and events.

**Chapel** is a weekly event, held on Wednesday mornings at 8:20 a.m. at St. Peter's Lutheran Church, next door to the school. Parents are welcome. During the first week of school, Thanksgiving week, and the last week of school, the chapel schedule changes. These changes are communicated through the weekly newsletter.

**Christmas Event** The students and faculty produce an annual Christmas celebration, commemorating the birth of Jesus.

**L.E.S.T.** The annual Lutheran Elementary Schools Tournament at Pacific Lutheran University in Washington will bring students from Forest Hills and other schools together for a weekend of fun events each February. Forest Hills' 5th-8th grade students participate in activities that promote school spirit in the days prior to the LEST weekend.

**Spring Events** Music and fine arts are showcased at the annual Spring Event involving students and staff members. Run for the Hills, Track & Field Day, and Outdoor School are other events for many classes.

**Graduation** is an evening celebration on the last day of school for the graduating 8<sup>th</sup> graders.

## Technology

Technology has become an increasingly important tool for teachers and students at Forest Hills Lutheran School. Over the course of their tenure at Forest Hills, students will experience the three major platforms, operating systems and related software. They will move from being consumers in the primary grades to creators in the intermediate and upper grades. In their younger years, students use handheld devices in the classroom to supplement learning. Beginning in third grade, students use Chromebooks. Technology curriculum standards can be found on our website at <https://fhlcs.org/wp-content/uploads/2020/01/K-8-Technology-Standards.pdf>.

## Telephone Usage

In order to keep lines open for school business and for parents, student use of the office phone is limited to emergencies only. Forgetting a lunch, homework, band instrument, sports clothing/equipment or a note to go to a friend's house after school is not an emergency. If a child forgets his/her lunch, the lunchroom staff will provide a snack.

Students are to keep all portable electronic communication devices turned off and stowed in their backpack while on campus. Electronic devices include, but are not limited to, cell phones, smart watches, iPods, portable music players, PDA's, and handheld electronic games. Items confiscated due to misuse may be picked up from the school office by the parent, and additional consequences may apply.

Off-campus use of electronic devices by FHLCS program participants is at the discretion of the FHLCS adult in charge of the activity.

## Valuables

FHLCS requests that students not bring excessively valuable items to school. This includes large sums of money, skateboards, jewelry, expensive pieces of clothing, and electronic devices. Distracting items are subject to confiscation. Purses and other valuable items should not be left unattended at any time. All items should be clearly marked with the owner's name. FHLCS is not responsible for lost or stolen valuables.

## Visitors & Volunteers

We love volunteers in our classrooms, in the workrooms, on the playground and even in our maintenance building. You help make our program possible and you are a big plus in keeping costs affordable.

We have a PALS program for parent volunteers. Know that we would rather have your service than your hard-earned money.

Background Checks – Anyone who volunteers at the school must have a current background check on file with the office.

Visitors are required to check in at the front desk in the Administration Building and clearly display a visitor's badge during your time on campus. This is important even if you plan to only be in the building for a few minutes.

## Weather Closures

Occasionally the weather has an adverse effect on driving conditions and school is closed or opens late. We will send an email to the address provided. We will post notices on the School Facebook page, e-mail families, and alert the media. Additionally, we will provide a phone message for those calling the office. Parents can also join the all school text. If the last name begins with A-M, parents join by texting @fhlcst to 81010. If the last name begins with N-Z, parents join by texting @fhlcst1 to 81010.

## Forest Hills Lutheran Christian School Staff

Mrs. Kimberly Luna	Principal
Mrs. Elysha Johnson	Director of Community Engagement
Mrs. Angie Reese	Business Manager
Mrs. Mary Kenton	Office Manager
Mrs. Kelly Knoebel	Event Planner
Mrs. Julie Ryan	Grade 8/Math
Mrs. Bonnie Moeller	Grade 7/Language Arts
Ms. Shannon Roche	Grade 6/Science
Mrs. Daphne Erikson	Grade 5
Mrs. Tamara Spycher	Grade 4
Mrs. Paula Freeman	Grade 3
Ms. Sarah Hoffman	Grade 2
Mrs. Joy Gehlen	Grade 1
Mrs. Lindsey Story	Kindergarten
Mrs. Natalie Penner	Resource Teacher
Mrs. Susan Dieter-Robinson	Art/Library
Ms. Carla Beyer	P.E./Health/Athletics Director
Mrs. Lana Pratt	Band Director
Mr. Dean Fairly	K-3 Music Teacher
TBA	Facilities Technician
Mr. Adam Reese	Lawn Care
Mr. Ethan Penner	Technology Admin
Mrs. Erin Ysunza	Hot Lunch Director
Mrs. Angela Ross	Hot Lunch Assistant
Mr. James Rosita	Hot Lunch Assistant