



■ Enrollment Policy

Hope Lutheran School is an extension of Hope Lutheran Church. Final authority for all decisions of property and policy is vested in the Voters of Hope Lutheran Church. The Hope Lutheran School Ministry Team, which meets regularly each month, administers the affairs of the school. The principal and pastors are advisory members of the School Ministry Team.

Hope Lutheran School practices a nondiscriminatory admission policy. This means that Hope Lutheran School admits students of any race, color, national or 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, national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Parents who wish to enroll children in Hope Lutheran School must agree to the expectations detailed in the Family-School Partnership Agreement. Additionally, the Hope Lutheran School Ministry Team and the faculty shall apply the following standards in determining application acceptance and continued school enrollment:

1. Re-enrollment and continued enrollment of each student shall be based upon policies outlined in the student handbook (discipline, dress, etc.) and quarterly reports of each student's progress.
2. Children will be generally admitted to any grade (K-8) upon the receipt of the permanent record showing successful completion of the earlier grades in the previous school attended. However, the school reserves the right to determine a different grade placement if personal observation and/or testing warrant it. This, of course, would be done in full consultation with the child's parents. The School also reserves the right during the course of the year to discuss with parents a different grade placement for a child having difficulty at his or her current grade level.
3. Hope Lutheran School is not equipped or staffed to educate students with special needs (e.g. mental or emotional handicaps, behavioral problems, special education students).
4. Hope Lutheran School will generally accept into its kindergarten program children who are five by December 1st. However, readiness for kindergarten involves more than reaching the chronological age of five. The faculty may require at its option an interview/testing session for kindergarten.

The enrollment process is as follows:

I. INFORMATION

- A. Read through the information and contact the school if you have any questions on the material you received.

- B. Make an appointment with the school principal to visit the school campus and to discuss the academic programs of Hope Lutheran School.

II. APPLICATION

- A. Read the enrollment policy and the tuition schedule.
- B. Complete the enrollment application.
- C. Return the application to Hope Lutheran School.

III. INTERVIEW AND ACCEPTANCE PROCESS

- A. Following receipt of the application, a visit will be scheduled with the principal to discuss the school policies and procedures in more detail. At this meeting please provide a copy of previous report cards and testing results (if applicable).
- B. Since the school is an extension of the church, the pastor will also schedule a visit to discuss the church.
- C. The Hope Lutheran School Ministry Team will consider your application, with a recommendation from the principal and pastor.
- D. You will be notified by the principal of the School Ministry Team's decision.

IV. ADMISSION

- A. Upon acceptance, the following registration forms will be mailed to you:
 1. Family/School Partnership Agreement
 2. Tuition Contract
 3. Request for Student Records Form
 4. Immunization Forms (kindergarten enrollees)
- B. Enrollment will be complete when these four forms are returned to Hope Lutheran School along with the \$170 registration fee.
- C. Further instructions and school information will be mailed prior to the beginning of the school year.

If there are any questions on any of the materials that you have been sent, please feel free to give us a call. We know that choosing the right school for your family is an important task and we want to help out in any way that we can.