



Glendale Christian School
Learning in a Christ-Centered Environment

STUDENT/PARENT HANDBOOK

13455 2nd Avenue Southwest
Burien, WA 98146

School: (206) 244-6085

Email: office@glendalelutherschool.org
www.GLSeagles.org

Revised Spring 2024
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Dear Glendale Families,

We are honored to extend a warm welcome to you and your child. The teachers and staff of Glendale look forward to an exciting new school year. We especially look forward to the continued and growing collaboration and partnership of our school and church staff, Glendale families and our community. Thank you in advance for volunteering in our classrooms, at our school, on field trips, at school events, and even in your home to help support our students and staff. Your faithful support and generous contributions help us improve student learning, achievement, enrichment, and environment in our school.

This handbook is designed to give you most of the basic information about the school and our policies. Please take the time to read the handbook thoroughly. *You will be asked to sign a form stating that you have read, understand, and will comply with what you have read.* If you have any questions, concerns or need more information, please feel free to call the school or stop by the office.

We look forward to a great year for you and your family!

Sincerely,

Glendale Leadership Team

Glendale Christian School Hours:

Monday – Friday
9:00 a.m. – 3:30 p.m.

Glendale Christian School Staff

Administration:		Email:
Joan Sandberg	Director	sandberg@glendalelutherschool.org
Jackie Kissler	Director & Board Member	jacksler2@aol.com
Jenifer Castillo	Office Administrator	office@glendalelutherschool.org
Teachers:		
Heather Barrera	Kindergarten Aide, Elementary Chapel & PE	hbarrera@glendalelutherschool.org
Bobby Cruz	PE, Upper Elementary and Middle School Chapel	bobby@glendalelutherschool.org
Jessica Hostetter	Middle School Teacher, Performing Arts Instructor	hostetter@glendalelutherschool.org
Rossana Marez	Elementary Teacher	marrez@glendalelutherschool.org
Laura Marks	Middle School Teacher	marks@glendalelutherschool.org
Michelle Morrison	Upper Elementary School Teacher	MissMorrison@glendalelutherschool.org
Alyce Partch	PK/Kindergarten Teacher	partch@glendalelutherschool.org
School Board		
Jackie Kissler		jacksler2@aol.com
Loretta Anderson		litenseter@comcast.net
Scott Magee		sgm1335@hotmail.com



Mission of Glendale Christian School

Our mission statement is currently under construction.

Through input from families, staff, and school board we plan to roll out a new mission statement for the 2024-2025 school year.

Stay tuned!

General Policies

Enrollment Requirements

In keeping with the August 31st date set by public schools, we require Kindergarten students to be five years old by August 31st.

All prospective students, who are new to GCS, will participate in the GCS admission process.

Non-Discrimination Statement

Glendale Christian School continues to accept students of any race, color, national and ethnic origin, disability, and sex, and admit them to all 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 and ethnic origin, disability, or sex in the administration of its educational policies, admissions policies, tuition assistance offerings, athletic programs, not any other school-administered programs.

Glendale Christian School does reserve the right to select students on the basis of academic performance and personal qualifications, including a willingness and ability to cooperate with GCS administration and staff, and to abide by its policies.

Financial Requirements

Tuition is set at an amount that is projected to cover the expenses of the program in conjunction with successful fund-raising efforts. Our goal is to help keep private education as affordable as possible.

Each family is required to read and sign the financial agreement, which outlines all the details of the financial obligation. The yearly tuition may be divided into 10 equal monthly payments to account for all scheduled non-school days (see calendar) and up to 3 emergency closure days. **Monthly tuition remains the same throughout the year.**

Long Term/Permanent School Withdrawal

If it is necessary to withdraw your child from school, please give at least one-month written notice to the office. If the child leaves during the middle of the month, that month's tuition will not be refunded.

Family Fundraising Requirements

Families are asked to support the school through use of no-cost fundraising efforts including ***Fred Meyer Community Rewards Program and Shop With Scrip***.

Donations may also be sent to the office at office@glendalelutherschool.org.

Please check with your employer about matching gifts. We are a non-profit organization. Tax ID #91- 6035407.

Parent Volunteer Hours

Upon enrolling your child in Glendale Christian School, parents have opportunities to volunteer in several ways throughout the year. Parent and family involvement are vital to our school. Families will be required to contribute 20 hours of volunteer support each school year or will be billed for volunteer hours at a rate of \$20 per volunteer hour.

We need your participation and talents to assist us in running a successful program. **Please note that all staff and volunteers working directly with children (such as substitutes, classroom helpers, and field trip supervisors) must pass a background check and receive volunteer orientation.**

School Policies and Procedures

Attendance

Attendance is linked to achievement, so please make attendance, coming to school every day and on time, a high priority in your family. Please plan vacations and schedule appointments during non-school hours.

To help GCS account for each student each day, parents are asked to contact the office to notify the school of an absence or late arrival, **prior to the start of the school day**.

- **Absences:** Please call the office at 206-244-6085 or email office@glendalelutherschool.org
- **Tardies:** Students arriving at GCS past 8:55am will be marked as Tardy.
 - Should a student struggle with excessive absences or tardiness to school, GCS will contact parents to help resolve any issues. Should attendance issues continue, accountability measures will be taken as this negatively impacts the individual learning progress of the student as well as the classroom environment.
- **Release From School:** During the school day, students may only be released to a parent or adult listed in their student file, on the list of those authorized to pick up the child. A photo ID of the adult is required. If a person not listed on their student profile will be picking a child up, parents must provide a written note or e-mail to the office authorizing that person to pick up your child.

GCS 2024-2025

DROP OFF AND PICK UP PROCEDURES

PRE-K thru 8th Grade DROP OFF AT GLENDALE 8:30-8:50am:

1. Students will be dropped off in the front circle drive from 8:30am-8:50am. Parents will turn on 2nd Ave SW and enter through the one-way circle drive through the North entrance in front of the Sanctuary.
2. **DROP OFF LINE RULES:**
 - You must pull out in the order you pulled into the drive.
 - No going around cars. We have young students going between cars and walking in drive.
 - Do NOT speed in drive.
 - Please do not be on your cell phone. Once you have entered the drive, please put away all devices.
 - Please be respectful of other cars in process of dropping off their student(s). Please remain in the line until the car in front of you has finished and pulled way.

- **If you are in a hurry or have a delayed departure for any reason, please park your car in the parking spots located in the front of the school.**
3. Please have your student proceed directly into school through the front doors. Middle School students should go directly to their class. Pre-K - 5th grades may go directly to the gym.

PLEASE NOTE PICK UP PROCEDURES ARE DIFFERENT FOR MIDDLE SCHOOL, ELEMENTARY AND PRE-K

PRE-K PICK-UP PROCEDURES:

1. Parents will pick up their students from the front of the school between 1:01 pm-1:10 pm.
2. Parent or authorized pick up person must be present. Authorized pick up person's ID may be required to be shown to staff.
3. A staff member will dismiss each student directly to their authorized pick up person.
4. If parents need to talk to staff members, they need to schedule an appointment *or* park their vehicle in a front parking spot.
5. Please contact the office if special pick up arrangements need to be made for your student.

ELEMENTARY PICK-UP PROCEDURES:

1. Students will be picked up in the front circular drive between 3:31pm-3:40pm.
2. Parents will turn on 2nd Ave SW and either enter through the one-way circle drive through the North entrance in front of the Sanctuary or park in an available parking spot in front of the school.
3. If you park on 2nd Avenue, staff members will not dismiss students who must cross the street by themselves. A parent or authorized pick-up person must cross the street to get them.
4. If you are in the traffic circle, please pull your vehicle all the way forward. Stay in your vehicle while waiting for your student(s).
5. Parent or authorized pick up person's ID may be required to be shown to staff.
6. A staff member will be dismissing students in an orderly manner to the first vehicle in the pick up line. The next vehicle will then pull forward, load up their student and exit. Repeat until all students have been safely loaded into their vehicles.
7. If parents need to talk to staff members, they need to schedule an appointment *or* park their vehicle in a front parking spot.
8. Please contact the office if special pick up arrangements need to be made for your student.

Middle School Pick Up Procedures:

1. Middle School students will be picked up in the back-parking lot between 3:31pm-3:40pm.
2. Parents will enter on 136th Street and turn behind the church/school building into the parking lot.
3. Please pull your vehicle all the way forward.
4. A staff member will be dismissing your student to your vehicle.
5. If parents need to talk to staff members, they need to schedule an appointment or enter through the front of the school and check in with the school office.
6. If students walk home alone, they will exit the school building from the front entrance. Parents will need to have a *signed written permission form* completed on file in the office before student is released to walk home.
7. Please contact the office if special pick up arrangements need to be made for your student – ride home with other GCS family, Uber, etc.

Weather Related School Closure Policy

If there is a weather-related school closure or delayed start, closures will be communicated by email and text.

Contacting the School

Emergency

When a parent needs to contact the school with an urgent message (time sensitive), they should first try the main number **206-244-6085**. If there is no answer, please leave a message on the office phone and then **call the Glendale Christian School Director at 206-714-1678**. Please only call the GCS Director in case of an emergency, and only after you have tried to call the main line and have left a message.

Non-emergency

When a parent must contact the office or a teacher, they should contact the office by phone: **206-244-6085** or by email: **office@glendalelutherschool.org**. (Messages to teachers will be delivered to them in their school mail boxes.) Please do not contact teachers directly by phone except with prior permission from the teacher. You may also contact individual teachers by their school email addresses listed at the front of the handbook.

Health and Medical

We know that it is not always easy or convenient to have a child stay home from school sick; however, it is important that students and staff are provided with a healthy environment in which to conduct school lessons and activities.

We cannot accept students with any of the following symptoms:

- Fever
- Diarrhea
- Unexplained rash
- Draining rash or open sores, which cannot be covered- Children will be readmitted 48 hours after starting antibiotic treatment and a letter from the doctor, sores are properly covered, or sores are completely healed.
- Conjunctivitis (Pink Eye)-Children will be readmitted after a medical diagnosis to rule out bacterial infection or 24 hours on antibiotic treatment and a letter from the doctor.
- Swollen glands
- Constant watering eyes
- Vomiting
- Severe or persistent cough
- Heavy nasal discharge
- Fatigue preventing the child from being part of regular activities

Child must be able to adequately manage symptoms, or they will need to be sent home.

Students should **not return to school or school events** unless the following conditions have **been gone for at least 24 hours:**

- Fever
- Diarrhea
- Vomiting

When a child becomes ill during the school day, we will notify the parent/guardian or other emergency contact. The child will be separated from the other children and properly supervised until they are picked up.

Medications cannot be dispensed at school by student or staff unless prior arrangements have been made by Director and parents; appropriate forms will need to be completed and signed for this approval.

Health Regulations

We require that each child have a completed health form on file, which includes up-to-date immunization records and a signed consent for emergency medical treatment. In keeping with the laws of the State of Washington, every child

enrolling in a school must have it on file before the first day of attendance, proof of full immunization, or initiation of a schedule for immunization, or certificate of exemption.

Injuries & Medical Emergencies

We require that each child have emergency information and a signed consent for medical treatment on file. During school hours, staff members trained in first aid, CPR and handling of blood-borne pathogens are available to assist your child.

The staff will handle minor injuries such as scratches, bumps, and bruises. State licensing regulations require that we clean cuts/scrapes with soap and water only, no ointments or alcohol wipes will be used. Parents will be notified of injuries/accidents by a written accident report via email.

In the case of a major or life-threatening injury, staff will call 911 and follow their directions. Parents/guardians or the appropriate emergency contact will be called. If a child must be transported to the hospital and the parents have not yet arrived, a staff member will go with the child.

COVID-19 PROTOCOLS

GCS follows current Department of Health Guidelines for covid testing and quarantine periods.

Dress Code

All students are required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance.

Clothing and backpacks displaying images or language depicting sexually suggestive, discriminatory, political, obscene, violent references, or criminal content are strictly prohibited.

Shoes are required to have a closed or strapped back. Shoes not permitted on campus during school: flip flops, Crocs, wheelies, house slippers, wedges, and high heels.

Clothing Lengths: All shorts and skirts must extend to no more than 3 inches above the knee.

PE: Clothing should be comfortable and appropriate for all PE activities.

- Students are required to wear tennis shoes during PE. Platform sneakers, dress shoes, hiking boots, snow boots and rain boots can be dangerous in many physical education activities. Students observed wearing these types of shoes to class will not be allowed to participate in the activities.

- Tennis shoes can be brought in just for PE or can be kept in students' cubbies and lockers on campus on a more permanent basis. Please note: GCS is not responsible for damage, loss or theft of any personal item brought to school by the student.
- Hair which touches the shoulders or obscures the eyes needs to be clipped or tied back. Students need to bring their own hair bands in order to do this. If a band snaps during PE, they will be issued with an elastic band so they can continue to participate.

Lost & Found

Please label students' possessions (e.g., lunch boxes, water bottles, jackets, folders) with their names. The Lost & Found box will be cleared on the last Friday of each month with items being donated to charity.

Visitor and Volunteer Policy

Visitors and Volunteers are allowed on campus during the school day with permission from the front office for the following reasons:

- To pick up or drop off a student
- To conduct school or official business
- Volunteer purposes (lunch, recess, or classroom assistance)
- To visit as a prospective family or student.

Anyone visiting and staying on campus is required to sign in and out at the front desk. Volunteers are required to submit a background check prior to engaging in any volunteer activities. Volunteers are expected to maintain the highest level of professionalism while working in our school community.

- No calls are permitted in the classrooms.
- Do not take any photos, videos, or recordings of any student or activity in the classroom.
- Do not interrupt class instruction/activity.

Locked Doors and School Access

To provide a safe and secure environment for students and staff, Glendale will implement a locked campus policy during school hours. Access to the school is through the front doors with all visitors and volunteers being required to sign in at the main office and wear a visitor/volunteer badge while on campus.

Emergency Procedures

In case of an emergency, procedures are in place and staff has been trained to care for your child(ren) until you arrive at school to pick them up.

Technology Acceptable Use Policy

1. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
2. As a user of a network, students will not use any of the Glendale Christian School resources for a non-educational purpose. In addition, they will not reveal their personal information, home address, or phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
3. Parents must realize that their students may encounter material on a network/over the Internet that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive or immoral.
4. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The school will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of Glendale Christian School may deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above may result in serious disciplinary consequences.
5. Students may not waste or take supplies such as paper, printer cartridges, flash drives, etc. that are provided by the school. When using an electronic device, students will keep their work area clean and free of food and liquids.
6. Software is protected by copyright laws; therefore, students may not make unauthorized copies of software and will not give, lend, or sell copies of software to others. Students are not allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of a teacher or a member of the administrative team.
7. The work of all users is valuable; therefore, students are required to protect the privacy of others by not trying to learn their password; not copying, changing, reading, or using files from another user without prior permission from that user; students may not attempt to gain unauthorized access to

system programs for computer equipment; they may not use computer systems to disturb or harass other computer users or use inappropriate language in communications.

8. It is expected that students honor the school's procedures for the storage of information, including the use of google classroom, Gradelink, and the school's web site. After prior notice has been given, files may be deleted from these systems to protect the integrity of the network and the individual or because of space limitations.

Cell Phones

It is the policy of Glendale to prohibit the use of cellular phones and other electronic devices by students on campus during school hours and school activities. Students are permitted to have cell phones on campus provided that they are **turned off and stored away in backpacks** (phones are not allowed in lunch boxes, clothing, desks, etc.). Please be advised that Glendale is not responsible for damage, loss, or theft of any personal cell phone or electronic device which is brought to school by the student or parent.

Behavior Expectations

Our top priority at Glendale Christian School is to provide a Christ-centered environment that is safe and effective for learning. In order to create and sustain this environment we expect all students to follow our standards of behavior.

1. **Be safe**
2. **Be kind**
3. **Be respectful - to myself, others, property and learning**
4. **Make responsible choices**
5. **Use good manners**

When the standards of behavior are consistently practiced, all of our students will be best able to do their #1 job – LEARNING.

Parent Concern Protocol:

Our school community is dedicated to addressing concerns and resolving conflicts in a respectful manner. In the event there is an issue, incident, or situation involving your child, the steps below should be followed to support resolution:

1. **Discuss the concern with your child's teacher and/or staff member.**

- 2. If the issue is not resolved or needs further attention, please bring it to the attention of a Director.**
- 3. If the issue warrants further support, it may be taken to the Board of Directors for review and resolution.**

School Board

If you would like to become more actively involved in the school and get a “behind the scenes” look at how the school operates – please consider joining our GCS board meetings. The School Board regularly meets on the 3rd Thursday of each month, at 4:30pm. Contact the office for additional details.