



Glendale Lutheran School

Learning in a Christ-Centered
Environment

STUDENT/PARENT HANDBOOK

A Ministry of Glendale Evangelical Lutheran Church

13455 2nd Avenue Southwest
Burien, WA 98146

School: (206) 244-6085

Church: (206) 244-9400

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

Revised Fall 2021

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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, the daily program 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 to 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 Lutheran School Hours:

Monday – Friday
9:00 a.m. – 3:30 p.m.

Glendale Lutheran School Staff

<u>Administration:</u>		<u>Email:</u>
Laura Garris	Co-Director	office@glendalelutherschool.org
Joan Sandberg	Co-Director	sandberg@glendalelutherschool.org
Jackie Kissler	Co-Director	Jacksler2@aol.com
<u>Teachers:</u>		
Amy Policarpio	PE/Admin	apolicarpio@glendalelutherschool.org
Heather Barrera	Elementary Chapel	hbarrera@glendalelutherschool.org
Jessica Hostetter	Assistant Director of Performing Arts, Middle School Science & ELA, 5 th Grade Math	hostetter@glendalelutherschool.org
JoEllen Yadwinski	Early Learning	yadwinski@glendalelutherschool.org
Laura Marks	5 th Grade Teacher, Art and 6 th Grade ELA	marks@glendalelutherschool.org
Michelle Morrison	3 rd -4 th Grade Teacher	MissMorrison@glendalelutherschool.org
Rossana Marez	Early Learning Teacher	Marez@glendalelutherschool.org
Zach Vaswig	Assist Director of Middle School	vaswig@glendalelutherschool.org
<u>School Board</u>		
Jackie Kissler		Jacksler2@aol.com
Loretta Anderson		litenseter@comcast.net
Scott Magee		Sgm1335@hotmail.com
<u>Church Staff</u>		
Pastor John Barich		pastorjmbarich@gmail.com



Mission of Glendale Lutheran School

As a Christ-centered school, Glendale Lutheran, seeks to empower each student's God given gifts and talents through leadership, creative expression, real life skills and character development in an environment that fosters a strong sense of self and community.

Glendale Lutheran School Staff will provide students of all faiths hands-on learning, challenging academics using creative current core curriculum, performing and innovative art workshops, within strong Christian education components.

Whatever you have learned or received or heard from me or seen in me- put it into practice. And the God of peace will be with you. -Philippians 4:9



GLENDALE LUTHERAN SCHOOL STATEMENT OF FAITH

AS A CHRIST-CENTERED SCHOOL...

- + **We believe and teach** that God loves everyone and the whole world.
- + **We believe and teach** that the Bible proclaims the life and teachings of Christ: Christ has died. Christ is risen. Christ will come again.
- + **We believe and teach** that we are called to worship the LORD with gladness and to come into God's presence with singing – and we do every week as a school body.
- + **We believe and teach** that God, whose grace is for all, is the one who acts in Baptism. In Baptism God seals us by the Holy Spirit and marks us with the cross of Christ forever.
- + **We believe and teach** that God's Spirit empowers us for the ongoing mission of witness, service, and striving for justice and peace in all the world. We do this through mission projects, community outreach, and other acts of loving kindness.

Pastor Barich wants you to feel free to speak with him if you have any questions or comments or desire Baptism for your children. For more information visit our denomination website: elca.org

General Policies

Enrollment Requirements

Children must be at least three or four by **August 31st** of the current school year in order to start Preschool or Prekindergarten. 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 in K-8th grade, who are new to GLS, will participate in the GLS admission process.

Glendale Lutheran School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial aid, or any other school administrative program.

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 including ***Fred Meyer Community Rewards Program, Amazon Smile, Benefit Mobile App and BoxTops.***

Donations may also be invoiced by the office or paid through PayPal at office@glendalelutheralschool.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 Lutheran School, parents have opportunities to volunteer in several ways during the year. Parent and family involvement are vital to our school. Families will be required to contribute 15 hours of volunteer support this year.

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.

Absences and Tardies: Parents will be notified via email for ALL absences. Upon your child's return to school from being absent, please provide a note to the office.

Change of Address: Any change of home address must be reported to the office immediately.

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.

GLS 2021-2022

DROP OFF AND PICK UP PROCEDURES

K-8th 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 multiple students. Please remain in the line until the car in front of you has finished and pulled away.
 - 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. K-5th grades may go directly to the gym.
4. Staff members will be outside to assist students walking into the building.
5. **** **SPECIAL NOTE FOR K-2nd Families-** We will not be meeting you at your car door like last year. It will be your responsibility to unload your child safely and send them to the staff member who will be waiting in full view.

PLEASE NOTE PICK UP PROCEDURES ARE DIFFERENT FOR MIDDLE SCHOOL AND ELEMENTARY

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 enter through the one-way circle drive through the North entrance in front of the Sanctuary.
3. Please pull your vehicle all the way forward. Stay in your vehicle while waiting for your student(s).
4. Please put your "**Parent Pick Up Sign**" in the front window, that will alert staff which student you are here to pick up. The "**Parent Pick Up Sign**" will have student's last name clearly written and able to be seen by staff. Parent or authorized pick up person's ID is required to be shown to staff.

5. 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.
6. If parents need to talk to staff members, they need to schedule an appointment or park their vehicle in a front parking spot, enter the school through the front door and check in with the school office.
7. Please contact the office if special pick up arrangements need to be made for your student.
8. 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.



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. Stay in your vehicle while waiting for students to come down from class.
5. A staff member will be dismissing your student to your vehicle. Please stay in your vehicle. Your student will come to you!
6. 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.
7. 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.
8. Please contact the office if special pick up arrangements need to be made for your student – ride home with other GLS 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 website- GLSeagles.org.

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 you are only able to leave a message, please do so and then **call Joan Sandberg at 206-714-1678**. Please only call Mrs. Sandberg 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 has to contact the office or a teacher with a question or with information, 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.

Teachers may also be contacted by 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
- Lice-Children will be readmitted when nits and lice are completely removed from hair.
- Chronic runny nose

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 he/she is 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.

NOTE: Please inform the school immediately if your child has a contagious disease or condition.

Health Regulations

We require that each child have a completed health form on file, which includes an 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.

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 PER DOH- AUGUST 2021

What to Do if Someone Develops Symptoms of COVID-19 While at School

Any student, teacher, or staff who reports COVID-19-like symptoms must be immediately isolated from others and sent home and referred to diagnostic testing as soon as feasible. While waiting to leave school, the individual with symptoms must be isolated in a designated isolation space. They must wear a cloth face covering or mask. Anyone providing care or evaluation to the isolated individual must wear appropriate PPE.

What to Do if Someone Visited School while Contagious with COVID-19

If someone visited a school while contagious with COVID-19, it is possible that students, staff, and/or guests may have been exposed. A person is contagious with COVID-19 starting two days before they have symptoms (or if asymptomatic, two days before they test positive for SARS-CoV-2) and through the end of their isolation period. Close contacts of a person with COVID-19 should be identified to determine if they must quarantine.

Returning to School

Isolation

If a person tests positive for SARS-CoV-2 by a molecular or antigen test, they can return to school when the following criteria are met:

- 10 days since symptom onset, or since positive test specimen collection date if no symptoms are present (up to 20 days for those who are severely ill or severely immunocompromised), AND

- 24 hours after fever resolves without use of fever-reducing medications, AND
- Symptoms have improved

This isolation guidance applies regardless of vaccination status.

If a person with COVID-19 symptoms tests negative for SARS-CoV-2 with a molecular test, they may return to school following existing school illness management policies so long as they are not a close contact of someone with COVID-19 and subject to quarantine. If a person with COVID-19 symptoms tests negative for SARS-CoV-2 with an antigen test, per CDC antigen testing guidance, a confirmatory lab-based molecular test is recommended. An alternative to confirmatory NAAT testing is serial antigen testing performed every 3–7 days for 14 days.

If a person with COVID-19 symptoms does not get tested for SARS-CoV-2 or see a healthcare provider and given an alternative diagnosis, they should follow the same isolation guidance as persons who test positive for SARS-CoV-2. This is irrespective of vaccination status.

What to Do if Someone is a Close Contact of Someone with COVID-19

Generally, a close contact is someone who was within six feet of a person with COVID-19 for at least 15 cumulative minutes over a 24-hour period during the period of time when the person with COVID-19 was infectious. The infectious period of someone with COVID-19 starts two days before the onset of symptoms or is estimated as two days before the positive test collection date if someone with COVID-19 is asymptomatic. This definition applies regardless of whether the case or contact was wearing a mask. If identified as a close contact, a person may need to quarantine as outlined below.

In a K-12 indoor classroom, the close contact definition excludes students who were at least three feet away from an infected student when (a) both students were wearing face coverings/masks and (b) other prevention strategies were in place. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

The definition of a close contact may vary in some situations (e.g., less time spent in close proximity to an unmasked person who is coughing, direct cough/sneeze spray, or other contact that is more intense like sharing drinks, eating utensils, etc.). The ultimate determination of close contact is made by the local health jurisdiction during its investigation; it may delegate this determination if appropriate.

Quarantine

Quarantine is when someone who has been exposed to COVID-19 stays home and away from others for the recommended period of time in case they were infected and are contagious.

People who may be exempt from quarantine:

- Close contacts who are fully vaccinated and do not have symptoms do not need to quarantine but should be tested 3-5 days following a known exposure to someone with

suspected or confirmed COVID-19 and wear a mask in all public indoor spaces for 14 days or until they receive a negative test result. They should isolate and follow appropriate guidance if they test positive. If they develop symptoms consistent with COVID-19, they should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.

- Close contact who had confirmed COVID-19 in the past three months, have recovered and do not have symptoms, do not need to quarantine but should watch for symptoms and get tested if symptoms develop.

If a close contact is neither fully vaccinated nor recovered from confirmed COVID-19 in the past three months and does not have symptoms, the close contact must quarantine.

There are three options for duration of quarantine:

- **Quarantine should last for 14 days after the last close contact with the COVID-19 positive person.** This is the safest option. Monitor for symptoms during this time, and if any COVID-19 symptoms develop during the 14 days, get tested.
- If 14 days is not possible, quarantine can last for 10 days after the last close contact, 12 without additional testing required. However, if any COVID-19 symptoms develop during the 10 days, remain in quarantine the full 14 days and get tested. Continue monitoring for symptoms until day 14.
- Quarantine can end after 7 full days beginning after the last close contact if no symptoms have developed and after receiving a negative test result. The test should occur no sooner than 48 hours (2 days) before ending quarantine. Continue monitoring for symptoms until day 14.

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, obscene or criminal content are strictly prohibited.

Shoes should be rubber soled and closed or back strapped for safety. Shoes not permitted on campus during school: flip flops, wheelies, house slippers, high heels.

PE: Clothing should be comfortable and appropriate for all PE activities. Students are required to wear tennis shoes during PE. 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: Glendale is not responsible for damage, loss or theft of any personal item brought to school by the student.

Clothing Lengths: All shorts and skirts must be long enough to touch the tip of your middle finger when your arm and hand are fully extended/straight and hanging down to your side.

Lost & Found

Please label students' possessions (e.g., lunch boxes, 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 Policy

- Sign in and out at the front desk or main office.
- Wear a VISITOR PASS while on campus.
- 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, I will not use any of the Glendale Lutheran School resources for a non-educational purpose. In addition, I will not reveal my personal information, home address, or personal 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 Lutheran School may deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will result in serious disciplinary consequences.
5. I recognize that all computer users have the same right to use personal or school-owned equipment; therefore, I will not use computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, etc. that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
6. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies

of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of my teacher, or a member of the administrative team.

7. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
8. I will honor my school's procedures for the storage of information, including the use of google classroom, Gradelink, and the school's web site. I realize that after prior notice has been given to me, 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 or 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

The BIG 5

Our top priority at Glendale Lutheran School is to provide a Christ-centered environment that is safe and effective for learning. In order to create and sustain an environment we expect all students to follow our “**BIG 5**” standards of behavior are in place.

To show my love for Jesus in response to His love for me:

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

These five standards are written and periodically reviewed by the classroom teacher and other staff. When they 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 that 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 possible 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 - the School Board is the place for you. We need your input and help regarding policy, safety, and budget issues, as well as long term planning for the school. The School Board regularly meets on the 3rd Thursday each month, from 4:30-6:00 pm on Zoom. Contact the Directors or chairperson of the School Board for additional details.

Student/Parent Handbook Agreement

This page needs to be completed and returned to the front office by the first day of school.

I have read the Glendale Lutheran School Handbook in its entirety and I agree to the rules, regulations and requirements of the program.

Student Name (Please print)

Student Signature

Date

Parent Name (Please print)

Parent Signature

Date