



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
Fax: (206) 244-0601

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

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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:

- Before Care: 6:30 a.m.- 8:30 a.m.
 - Children in before care will transition to the gymnasium in the main building at 8:30 a.m.
- Pre-K: 9:00 a.m. – 12:00 p.m.
- Kindergarten through 8th Grade: 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	Para Educator/Admin	amypolicarpio@gmail.com
Barb Woodward	First/Second Grade	Woodward@glendalelutherschool.org
Jessica Hostetter	Performing Arts Middle School Science & ELA Elementary Math	hostetter@glendalelutherschool.org
JoEllen Yadwinski	Pre-K/Kindergarten	yadwinski@glendalelutherschool.org
Laura Marks	Art and MS Creative Writing	marks@glendalelutherschool.org
Michelle Morrison	Third/Fourth/Fifth Grade	MissMorrison@glendalelutherschool.org
Rossana Marez	Before Care Elementary Teacher Elementary PE	Marez@glendalelutherschool.org
Zach Vaswig	Sixth/Seventh/Eighth Grade	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

Providing hands-on learning and challenging academics tailored to match the needs of each student. We nurture Early Learning through Middle School students within strong Christian educational components to build character and confidence.

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.

Children must be toilet trained upon starting school. Due to health regulations, pull-ups or diapers are not accepted.

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

Each family is responsible to participating in school fundraisers throughout the year. Families will be asked to contribute to raffle baskets, sell raffle tickets, and attend seasonal event fundraisers such as RoundTable Pizza, Harvest Party, Luther's Table and the Spring Play.

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@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 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.

Before care and Morning Supervision

Before Care: Students enrolled in our 'Before care' program can be dropped off at 6:30 a.m. Supervision is provided by Rossana Marez. The parent must walk their child to the Before Care room supervisor.

Morning Supervision (not Before Care): Students are permitted to be dropped off and enter the school building/gym when it opens at 8:30 a.m. Students must report to morning supervisor upon entry. Early learning and elementary school parents must make contact with morning supervisor before leaving their child(ren).

DISMISSAL PROCEDURES

All students on campus, regardless of age, **must be supervised at all times.**

Rules regarding behavior are in place to keep children safe and to protect property. Please remember, that the school has classes in session from 9:00 a.m. until 3:30 p.m. Also, there are occasional afterschool clubs that may run until 5:00 p.m.

Pre-K dismissal: Students will be picked up by parents at 12:00 p.m. in the lobby. We encourage parents to arrive early to visit with each other in our lobby.

Once children are picked up, **please supervise them closely** as classes will still be in session and this will be a transition time for middle school lunch. **Loud voices will interrupt studies and running in the gym could be dangerous.**

Elementary (K-5th Grade) dismissal: Students will be escorted to the gym at 3:30 p.m. where they will be released to a parent or authorized care giver. Parents will be asked to wait in the lobby until 3:30 p.m., when the gym doors will be opened, and parents can enter to pick up their children. Parents/guardians must make contact with the teacher or dismissing supervisor before taking their child. Safety is of most importance here. **If you must speak with a teacher in regard to your child, please schedule an appointment, communicate via email, or wait until all other children have been released to their parents.**

Middle school (6th-8th Grade) dismissal: Students will be released to the courtyard, outside the Sanctuary, at 3:30 p.m. each day. A staff member will be on sight supervising students until 3:40 p.m. Any students not picked up at 3:40 p.m. will be escorted to the school office. Please inform the office if your child intends to walk home.

Weather Related School Closure Policy

If there is a weather-related school closure or delayed start, **pre-kindergarten** will be CANCELLED. 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 as much as possible 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.

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 usually meets monthly, from 4:30-6:00 pm in the school’s library. 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