

# **GUARDIAN LUTHERAN SCHOOL**

Parent Handbook



2024 – 2025 School Year

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# EARLY CHILDHOOD – GRADE 8 POLICIES & PROCEDURES

## I MISSION STATEMENT

Engaging Learners, Equipping Servants, Empowering Leaders...for Christ

## II VISION STATEMENT

Guardian Lutheran School challenges its students to be extraordinary. We leverage all our resources to ensure that our students are becoming extraordinary learners, leaders, servants, and disciples. Acknowledging that God has not created His children to be mediocre, we encourage, enable, and empower our students to live lives that impact others and **change the world!**

## III CORE VALUES

- Christ-Centered Truth
  - We teach Christ crucified, risen, and returning to a world that desperately needs the truth as revealed in the Scripture.
- Academic Excellence
  - We equip our children to maximize their God-given potential in a nurturing environment.
- Purposeful Innovation
  - We develop diverse opportunities to prepare our children for real-world success in the 21<sup>st</sup> century.
- Servant Leadership
  - We empower our children to reflect Christ’s compassion and mercy through acts of humble service.
- Relational Stewardship
  - We profess Christ to be the center of each of our relationships and use His gifts to build up the faithful and reach the lost.

## IV STATEMENT OF BELIEFS

### **General Statement:**

This congregation, Guardian Lutheran, is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of Guardian Lutheran Church govern our decision-making and policies. A copy is available upon request.

### **Statement on Marriage, Gender, and Sexuality:**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).



We believe that in order to preserve the function and integrity of Guardian Lutheran School as the local Body of Christ, and to provide a biblical role model to the Guardian members and the community, it is imperative that all persons employed by Guardian Lutheran School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

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 Guardian Lutheran School.

#### **Statement on the Sanctity of Life:**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

## **V ADMINISTRATION**

The administration of the educational activities at Guardian is the responsibility of the Board of Education, which in turn is accountable to the Voters Assembly of Guardian Lutheran Church. The Board makes policy decisions for the school and represents the school and its needs to the congregation. The congregation issues calls and contracts for staff, sets the annual budget, and provides facilities for the school.

#### **Communication:**

Open communication between school and home will encourage and strengthen their partnership in the awesome privilege of “bringing up children in the way they should go; so that when they are old, they will not depart from it.” (Proverbs 22:6)

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information flow both ways. Parents are encouraged to contact teachers as often as necessary to be fully informed about student progress and behavior. Since a teacher’s primary focus is the classroom, informal conferences prior to the start of the school day should be avoided. Teachers are happy to meet with you at a mutually convenient alternate time. However, it is equally important that we (parents and faculty) recognize that discussions pertaining to a student’s class work, actions and progress are confidential and should take place in a private setting and be handled in an appropriate manner. For this reason, teachers and parents are encouraged to seek out an appropriately confidential place to discuss such matters or to schedule an appointment to address any concerns/problems that relate to the student.

All parents are required to set up a FACTS account, which provides families 24/7 access to their child(ren)’s grades, homework, and behavioral reports. Parents are encouraged to check FACTS often to keep up with their child(ren)’s progress.

**Problem Resolution:**

The basic relationship between school and home should be between teacher and parents. The teacher most fully understands the child/children and the classroom situation. If questions or concerns arise, they will not be considered by Principal, Pastor or Board of Education unless and until the child's teacher has been consulted, using the words of Matthew 18 as a guide. A matter may be brought to the attention of the Board of Education using the form found at the end of this handbook.

**V ENROLLMENT PROCEDURES**

The purpose of this policy is to help Guardian Lutheran School determine if and how the needs of new students can best be met. Enrollment opens on January 1<sup>st</sup>. Guardian members and current students will have until February 1<sup>st</sup> for priority registration.

Maximum class size is as follows:

Early Childhood – Class sizes must remain within the following ratios:

Beginner Preschool	8:1
Preschool	10:1
Pre-Kindergarten	12:1

Kindergarten through 4<sup>th</sup> grade - 25 students

5<sup>th</sup> - 8<sup>th</sup> grade - 26 students

\*Exceptions above the maximum number decided at the discretion of the principal.

**Enrollment priority:**

1. Members of Guardian Lutheran Church
2. Students enrolled last year who are returning to Guardian Lutheran School
3. Mission Prospects and Sister Congregation (LCMS Churches without a school)
4. Non Lutherans who have siblings enrolled in Guardian Lutheran School
5. Members of other LCMS Churches
6. Members of other Lutheran Churches
7. Non Lutherans who have attended Guardian Lutheran Early Childhood or have had siblings enrolled in Guardian Lutheran Early Childhood or Day School in the past.
8. Non Lutherans who have never attended Guardian.

**Application Process:**

The entire application process is completed online through FACTS on the school website.

**New Students**

1. Complete the initial application process including paying the application fee.
2. Once accepted, the enrollment process must be completed including the payment of the enrollment fee.

**Returning Students**

1. Complete the reenrollment process including paying the application fee.
2. Payment of the enrollment fee. (Billed through FACTS after re-enrollment packet is approved)

A student's spot can be held until May 1<sup>st</sup> by completing step 1. After May 1<sup>st</sup>, a student's spot is only held by completing both steps 1 and 2.

**Placement Testing:**

Placement tests are given for the sole purpose of determining how the needs of the student are best met. Placement tests are administered in Reading and Math, by the Principal, for students entering 3<sup>rd</sup> through 8<sup>th</sup> grade. The principal has the right to waive the placement tests based on presentation of recent report cards and achievement test results. This policy applies to all students who wish to enter Guardian for the first time as well as former students who have attended another school and wish to return to Guardian.

**Probation:**

Any newly enrolled student is considered to be on probation for one semester to determine whether or not the student should be fully admitted. A meeting between the parents and the teacher will take place after 1<sup>st</sup> quarter to discuss the student's progress in the areas of spiritual, social and academic growth and also to determine if Guardian is serving the needs of the child. Probation may be continued for a second semester, if necessary. A student may also be placed on probation as part of the suspension process.

**Student Dismissal Policy:**

Guardian Lutheran School desires to meet the needs of each student enrolled. However, in some situations, the school may find the need to place limitations on the time, energy, and attention any one child requires, when this attention hinders the progress of the other students in the classroom or school. Therefore, to preserve the quality of education and the environment desired by all the families in the school, Guardian reserves the right to dismiss a student during the school year or to deny re-enrollment for the following school year. This determination would be made only after the parents, teacher (s), and principal have met and proper documentation has been brought, by the principal, to the Board of Education for a final decision.

**Non Discrimination Policy:**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**VI FINANCIAL MATTERS**

**Past-Due Tuition & Fees**

**30 Days Past Due:** A "Past Due Notice" will be sent to any family with monies more than 30 days past due. Recognizing that various circumstances may impact a family's ability to pay in a timely manner, all families receiving a Past Due Notice that are not able to pay all past-due tuition and fees in full will be required to contact the School to discuss an agreement to make alternative arrangements for payment. For purposes of this policy, payments not paid by the due date are considered past due.

**45 Days Past Due:** If all past-due tuition and fees are not paid in full, or a mutually acceptable agreement for the payment of all past-due monies reached, within 45 days after the monies are due, the school shall withhold report cards and transcripts from the student.

**60 Days Past Due:** If all past-due tuition and fees are not paid in full, or a mutually acceptable agreement for the payment of all past-due monies reached, within 60 days after the monies are due, in addition to step 2 above, the student will not be permitted to participate in any school events or extra-curricular activities (including, but not limited to, sports or academic teams, clubs, theater, etc.). In addition, a second “Past Due Notice” will be sent to the family.

**90 Days Past Due:** If all past-due tuition and fees are not paid in full, or a mutually acceptable agreement for the payment of all past-due monies reached, within 90 days after the monies are due, in addition to steps 2 and 3 above, the student will not be permitted to register for the following or any subsequent quarter. This means that the student will be withheld from class starting the first day of the following quarter until past-due tuition and fees are paid in full.

In addition, it is Guardian’s policy that no student shall be permitted to participate in graduation ceremonies or receive a diploma or transcript, if any financial obligations are outstanding.

If parents find themselves in financial difficulty and are concerned that prompt payment of tuition may be an issue, it is important to speak to the school administration in a timely manner (in advance of missing any payments), to discuss whether alternate payment arrangements might be made until the financial situation improves. Guardian is willing to work with families provided such matters are discussed in advance of any missed payments. Parents cannot simply assume that missed payments will be overlooked.

Lastly, the school reserves all rights to use any legal means at its disposal to reclaim past due tuition, fees, or any other incidental fees, including the engagement of third-party collection agencies to whom financial details will be provided by the school as is permissible by law.

### **Fund Raising:**

Guardian Lutheran School requires participation in the Scrip Fundraising Program. The program will focus on our vision to raise funds to benefit Guardian Lutheran Church and School as a whole as well as offering the registration fee kick back incentive for our school families registering children in grades Early Childhood through 8<sup>th</sup> grade.

Each family will be required to earn PROFITS by purchasing SCRIP gift cards from Guardian Lutheran School at face value from our Scrip provider (Great Lakes Scrip) and/or participating in the Kroger gift card program. The profits are determined by the percentage rebate offered by the retailers ranging from 0.5% - 28%. Required profit amount is:

- \$50 profit - Families with Child(ren) enrolled in Early Childhood
- \$100 profit - Families with Child(ren) enrolled in K through 8<sup>th</sup> grade

Example: Purchase \$100 Speedway card each week for 5 weeks. The profit earned would be \$20. Continue to do this for another 20 weeks you will have earned \$100 profit for your school. Who doesn’t put gas in their car? Speedway currently offers a 4% rebate. Guardian Lutheran School just got paid for your shopping habit with no additional money out of your pocket!

We strongly encourage you to give Scrip a try. However, should a family decide NOT to participate, they may Opt Out of the Scrip program by paying the required commitment amount of \$50 or \$100 at Registration Night or by November 1<sup>st</sup>. Families that do not meet their \$100 profit obligation by May 1<sup>st</sup> will be billed for the balance. An update on profits earned will be sent out in January.

**Alternative Funding Opportunities:**

Other ways that Guardian receives funds is through participation in the following programs:

- General Mills Box Tops for Education (container in Church coatroom)
- Target (sign up at the store and designate Guardian Lutheran School)
- Meijer Community Rewards/GFS Marketplace Fun Funds/Kroger Rewards/Amazon Smile (designate Guardian Lutheran School)

**Insufficient Funds Check:**

Check payments made to the school and returned due to insufficient funds shall be assessed a \$25 fee and must be resubmitted in either cash or money order. If more than 2 checks are returned during a school year, all future payments must be made in cash or money order form.

**VII SCHOOL SAFETY**

**Emergency Drills:**

As required by state law, Guardian conducts a minimum of 6 fire drills, 2 tornado drills, and 3 lockdown security drills each year. Evacuation plans are discussed the first week of school and are posted in each classroom.

**Exposure Control for Blood Borne Pathogens:**

Guardian makes available to every staff member an Exposure Control Plan, which identifies and determines what measures will be taken to reduce the risk of exposure to blood Borne pathogens. A copy of the specific policy can be obtained in the school office.

**School Closing:**

The decision to close school due to inclement weather will be made by the administration of Guardian Lutheran School. We recommend that our families listen to any major radio station, or local television channels since all stations are now directly notified by a computerized system. The school will also send out a parent alert text/email to notify parents. Because of the number of parents working out of the home in today's society, school will not be cancelled due to inclement weather once the day has begun. Parents who are able to may pick children up in this situation.

Should utilities be interrupted during the school day the principal will contact the utility company to find out how long the service will be off. If before Noon, the principal will determine whether school will be closed due to lack of utilities and the above media outlets will be notified.

**Sexual Harassment:**

Michigan law requires schools to have sexual harassment policies prohibiting harassment of employees and students. (MCL 380-1300a) In accordance with this law, Guardian's policy for the prevention of and response to sexual misconduct prohibits sexual harassment by school

employees, board members or pupils and specifies penalties for violation of this policy. A copy of the specific policy can be obtained in the school office.

**Secure Mode:**

Key provisions of this “Secure Mode Policy” include:

1. The school is a “Closed Campus” during the normal school day.
2. Parents/guardians are the final authority in decisions relating to their students with the School as the “substitute parent” during the normal school day, school activities, and other times when students are in the school’s care and supervision.
3. The doors of the school are locked at all times except the main entrance in the back. It is electronically unlocked at arrival and pick up time. It is also locked the rest of the day. Please push buzzer at left door and wait to be buzzed in by the school office if the door is locked!
4. Distinct standard operating procedures will be implemented when communication with parents is possible.
5. Further standard operating procedures will be implemented when the Emergency Management Division of Homeland Security or other state or federal government emergency response agency has declared an immediate or partial curfew limiting travel.
6. Parent/guardian notification would be necessary to hold any students that parents/guardians want retained on the school campus following the normal school day.

**“Secure Mode” Standard Operating Procedures:**

- A. Students will be prohibited from leaving the school campus when a “Secure Mode” has been declared by the Principal (or his designee). Parents/Guardians will be expected to pickup their students at school and sign them out. (Parents will report to the office, the students will be called to the office, the parents will sign out the students and leave). A written log will be kept of all students authorized to leave by their parents/guardians.
- B. Should Guardian Lutheran School be required to evacuate, parents/guardians would need to follow the information provided by state and federal agencies via available media, radio or TV as to their assigned locations.
- C. Should A Threat Level Red be announced before school hours: School will be closed. All activities and events scheduled for school will be cancelled until further notice. Normal school operations will remain closed until reopened by the Principal (or his designee).

In the event that a Threat Level Red is announced, we ask your cooperation in not calling the school so that we can keep telephone lines open for possible communication with area police and fire departments.

For official purposes, please notify the office if there are any recent changes to your child’s emergency information. Please make sure that all persons authorized to take your child from school are listed on this card. This includes any families from our school that you would allow to take your child. Students will not be released to anyone that is not listed on the registration/emergency form.

**School Safety Zone Policy (Sex Offenders):**

Guardian Lutheran School follows the state law concerning School Safety legislation. Guardian Lutheran School is a “School Safety Zone”. Any individual who is a listed sex offender on the government sex offender list is prohibited from being within 1000 feet of the school property with the following exceptions:

1. A parent may bring or pick up their child from school but must leave immediately. No Loitering allowed.
2. A parent may attend school functions their child is personally involved in. They must leave the premises immediately following the end of the function. They may not stay for any reception or social activity following the event. (These two exceptions pertain to parents only! – no exceptions for any relatives or friends on the list!)
3. A sex offender may attend worship services at Guardian, but must leave following the service and may not stay for any other church activities.

Guardian Lutheran School will not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender). All full or part-time employees will be fingerprinted for the purpose of performing a criminal records check. Any employee found to have been convicted of a list of offenses or a felony will be dismissed immediately as an employee.

## **VIII Discipline**

Guardian Lutheran School seeks to serve God by modeling His love to students. Our goal of the discipline procedures of Guardian Lutheran School is to allow students to recognize their dual nature as both saint and sinner. We hope to build on the experiences of the saint and lead the sinner to the cross for repentance.

In order to provide for a quality learning experience, certain expectations are placed on students. Students are expected to be prepared to learn, (books, supplies, assignments, etc), respectful to the learning process (property of school, respectful to teachers and fellow students), and exhibit evidence of learning (behavior in classrooms, restrooms, playground, lunchroom, etc.)

The Guardian student will strive to reflect Christ by avoiding extremes in behavior and disrespect for any fellow member of God’s family on earth.

Families who enroll children at Guardian are encouraged to offer prayerful support for those who share Christ with their children. Parental support of teacher interaction helps build student respect for those in places of God-given authority. Communication, a vital two-way procedure, is important in the area of discipline.

### **Student Conduct:**

Adults and children alike are all part of the family of God in Guardian Lutheran Church and School. Behaviors and attitudes will demonstrate that, in this family of God, showing respect, courtesy, and good manners to all relationships is our goal. An education is valuable; it is worth the extra effort to “strive for excellence”.

It is expected that students will not possess or use illegal items/weapons or substances; destroy, deface, or damage the property of other people or the school, including textbooks (repair/replacement costs will be assessed for such actions); steal, lie, or cheat; fight and argue to solve differences; leave class or the school grounds without permission; disturb the classroom learning atmosphere; refuse to carry out requests/assignments of teachers or other authorities, bring non-educational items from home without permission; or violate any school rules.

Any playing which could “hurt or harm our neighbor” cannot be allowed. This includes running, chasing, throwing items, or other rowdy behavior in the building, and playground activities which teachers deem dangerous. At no time are students allowed to throw snow while they are on school property. Bullying behavior (physical or verbal) will not be tolerated.

God gives parents the responsibility of bringing up the child, including the child’s education. In delegating the education of the child to Guardian, parents also delegate disciplining during the time the child is under school authority. Parents and students must remember that at school the teacher stands in the place of the parent.

The dual nature of Christians as both saints and sinners requires that everyone be given the opportunity to acknowledge his wrongdoing, repent, receive forgiveness, and learn from the experience to avoid repeating the wrong. Guardian attempts to lead students through this process with its discipline policies and procedures.

Students are blessed to have excellent facilities and materials to utilize in the learning process. Student cooperation is needed to assure future students will have access to the same blessings. Students are expected to care for all of the building. Avoid locker decorations if you question if they are permanent. Refrain from writing on desks or table surfaces. Students should make every effort to care for books, uniforms and other aspects of the building. Neglect or poor stewardship will result in cost being covered by the family.

**Discipline Regarding Weapons, Drugs and Violence:**

Guardian Lutheran School will not tolerate students, staff, parents/guardians or any other person associated with Guardian Lutheran being involved with possession of weapons at school, possession or sale of illicit drugs and the unlawful possession and use of alcohol or tobacco products or any threats, suggestions, predications, or acts of violence. These will not be tolerated and will be dealt with through the proper application of Law and Gospel.

To this end the following policy has been adopted by the School Board:

1. Guardian Lutheran School is committed to safe and orderly education environments and authorizes the Administration and staff to respond rapidly to any threat, suggestion, predication, or act of violence that occurs on any Guardian Lutheran owned property or at any Guardian Lutheran School event.
2. Students found in possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products on any Guardian Lutheran owned or rented facility or sponsored event may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency.
3. Students, staff, parents/guardians or any other person shall not make any verbal, written, telephonically or electronically communicated threat, suggestion, predication, or act of violence against any person or group of persons or damage any Guardian Lutheran owned or rented facility. Any such action may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency.
4. Should such a threat, suggestion, predication or act or violence occur the Principal may recommend expulsion of a student to the School Board, the termination of an employee to the School Board, and any threat, suggestion, predication or act of violence made by a parent/guardian or other person may be referred to the



- appropriate law enforcement agency.
5. Students, staff, parents/guardian or any other person associated with Guardian Lutheran shall report any threat, suggestion, predication, or act of violence directly to a staff member, (i.e. Teacher, Aide, Secretary, or Principal), or by calling local law enforcement. Staff members shall report any threat, suggestion, predication, or act of violence to the Administrator in charge. Failure to report by students, staff, parents/guardians or any other person associated with Guardian Lutheran may result in disciplinary action or referral to the appropriate law enforcement agency.
  6. Guardian Lutheran School may seek recovery from the student, staff member, parent/guardian, or other person responsible for any costs and or damages incurred by Guardian Lutheran as a result of a threat, suggestion, or predication of violence, an act of violence, or damage to any Guardian Lutheran owned or rented facility. Types of cost include, but are not limited to, the following: interagency agreements, outside counseling services, psychological assessments, legal, law enforcement, and repair costs.

Implementation of the policy statements is explained below:

Student possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products, any threat, suggestion, predication, or act of violence, or damage to property whether on campus, at any school sponsored activities, or off campus will not be tolerated. Additionally, any threat, suggestion, predication, or act of violence against any school official or employee will not be allowed at any time. Students are strictly prohibited from engaging in conduct which creates circumstances likely to cause disruptions at school, or at school sponsored activities.

Types of conduct which are in violation of this policy include, but are not limited to:

- any act of physical violence other than what is reasonable for self-defense, and protection of other persons or property;
- knowingly, willingly, or recklessly placing others in danger of imminent serious physical harm;
- threatening, planning, or conspiring with others to engage in a violent act;
- joking about engaging in a violent act against others, or otherwise making any threat, suggestion, predication of violence, or intimidating remarks which might be reasonably interpreted by others as indicating a threat or plan to engage in some type of violent activity.
- possession of weapons at school.
- possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products.

Further, all students, staff, parents/guardians or any other person associated with Guardian Lutheran are morally obligated to report to the school administration any violations or potential violations of this policy by students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

Students violating any provision of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion.

Should such a threat, suggestion, predication, or act of violence occur the following actions may be taken by school personnel:

School personnel will take action to minimize a threat to any student's safety.

- a. The student(s) will immediately be removed from the education environment to the office of the Administrator in charge.
- b. As the situation is being assessed by school personnel the parents of the student(s) responsible will be contacted and asked to come to school as soon as possible to further assess the situation.
- c. The Administrator in charge may assemble support staff members, special subject instructors, the homeroom instructor, and the Pastor in the process of carrying out an assessment.
- d. The school's legal counsel, the school designated professional psychiatrist/counselor, and the appropriate law enforcement agency, usually the school's assigned Dearborn Police officer, may be engaged by the administration in the process of carrying out an assessment.

Once the situation has been fully assessed disciplinary consequences shall be administered. Special interventions and consequences are implemented when the administrator feels, based on individual situations, they are warranted. This includes but is not limited to the following: An extended suspension, ongoing screening and testing procedures, probationary stipulations regarding actions, restitution, and relationship rebuilding.

For the good of all our constituents, all families understand when enrolling in Guardian Lutheran School that there may be instances where information regarding situations such as those noted above would be shared. When appropriate, the Principal will disseminate follow up communications to larger groups of people to clarify the issue and notify people of the actions taken.

## **IX Miscellaneous Policies & Procedures**

### **Local Wellness Policy:**

Guardian Lutheran School has adopted a Local Wellness Policy. This policy covers Nutrition Education, Nutrition Standards, Physical Education and Physical Activity Opportunities. This policy meets the requirements of the U.S. Government. A copy of this official policy is available from the office upon request.

### **Chapel:**

Once a week our students gather in a worship setting. Chapel services are usually held on each Wednesday from 8:15 – 8:45 a.m. The pastor, principal and teachers as well as each class take turns leading the worship service.

### **Library/Media Center:**

The library is available to all students, parents and teachers at Guardian. It has a computerized database for all library materials and contains a good selection of paperbacks, hard covers, magazines, VHS video tapes and DVD's. Videos/DVD's may only be signed out by adults and may be kept for a one-week period. Encyclopedias may not be removed from the library.

Normal hours coincide with the scheduled classroom visits, but parents may sign out books and videos from the adult section on Sunday mornings or at other times when the library is open. Parent volunteers are needed during school hours to supervise the signing out of books.

Early Childhood and Kindergarten students may take out 1 book for 1 week. 1<sup>st</sup> through 8<sup>th</sup> grade students may take 2 books for 2 weeks, or magazines for one week. Students who lose a book will be charged a replacement fee, which will be refunded if the book is found. Students who owe for lost books or have overdue items will not be allowed to check out any additional materials until the fees are paid and/or the lost items are found and returned to the library.

The “Birthday Book” program (optional) provides an opportunity for a student to donate a book to the library. A list of choices is posted in the library. You may either buy the book and donate it in your child’s name or donate the money for a designated book. An inscription in the book will recognize the student who donated it.

Students enrolled at Guardian are entitled to a city of Dearborn library card. Libraries located in Dearborn include Henry Ford Centennial (on Michigan Avenue) and Bryant Branch (on Michigan Avenue).

### **Student Dismissal Policy:**

Guardian Lutheran School desires to meet the needs of each student enrolled. However, in some situations, the school may find the need to place limitations on the time, energy, and attention any one child requires, when this attention hinders the progress of the other students in the classroom or school. Therefore, to preserve the quality of education and the environment desired by all the families in the school, Guardian reserves the right to dismiss a student during the school year or to deny re-enrollment for the following school year. This determination would be made only after the parents, teacher (s), and principal have met and proper documentation has been brought, by the principal, to the Board of Education for a final decision.

### **Corporate Prayer:**

The leading of corporate prayer in school or at school events/activities is limited to those individuals that profess a Christian faith in the Triune God. All are welcome to join in the prayer, as this only prohibits the leading of corporate prayer by those that do not profess a Trinitarian faith. Corporate prayer is the term used to describe praying together with other people - in small groups or large bodies of people.

# KINDERGARTEN – GRADE 8 POLICIES & PROCEDURES

## X PARENT INVOLVEMENT

It has been proven that children do better when their parents are actively involved and interested in their education. Parents of students at Guardian are expected to encourage their child(ren) to meet school responsibilities, attend parent teacher conferences, maintain their financial obligations, and participate in school sponsored activities.

### **Service Hours:**

Guardian Lutheran School relies on the support of its parents and volunteers to provide a high quality Christian educational program to our students. Parents of Guardian students are required to complete 15 hours of service (10 hours for single parent families) during the school year. Examples of service hours included (but are not limited to) being a room parent, library aide, field trip driver, teacher aide, etc. 5 of the 15 (3 of the 10) hours must be in conjunction with a PTL event. Service hours are to be recorded by the parent online in their FACTS account. Only hours recorded within a parent's FACTS account before May 15th will be eligible to satisfy the service hour requirement. Those unable to complete their service hours will be charged \$10 per hour for time not completed. Families may choose to pay the full \$150/\$100 at the beginning of the year if they wish.

### **Church Attendance:**

Your encouragement is needed for your children in all areas of life, and your example, most importantly in the areas of worship, Bible study, involvement in church activities, and leading the Christian life, is crucial for them to gain a proper understanding of what makes them unique as Christians in today's world. We encourage all of our families to attend church regularly at the church of their choice. School families are always welcome to worship, attend Bible study or join a small group study here at Guardian.

## XI FINANCIAL MATTERS

Guardian Lutheran Church recognizes Christian education as one of its primary ministries and as such the school represents the largest single financial commitment of the church. K-8 member families in good standing do not pay tuition, however your support through your offerings is critical for our school to maintain the high standards and quality we seek. Member families are also reminded to keep the cost of our school in mind in their giving, especially the fact that the cost of educating a child exceeds the tuition charged.

### **Tuition:**

Those families who are not members of Guardian Lutheran Church pay tuition to assist in defraying the cost of education. (A tuition schedule can be obtained from the school office.) Guardian contracts FACTS Financial to collect all tuition payments, as well as incidental bills. Each family will have to set up an account with FACTS before their child is accepted into the school. Families that have an outstanding tuition or registration balance from the previous school year are not allowed to register their children until that balance is zero.

**Tuition Assistance:**

Tuition Assistance is available for our tuition families with students in Grades K-8 who demonstrate financial need. Application forms are available in the school office.

**Registration Fees:**

Registration fees are collected from all school families prior to the start of the school year. Registration fees are non-refundable for families who stay in the same location, and then decide not to attend Guardian. Families who move out of the vicinity will receive a 50% refund.

**Transfers into Guardian Church:**

All Guardian members are encouraged to enroll their children in the day school. To effect an adequate transition, allowing new members to learn of the stewardship needs of the congregation, families transferring into the church pay tuition for the first full school year after their membership is transferred, subject to Board discretion.

The only exception is for families of professional church workers employed by the LCMS or one of its agencies.

**School Trips:**

If a family has an outstanding balance owed to Guardian, a parent will not be allowed to serve as a chaperone on a field trip where there is a cost accrued by the school or a fee to be paid by the chaperone. Once the account is brought back up to date, a parent will be allowed to serve in this capacity.

**XII Attendance**

The school day runs from 8:00 to 3:05 p.m. School doors open at 7:45 a.m. Students are to arrive between 7:45 a.m. and 8:00 a.m. and are to be picked up between 3:05 and 3:20 p.m. Students are to enter the school and proceed in an orderly fashion to classrooms. During times when children are scheduled to be using it as a playground (10:00am – 2:45pm), there is no parking in the lot except on the side of the church. Refer to the map in the school information packet for details about the drop-off and pick-up procedures to follow. Early Childhood parents who bring children to school and pick them up at other times other than the normal school hours will be given special instructions.

No student will be allowed to leave school during the day unless written permission from the parent is received on or before the day of the request. The student will wait in the school office to be picked up by the parent or designated adult. Students will need to be signed out and in, when returned. Children will not be dismissed from school to any undesignated person at any time. Teachers and the principal should be informed, in writing, of any family situation limiting access to a child.

In the event of illness, a phone call to the office is required the first morning the student is absent, and a parent's note explaining the absence should accompany the student when he/she returns (no later than the second day of return).

An excused absence is one in which the above policy is followed. An excused absence gives the student one day to complete homework for each day absent.

If a student develops a serious health problem that keeps him/her out of school and that is verified in writing by a doctor, Guardian will attempt to work with the situation to ensure academic progress.

If a child is absent more than 20 times during the year, a meeting will be held with parents, a faculty representative, and the principal to determine whether retention, promotion, alternative credit, or transfer is warranted.

### **Scheduled Absences:**

Regular attendance is crucial to a full learning experience. Families are encouraged to plan trips and vacations during normal school vacations. During the school year students may be excused and receive credit for planned absences if notice is received in the school office and by the school teachers:

- 2 days in advance for an absence of 1-2 days.
- 1 week in advance for an absence of 3 or more days.

Any assignment received after the absence is due within two days. Make-up tests or quizzes must be completed within three days of return (before or after school or during lunch). All projects due during the absence are due before the student leaves. For an unexcused absence a maximum of 50% credit will be given. Unforeseen circumstances and family emergencies (illness, death in family, etc.) are not considered scheduled absences. For these situations refer to the Excused Absence Policy.

### **Tardiness:**

Late arrival to school impedes the smooth start of the school day. Tardies are recorded by the teachers from the 8:00 a.m. tardy bell. (Students arriving after 10:30 a.m. will be marked ½ day absent.) Students who are tardy must report to the school office to obtain a tardy slip prior to going to class. Students in grades 1-8 who are tardy 6 times in one semester will receive a detention from the principal on the 6<sup>th</sup> tardy and every sixth tardy thereafter (12,18). Tardy records will be kept for kindergarten students but no detentions will be issued.

Students in grades 5-8 may also be marked tardy if they are not in their seat when each class period begins. Any discipline resulting from this type of tardy will be handled by the teacher of that particular class.

## **XIII ACADEMICS**

### **Curriculum:**

Children at Guardian receive thorough training in religion (“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6) learning Bible verses, Bible history, doctrine and church history as part of the course of study. In addition, all other subjects are taught from a Christian perspective. A parent curriculum guide is available from the school office. This guide gives an overview of what is taught in each grade. *Note: Only courses offered as a part of Guardian’s curriculum are eligible for credit hours towards graduation.*

As a student progresses through the grades, there will be an increasing expectation for responsibility and independence, with the goal being that he/she becomes capable of doing

homework, completing projects, and seeking teacher assistance on his/her own, by the time he/she reaches Grades 5-8 where departmentalization exists.

Curriculum is reviewed by the faculty according to the following schedule, or on an as needed basis:

Year 1	Religion & Science
Year 2	English Language Arts
Year 3	Reading
Year 4	Math
Year 5	Social Studies

All non-core subjects are reviewed annually.

**Grading Scale:**

The common grading scale used in Grades 2 - 8 is:

- A+ = 100%
- A = 92-99%
- A- = 90-91%
- B+ = 88-89%
- B = 82-87%
- B- = 80-81%
- C+ = 78-79%
- C = 72-77%
- C- = 70-71%
- D+ = 68-69%
- D = 62-67%
- D- = 60-61%
- F = 59% & below

In the lower grades, S (Satisfactory) and U (Unsatisfactory) or O (Outstanding), S (Satisfactory) and N (Needs Improvement) are used.

**Homework:**

Students should expect regular homework assignments in major subject areas to develop and practice skills and assure teachers they understand the lesson. It is essential that students consider homework important, develop good home study habits, and complete and turn in their work promptly. Failure to do so may result in lost recess time and/or a lowered grade depending on grade level of student. (See Attendance Policy regarding homework during an absence.) In grades 2-8 parents may review student's grades using Guardian's online grading program, FACTS.

As a student progresses through the grades, there will be an increasing expectation for responsibility and independence, with the goal being that he/she becomes capable of doing homework, completing projects, and seeking teacher assistance on his/her own by the time he/she reaches Grades 5-8 where departmentalization exists.

**Late Assignments:**

Completed homework that is turned in one day late will receive a 20% grade reduction. Completed homework turned in two or more days late will receive 0% credit. Habitually late or uncompleted assignments during a semester by a student can result in a detention.

**Report Cards:**

A report card is sent home with each student quarterly to inform parents of academic progress. This is the official record of a students' average in each subject area; it follows the student when he/she moves on to another school. In addition, mid-term reports are sent home for grades 3 through 8.

**Parent-Teacher Conferences:**

These are mandatory and are scheduled for the parents of all students after the first quarter. Appointments are made directly with the teacher for students attending Early Childhood. For grades Kindergarten-8, appointments are coordinated through the school office. All parents must meet with the teacher to review the first quarter report card.

**Standardized Testing:**

Guardian utilizes NWEA testing for students in grades K-8 throughout the school year.

**Recognition of Academic Excellence:**

An Honor Roll is compiled each quarter for those in 4<sup>th</sup> - 8<sup>th</sup> grade who have achieved:

Honors (3.0 average and no grade lower than C)

High Honors (3.5 average and no grade lower than B)

Academic Excellence (4.0 Average - all A's, No A-'s)

Grade Point Average is based on the grades in the five core subjects. (Religion, English, Math, Social Studies, and Science) A student must be present at least 75% of the quarter to qualify for academic excellence recognition. End of Year Awards recognize academic performance for all four quarters. The 8<sup>th</sup> grade Valedictorian and Salutatorian are those students with the highest grade point averages for their 7<sup>th</sup> and 8<sup>th</sup> grade years. This is determined after the 4<sup>th</sup> quarter mid-term.

To calculate your GPA, divide the total number of grade points earned by the total number of graded courses undertaken. Use the following grade point chart...

A+ = 4.0

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = 0.7

F = 0



**Promotion & Retention:**

Upon successful completion of the requirements at a given grade level and mastery of the skills to succeed in more difficult work, the student will be promoted. Every effort, including individual help in the classroom, frequent conferences with parents, and special education assessment and assistance, will be made so that every child can be promoted. The final decision regarding grade placement will be made by the teacher(s), after meeting with the parents, providing proper documentation and consulting with the principal. Guardian Lutheran School also reserves the right to refuse re-enrollment to any child whose needs cannot be met.

Students in grades 5-8 that receive an F for the year in any core subject will be required to attend and pass summer school in that subject in order to be promoted to the next grade level. All summer school courses will be completed through Genesis Virtual Academy. Admissions details will be provided to each family from Guardian's administration.

**Graduation:**

This is the celebration of successful completion of academic work through eight grades. A student with an F average for the year in any core subject (Religion, Science, Social Studies, Math, English) will not be eligible to participate in graduation or the 8<sup>th</sup> grade trip. All financial obligations for the school year must be paid before participating in graduation or class trip.

**Assemblies:**

These are scheduled throughout the school year. Many are for the entire school while others may be specifically for the lower or upper grades.

**Field Trips:**

They are planned by teachers as part of the educational experience. Parents assist by promptly returning permission forms and by volunteering with supervision and transportation as needed.

**Class Trips:**

Guardian has been privileged to offer the following yearly educational, off campus experiences.

3 <sup>rd</sup> & 4 <sup>th</sup> grade	3 day/2 night Outdoor Education Trip (every other year)
6 <sup>th</sup> grade	3 day/2 night Outdoor Education Trip
7 <sup>th</sup> Grade	3 day/2 night Defending the Faith Retreat
8 <sup>th</sup> grade	1 week class trip to Washington DC (or other location)
8 <sup>th</sup> grade	3 day/2 night Leadership Retreat

The 8<sup>th</sup> grade class trip is paid for completely by each student's family and is an optional trip. The outdoor education trips for grades 3, 4, and 6 are a part of the Guardian curriculum and are therefore heavily subsidized by the school. A fee of \$50 for students in grades 3, 4, and 6 is collected to help offset some of the trip costs.

**Chaperones**

Adults will be accepted as chaperones provided the number going is not excessive. Not all trips can accommodate all parents who wish to attend. Parents must participate in all activities, interact with the students and assist the teacher in supervision of the students. In fairness to the students being chaperoned, it is not advisable to bring other children along on field trips, etc., unless permission has been obtained from the teacher. Chaperones who are driving must have a valid Michigan Driver's License and proof of car insurance. Use of alcohol and tobacco is

forbidden in all chaperone situations. Please do not use cell phones or text messaging while driving!

### **School Chorus:**

While the School Chorus is an official part of the Guardian Lutheran School curriculum, this chorus additionally is maintained for the edification of the people of Guardian congregation when they are gathered for worship. Along the way, the students will be taught how to be better singers and how to sing in an ensemble environment. Music is an integral part of worship at Guardian and it is hoped that an appreciation of church music is engendered in the students of the chorus. Therefore, participation when the chorus is scheduled to sing for worship is equally as important as their attendance at the chorus rehearsals.

The chorus will be scheduled to sing for worship at least once a month, except during Advent and Lent, when there will be additional services scheduled. In addition to worship services at Guardian, appearances may be scheduled for Historic Trinity, Lutheran Schools' Choir Festival, Lutheran High Westland's Christmas Craft Day, and other special occasions.

All students in grades 5 through 8 are involved in the chorus, with the exception of those students that are admitted into the handbell choir and band program. While singing abilities may vary from student to student, it is expected that all students will demonstrate a willing attitude toward singing and will give their best efforts at all times. Parents are to register online using Guardian's Web Site the week before the Chorus is scheduled to sing. Excuses after-the-fact will be accepted for illness and family emergency only, at the discretion of the Chorus Director. School Chorus rehearsals are held during the school day.

When the School Chorus is scheduled to sing for worship, the following will be expected:

- Students will arrive 20 minutes ahead of time.
- The students will participate in all aspects of the worship service.
- There should be no talking of any kind from the moment they enter the balcony until the service is concluded.
- Permission for use of restroom facilities will be granted only in cases of emergency. If it is necessary for a student to leave before the conclusion of the service, please notify the director before the service begins.
- Attire should be appropriate for worship. Anticipate that in the winter months the balcony will be colder than the rest of the building.

If you belong to a congregation other than Guardian, we recognize the importance of your child worshipping with you at your church. While we encourage these students to participate in worship at Guardian when the chorus is scheduled to perform, absences due to membership at another congregation will not be counted against your child.

### **Computer Usage:**

Students at Guardian Lutheran School may, with the approval of parents or guardians in addition to the approval of school staff, have access to the school's electronic equipment and on-line resources. Each student who uses a Guardian computer to access the Internet must have an Agreement and Permission Form on file (Attachment B, page 32)

**Purpose:** Computer use and Internet access are to be used to supplement the academic education available at Guardian. Use is limited to materials consistent with our school philosophy.

**Network Etiquette:** All messages, both those sent and received, should reflect Christ. Obscene, vulgar, profane, harassing or discriminatory messages are prohibited.

**Passwords:** Each student should use only his/her own password. Logging on or attempting to log on under another person's password or attempting to bypass security is prohibited.

**Games:** Working with games is prohibited without teacher interaction.

**CHAT Rooms, News Groups, Social Media, and Bulletin Boards:** The use of these is prohibited on the school's computers.

**Site Restrictions:** Only on-line sites and files pertaining to education will be accessed. Students will not access materials, which violate our Christian teachings or moral standards. This includes textual, graphic and audio resources.

**Security:** Any attempt to bypass network or computer security is prohibited. Such attempts include but are not limited to:

- breaking into restricted or private files
- logging on as a teacher, administrator or another student
- disrupting system performance
- introducing a virus or virus like program into the system
- subverting filtering software
- attempting to damage or damaging computer hardware components or software

**Copyrights:** All information on the Internet shall be assumed to be copyrighted. All sources must be cited when used in printed materials. Permission must be sought if used beyond the normal educational setting.

**E-Mail:** Files saved on the server may be reviewed and deleted by a faculty member. Guardian's teaching staff reserves the right to view student files.

**Downloading:** Internet files are to be saved only with teacher consent. Files saved to a local hard disk may be viewed and deleted by staff.

**Printing:** All information that is to be printed must have teacher approval. If a teacher desires something to be downloaded for educational purposes, the teacher will give the student a school disk. The student may save to the disk and then return the disk to the teacher.

**Supervision:** The Guardian account is to be accessed only with faculty permission. Students are to use the computer lab only while it is supervised by a faculty member or a volunteer parent assigned by the faculty to supervise.

**Copies & Copying:** Students are not to make copies of school software. Students should not use Guardian computers to make copies of software for other student's that was purchased for individual household usage.

**Privacy:** Students are to respect the files of other students. No student should give out his/her address or telephone number when using the Internet. Guardian has the right and responsibility to check a student's files should a concern be raised. The student's right to privacy is not absolute.

**Virus Checking & Viruses:** All users take data from the school computers to their personal systems at their risk. Students who wish to use a personal disk must first give it to a staff member to verify that the disk is virus free.

**Priority of Use:** Students who need the computer for a specific educational need have priority over those using it for a general need. Classes have priority over individuals. Time limits may be set for student usage.

**Financial Obligations:** Student usage of the computer is built into our fees. Damage to software or hardware caused by a violation of this agreement is a student and parent/guardian obligation. Students who properly utilize this equipment should experience no additional fees.

**Liability:** The student and or parent/guardian release Guardian Lutheran School from any and all claims of any nature arising from the use of or inability to use the Internet.

**Misuse:** Misuse shall include but not be limited to the following:

- engaging in non-academic use of the Internet
- ignoring instructions or direction of Guardian faculty
- abusing or damaging computer hardware or software
- modifying default settings, systems files, or changing the screen saver
- pirating software programs, copying software programs or data files, or installing software programs illegally or without permission
- modifying files belonging to others
- actively or passively introducing a virus into a work station or network
- engaging in actions contrary to our Christian teachings
- engaging in actions defined as criminal by state, local or federal laws
- saving to the hard disk (drive C)

**Consequences:** Students who violate this agreement will lose the privilege of Internet access and be subject to school discipline. Students may also be assessed repair cost if hardware or software is damaged.

### **Screen Time:**

The use of technology at Guardian is limited to direct instruction and learning only.

Chromebooks (and other technology) are never allowed to be used without teacher approval.

Students may never use technology to play games, watch videos/movies, or engage in other non-academic, non-teacher sanctioned activities. The purpose of this policy is to limit the overall

screen time of students in order to maintain a healthy balance between technology and face-to-face interaction.

### **Structured Learning Program:**

The Structured Learning Program (SLP) is a program that provides additional academic supports to students that qualify. **The SLP is not special education – curriculum will not be modified for students.** In order for a student to be eligible for this program they must meet all of the following criteria...

- Be a GLS student in grades 3-8
- Have an active IEP, NSP, or IBP

Students in the SLP will be provided specific resource room time twice a week for extra academic and organizational support. A student enrolled in the SLP is eligible to receive an S grade (satisfactory) in any core subject. An S grade is awarded to a student in this program that earns below a 60%, but demonstrates excellent effort. S grades do not count against academic probation and count as a 1.0 towards the student's GPA. S grades are awarded at the teacher's discretion. SLP students are still bound by the 2.0 GPA restriction towards academic probation.

### **Cheating & Plagiarism:**

Honest and original work is a foundational component to Guardian Lutheran School's academic culture. Cheating and plagiarism, therefore, is in and of itself destructive to the school academic culture. Cheating means giving or receiving information, answers, copies of examinations or other material which a student was not normally to receive or give except as his or her own work. Plagiarism is the practice of taking someone else's work or ideas and passing them off as your own. Cheating and plagiarism is a violation of the commandment of God that we shall not steal. Cheating in any form is counter to Guardian Lutheran School's way of life, is destructive of the community and the individual, and is contrary to the will of God and His intentions for each of us. Cheating or plagiarism in any form will result in a score of a zero on the assessment or assignment without the ability to redo it.

### **Math Automaticity Benchmarks:**

**Objective:** to improve the growth of each student's general math skills using a minimum math facts automaticity benchmark standard in grades 1 - 4.

*Requirement:* By the end of the school year, each student will meet the grade level benchmark standard before being promoted to the next grade level. Students who do not meet the standard before the end of the school year will need to provide proof that they meet the standard at some point during the summer. Arrangements can be made with each teacher.

*Rationale:* Students who struggle to master basic math skills consistently struggle with the more complex problem-solving required as a 21 Century learner. In the absence of automatic recall, students are forced to use a variety of strategies to solve basic math facts problems needed to demonstrate math fluency successfully. In the process of using these adaptive strategies, a student often loses sight of the more complex problems they are being asked to solve. Then they record an incorrect answer. Additionally, the increased amount of time needed to solve a more complex problem can lead to frustration for the student and a desire to abandon the problem or record an incorrect answer simply to be done.

“Elementary students who struggle with math tend to engage in less automatic recall of math facts, opting instead for more resource-intensive strategies such as finger counting or tallies (Geary, 2004; Woodward, 2006). Furthermore, although skills in solving applied problems may be more likely to translate into gains on broader assessments of math achievement (Sisco-Taylor, Fung, & Swanson, 2015), fluency in basic computation still accounts for unique variance in more advanced skills (Fuchs et al., 2014; Powell & Fuchs, 2014). This is generally consistent with the notion that fact automaticity may free up cognitive resources to attend to additional tasks (Delazer et al., 2003; Woodward, 2006).”

Nelson, Peter & Parker, David & Zaslofsky, Anne. (2016). The Relative Value of Growth in Math Fact Skills Across Late Elementary and Middle School. *Assessment for Effective Intervention*. 41. 10.1177/1534508416634613.

*Assessment Tools:* Teachers will use various tools to assess a student's completion of the required benchmarks. These include but are not limited to, online assessment tools such as Xtramath, written work such as Mad Minutes, or oral flashcards. Families of students working during the summer may purchase Xtramath and use it as proof of meeting the standard.

*Benchmarks:*

Grade Level	Addition	Subtraction	Multiplication	Division
1st Grade	80% accuracy averaging 9 seconds per problem			
2nd Grade	100% accuracy averaging 6 seconds per problem	90% accuracy averaging 6 seconds per problem		
3rd Grade	100% accuracy averaging 3 seconds per problem	100% accuracy averaging 3 seconds per problem	90% accuracy averaging 6 seconds per problem	
4th Grade	100% accuracy averaging 3 seconds per problem	100% accuracy averaging 3 seconds per problem	100% accuracy averaging 3 seconds per problem	90% accuracy averaging 3 seconds per problem

*Special Needs:* Students with an Individual Education Plan (IEP) or Building Plan will be evaluated on an individual case-by-case basis. Teachers will use the student's IEP or Building plan to determine appropriate benchmark success.

## **XIV STUDENT HEALTH & SAFETY**

### **Physical Examinations:**

Each child entering Guardian Lutheran School for the first time is required to have a physical examination and up to date immunization record on file in office. Health appraisal forms must be up to date and turned in before a student may start school. State law requires that all students entering 7<sup>th</sup> Grade must have a physical. All athletes must have a physical every year. An up-to-date physical is one that is dated within the past 12 months. No student will be allowed to start practices until the physical is on file in the office.

### **Sickness and Injury:**

When a student becomes sick or injured at school, parents will be notified. In case neither parent can be reached, the neighbor or relative listed on the child's Information Card will be called. In case of serious injury or illness, the child will be taken to the nearest hospital emergency area. All incidents will be documented. Please notify the school office when you have a change of address or phone number.

Please use discretion about sending a child who is not feeling well to school; keeping the child at home may prevent the spread of the "bug" to schoolmates. Children with symptoms that might indicate the onset of a communicable disease should be kept at home. Notify the school office if the child does develop a communicable disease.

### **Student Medication:**

The primary and final responsibility for the health of the child shall rest with the parent or guardian. In general, medication shall not be administered to students at school. ("Administer" is defined as "making available and giving medication to a student") The principal will consult the prescribing physician if the directions, dosage, or circumstances for administration of the medication are unclear. (Note: non-prescription medications will also come under these rules if the parent so requests or if there is concern by staff about the ability of the student to use the medications properly.) If the form is not used, the following requirements must be met:

1. The parent or legal guardian will submit a written request stating that the student needs medication administered during the school day.
2. If the medication is a prescription medication, it is necessary to have a written request from the physician as well as from the parent/guardian. The physician's request shall state the student's name and age, the doctor's name and office phone number, the name of the medication, the dosage, the specific time of administration, the expected duration of the treatment, possible side effects and any special instructions to the school staff. The date and time the medication is administered will be recorded by Guardian and initialed by the student.
3. The approved form or the notes from parent/legal guardian and physician will be kept on file in the school office with a second copy placed in the student's cumulative file.
4. The medication is to be delivered to the principal (or his designee) in a container which is labeled with the student's name, the doctor's name and office phone number, the name of the medication, the dosage, and specific instructions of the

- time(s) for administering the medication.
5. In accordance with the General School Law (Section 380.1178), the medication will be administered in the presence of another adult. 3080.1178: “A school administrator, teachers, or other school employee designated by the school administrator, who in good faith administers medication to pupil in the presence of another adult pursuant to written permission of the pupil’s parents or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act of omission amounting to gross negligence or willful and wanton misconduct”.
  6. It is the responsibility of the principal to approve and make arrangements for the administration of medication in school.
  7. A decision not to approve a request for the administration of medication by the principal may be appealed to the Board of Education by the parent/guardian.

**Head Lice:**

Guardian Lutheran School conducts periodic head checks for lice and/or nits (eggs). In the event that nits or live head lice are found crawling on a child, the child will be sent home at that time for treatment. Also, the following steps will be taken:

1. School families will be notified that head lice has been detected.
2. The child may return the following day after treatment if nit free.
3. The child will be rechecked in 7 days; and if the problem still exists, the same procedure will take place.

If you find lice or nits in your child’s hair, it is crucial that you notify the school office so that we can check classmates etc. It is important to know that head lice do not discriminate. They will thrive on a clean head of hair as well as a ‘not so clean’ head of hair. It is also important to know that every family member should be treated, as well as all areas in the home.



## **XV APPEARANCE & ATTIRE**

### **Guardian Lutheran School Dress Code – K-8 General Guidelines:**

In accordance with the mission and philosophy of our school, our dress code policy is aimed at a Christian appearance as shown in cleanliness, neatness, modesty and the elimination of extremes. These rules will be enforced daily by classroom teachers and the principal. Students who do not dress in accordance with the dress code will receive a warning on the first offense. On the second offense, they will be sent to the office, instructed to call home (if necessary) and will be re-admitted to class when dressed appropriately.

### **General Guidelines:**

- 1.) Clothes must be neat, clean, free of tears, holes, or missing buttons and fit appropriately.
- 2.) Clean Dress or athletic shoes with socks are permitted. Sandals with a back support are permitted (Crocs are not permitted). Girls shoes may be up to 2” heel height.
- 3.) All shirts and blouses must be tucked in, unless tailored to remain un-tucked.
- 4.) Students may wear jewelry appropriate for a Christian school.
  - a. Only permitted piercings are post or small hoop earrings
  - b. No earrings for boys
- 5.) Girls may wear make-up in moderation and good taste. No extremes.
- 6.) Hair should be neat, clean and styled in an appropriate conservative style. No fad, uncut, colored or unkempt hairstyles are permitted.
  - a. Boys hair below the collar must be approved by the principal

### **Permitted Tops:**

Boys-

#### Polo shirts

- solid color with no logos or writing (with the exception of manufacturer’s logo able to be covered by student’s hand)
- long or short sleeve

#### Button down dress shirts

- solid color with no logos or writing (with the exception of manufacturer’s logo able to be covered by student’s hand)
- long sleeve
- must be tucked in

#### Sweaters

- solid color with no logos or writing (with the exception of manufacturer’s logo able to be covered by student’s hand)
- button down, zip down or pullover
- no hooded sweaters
- dress code shirt, mock turtleneck, or turtleneck of a solid color must be worn underneath v-necks and vests.

#### Fleece

- solid color with no logos or writing
- dress code shirt, mock turtleneck or turtle neck of a solid color must be worn underneath

Girls-

Polo shirts

- solid color with no logos or writing (with the exception of manufacturer's logo no larger than 3" x 3")
- long or short sleeve

Sweaters

- solid color with no logos or writing (with the exception of manufacturer's logo no larger than 3" x 3")
- button down, zip down or pullover
- no hooded sweaters
- dress code shirt, mock turtleneck or turtle neck of a solid color may be worn underneath

Fleece

- solid color with no logos or writing
- dress code shirt, mock turtleneck or turtle neck of a solid color must be worn underneath v-necks and vests.

**Permitted Bottoms:**

Belts of a solid, neutral color are optional.

Boys-

Pants-

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets

Shorts

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets
- hem must be no lower than the knee when standing
- only worn from May 1 through September 30

Girls-

Pants-

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets
- Leggings not permitted (unless worn under a skirt)

Shorts, skorts, skirts or capris

- khaki, navy blue or black
- flat or pleated front
- corduroy is ok
- no cargo pockets
- Shorts hem must be no lower than the knee and Shorts, Skorts or Skirt hems no higher than 3 inches above the knee when standing (must not be higher than fingertip when standing with arms at side)

- Shorts and Capris may only be worn from May 1 through September 30

Jumpers

- khaki, navy blue or black
- hem no higher than 3 inches above the knee when standing

Polo dresses

- solid color with no logos or writing (with the exception of manufacturer's logo able to be covered by student's hand)
- long or short sleeve

Tights/Leggings (when worn with approved bottoms)

All sweaters/cardigans are to be appropriately sized not to extend past mid-thigh. Students may wear dress or clean tennis shoes to school. Sandals with a back support to the heel may be worn. Socks are to be worn with all dress and tennis shoes. Girls shoes may be up to 2" heel height.

Cougar wear is acceptable on Fridays if the student pays their \$1 donation to C3 Ministry.

## **XVI EXTRA-CURRICULAR ACTIVITIES**

School activities are intended and reserved for the students enrolled in the school. Exceptions include activities conducted during the school day which manifest themselves in the worship of our congregation. All such exceptions will be made at the discretion of the Principal.

For activities taking place after school is dismissed, students are to wait outside until the coach/teacher/parent leader is ready for them to practice. Students must be in attendance at least half the day to participate in any after school activities that day. Students should be picked up within 10 minutes after the end of activities to avoid inconvenience to those supervising.

### **Sports:**

A variety of sports are offered to Guardian students, usually those in grades 5-8, when there are enough students interested and coaches available:

- Coed: Soccer (5-8) and Cross Country (4-8), Track (4-8), Softball (6-8)
- Boys: Basketball (JV and Varsity)
- Girls: Basketball (JV and Varsity), Volleyball (JV and Varsity), Cheerleading (5-8)

Guardian does not allow any athlete to participate in any practice or game unless there is a sports physical form on file that is up-to-date. An up-to-date physical is one that is dated within the past 12 months. Students without health insurance are not allowed to participate in athletics until coverage is obtained.

### **Clubs:**

A variety of clubs are offered to Guardian students. Additional clubs may be created at any point in the school year at the discretion of the principal.

- Chess Club: Students in grades K-3
- Robotics Club: Students in grades 4-8

**Sports/Clubs Ineligibility Policy:**

Because Guardian's first concern is the education of the students, eligibility for athletics will depend on academic performance. Conditions of ineligibility are as follows:

A student who receives less than a 2.0 GPA or an "F" on a report card or mid-term report will be ineligible to participate in any extra-curricular activity for a period of up to 5 weeks, or until cleared by the principal in consultation with the athletic director

A student who receives two or more Notices of Homework Concern in one week is ineligible to compete for one week (including practices).

Receipt of a Conduct Report may also result in a period of ineligibility depending on the severity of the infraction.

A student who is ineligible is not allowed to practice or participate during the period of ineligibility in order to allow them to focus on improving their academic performance.

The student may resume participation contingent on documented improvement in the deficient academic subject(s) and/or attitude. The final decision on when a student may resume activities during the ineligibility period resides with the principal in consultation with the athletic director.

Guardian also recognizes that in dealing with ineligibility there are many "gray" areas and that we need to work towards the best interest of each child. In these special cases, the principal, athletic director, teachers, parents and the child will meet to discuss possible solutions to the ineligibility.

**School Colors and Mascot:**

Our school colors are Royal Blue, White, and Black. Our mascot is the Cougar. Cougar Wear sales occur throughout the school year. Cougar Wear days may be designated by the Principal throughout the school year. Families are NOT allowed to make their own Cougar Wear.

**XVII SUPPLIES****Class supplies:**

Each student must be supplied with the proper materials for his/her class. A class supply list is included in the family packet and is available in the school office.

**Lockers:**

Students in grades 5 – 8 have combination lockers. The combination is to be kept confidential. Avoid sharing it with others; because changing the combination will require a \$10 fee and will occur only once in a school year. Lower grade students share unlocked lockers. Lockers are to be respected as private areas. No posters are to be hung in the lockers. Guardian administration reserves the right to search any locker and its contents when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of Guardian Lutheran School.

**Books:**

Books are provided at a fee that is prorated for a five to seven year life of the text. Carefully check each book assigned to you to note any damage when you receive it. Cover all textbooks

with a book cover of some sort (brown paper grocery bags make great covers). All books will be checked during the last days of school and a student will be assessed for any damage beyond normal usage, up to the price of the book. The cost of replacement will be charged for any lost book.

**Telephone Usage:**

All students must have permission to use the school phone. Only calls relating to illness or school cancelled events will be allowed at no cost. Calls regarding forgotten homework, lunches, uniforms, instruments, etc. will be allowed at the discretion of GLS staff. No personal calls will be allowed.

**Cell Phones & Smart Watches:**

Student usage of cellular phones and other electronic communication devices is not allowed during school hours (between 7:45 a.m. and 3:05 p.m.). Cell phones must be kept in the student's locker and turned off. Likewise, smart watches are not allowed to be worn during the same school hours. Smart watches must remain in a student's locker are not to be seen or heard. Emergency phone calls can be received in the school office.

**Personal Belongings:**

Labeling clothing items is encouraged so that owners of found items can be easily identified. To prevent loss or damage, students should not bring items such as games, toys or electronic equipment to school. Guardian is not liable for personal items lost or damaged while at school.

**Lost and Found:**

A "Lost and Found" bin is located outside the fellowship hall. Labeling clothing items is encouraged so that owners of found items can be easily identified. Unclaimed articles will be donated to charity.

**Bicycles:**

A bicycle that provides a student's transportation is to be used only for that purpose and must be locked during the school day at a location the principal designates.

**XVIII AUXILIARY SERVICES**

Guardian students receive auxiliary services such as hearing and vision screening through Wayne County Health Department, and speech therapy, psychological testing, social worker, teacher consultant and the like, through Dearborn Public Schools.

**Bussing:**

Dearborn provides bussing for resident students living more than 1.5 miles from school. Arrival and departure times are determined each school year by the Dearborn Transportation System. Children are not counted tardy if they are late because of the bus. They may also be dismissed earlier to meet their departure times. Busses do not run in the afternoon on half-days. A student who misses the bus will call home and then must wait until picked up. Notify the driver in the morning when the student will not be riding in the afternoon. Students agree to abide by all rules of Dearborn Transportation and should be aware also of the Christian witness they have the opportunity to give in the community. A student who does not live up to these expectations may

be denied bus privileges. Call 827-3200 for more information. Parental concerns should be addressed to the principal, not the bus driver.

**Before and After School Care:**

Please refer to the Before and After School Handbook

**Hot Lunch:**

Guardian offers students the opportunity to purchase hot lunch. Menus are available in the Family Portal in FACTS and can be pre-ordered at any time. Milks may either be pre-ordered in the Family Portal or ordered during lunch. Guardian also has forms available for families in financial need to determine if they qualify for reduced price hot lunch.

**XIX DISCIPLINE**

**Student Conduct on Trips:**

As at school, students are expected to act with respect, courtesy, and good manners when away from school. In addition, for safety's sake:

- Students are not to enter a bus/car until the driver is in the bus/car
- Students are not to enter or leave a bus/car until it has come to a complete stop
- The driver has the right to assign where students sit
- Students are to obey the directions of a driver the first time they are given
- Students must wear seatbelts
- Students will bring from home and use car booster seats as prescribed by state law
- Students may open windows or doors only at the direction of the driver
- Students will keep hands, feet, and other objects to themselves in the bus/car. Articles may not be thrown out of the vehicle
- Students are to be on time. Go directly to the bus/car when dismissed from school. Inform the driver if you are not riding the bus.
- Drivers will notify the principal of any disciplinary problems on the trip; parents will be contacted; and the principal will determine the appropriate action.

**Classroom Expectations:**

Students will receive a copy of each classroom's expectations (syllabus). These will be reviewed in the classroom and sent home to be reviewed by parents. In the event a contradiction between classroom expectations and the parent handbook occurs, the principal will have ultimate say.

**Exclusion from Class:**

Unless given other directions by the teacher, if a student is excluded from class by a teacher, he should report immediately to the school office to sign in and must wait there until seen by the principal. A meeting with the principal and the teacher to resolve the matter must take place before the student leaves at the end of the day.

**Conduct Report:**

The purpose of the Conduct Report is to inform parents of disciplinary incidents involving a student, such as disturbing class, failing to obey school rules, showing disrespect to a teacher or other students, etc. This notice must be signed by a parent and returned to school the next day. Failure to do so will result in detention. Receipt of a second Conduct Report could result in a detention, a possible meeting with the principal or a suspension of the student.

**Detention:**

Detentions are given for repeated failure to complete assignments (see Notice of Homework Concern) as well as for tardiness (see Tardiness). Items which incur a Detention (or Conduct Report, based on severity) include: General Disrespect, Offensive Language, Cheating, Fighting or Forging a parent's signature. The second offense will incur a suspension. Detentions are served the week following the offense on the day of the week scheduled by the teacher or administrator. A second detention will be issued if these procedures are not followed.

**Suspension:**

Items which incur an immediate suspension include: skipping class or leaving class or school grounds without permission, harassment, abuse, verbal threat and intimidation, stealing and vandalism, etc. (1-3 days based on severity).

The principal will confer with the student, informing the student of the concerns and giving the student opportunity to provide his/her side of the story. A judgement will be made by the principal based on the evidence and the student's defense. Immediately following the decision, the parents will be notified by phone and in writing of the suspension and any special conditions relating to it. All out of school suspensions are un-excused absences.

1<sup>st</sup> Suspension: one day at home, written plan for correction presented by parent(s) and student

2<sup>nd</sup> Suspension: two days at home, written plan for correction, probation for up to one month during which he/she may not participate in any extra-curricular activities.

3<sup>rd</sup> Suspension: three days at home, written plan for correction, probation for one month, student and parent may be required to appear before Board of Education

4<sup>th</sup> Suspension: expulsion

Suspension impact homework and grades in the following ways...

- Assignments that are due the day of a suspension will result in a zero.
- Assignments assigned on the day of a suspension can be completed and turned in, but will receive no additional days to complete. It is the responsibility of the student to find out what was assigned for homework on the day of their suspension.
- Any tests or quizzes taken on the day of your suspension will be completed upon return to school and will receive a 20% grade reduction.

**Expulsion:**

Expulsion is the immediate removal of a student from school. It will be the result of a fourth suspension and may also result from grave violation of school rules – carrying a weapon, for example. Parents will be notified by phone and in writing of the administration's intent to

recommend expulsion, the concerns which led to this decision and the evidence for these concerns, the recommended length of time for expulsion (semester, year, permanently), the date, time and place when the Board of Education will meet to consider expulsion, a description of the hearing procedure (who will conduct it and how), a statement of the student's rights (including the right to be represented by a parent, give testimony, present evidence, and otherwise provide defense), statement of the right to request the attendance at the meeting of school personnel who are party to the incident or who have accused the student of violating school policy or rule.

Expulsion will be by formal action of the Board of Education. The Board may meet in closed session when requested by student or parent/legal guardian. The Board must act in public session with a quorum present. The expulsion must be by formal motion and confirmed by vote. The action must appear on the minutes and be part of the public record. Notice of expulsion will be sent to the student's school district and the juvenile division of Probate Court for students ages 6 through 15.

Should the Board rule in favor of the student, the student shall be reinstated immediately without prejudice or penalty unless otherwise directed in the motion of the Board.

## **XX Miscellaneous Policies & Procedures**

### **Gum Chewing:**

Gum chewing is not allowed on school property.

### **Handbook Changes:**

Changes to the Parent Handbook will be printed in the Cougar Capsule.



# EARLY CHILDHOOD POLICIES & PROCEDURES

## **XXI Welcome**

Guardian Lutheran Early Childhood is licensed by the Department of Licensing and Regulatory Affairs. The school admits students of any race, color national and 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 and ethnic origin in administration of its educational policies, admissions policies, and athletic and other administered programs. We request that you respect the policies of the school, the property of the church and school, and obey the safety regulations demanded by the State of Michigan for the protection of your children. Guardian Lutheran Early Childhood hopes that this experience will be one of mutual enjoyment and cooperation for all concerned.

## **XXII Philosophy**

Guardian Lutheran School is maintained by Guardian Lutheran Church to provide a quality Christian education for each child who attends. It does not discriminate on the basis of race, color, national and ethnic origin in any of its programs or policies, including admission. The school's goal is to prepare children for high school and adulthood by guiding them to become aware of, develop, and use their God-given talents and abilities as they grow spiritually, intellectually, and socially.

### **Spiritually:**

Classroom devotions, weekly chapel services, the religious course of study, and the loving concern of dedicated Christian teachers provide daily reminders of the life, death and resurrection of Jesus Christ, the power of the Holy Spirit, and the love of the Heavenly Father.

### **Intellectually:**

The curriculum seeks to develop student's potential in skills, work habits, learning techniques, and subject matter that will result in academic excellence.

### **Socially:**

Recognizing the uniqueness of each person as created by God; being respectful, courteous and considerate of others; learning the importance of group cooperation; accepting responsibilities and appreciating privileges - these are attitudes that are nurtured to equip students to function as God's people in the world.

In a Christian setting the child will be free to explore his environment, express feelings and begin to understand and control them in a forgiving atmosphere through the grace of God. The staff of Guardian Lutheran Early Childhood regards the development of the whole child as their primary goal. We provide a caring and nurturing environment that promotes the physical, social, emotional and cognitive development of each child. We work to create an atmosphere that will allow each child to feel comfortable and secure while they are away from their home. Parents and staff work together for the benefit of the child.

## **XXIII Curriculum**

Guardian Lutheran Early Childhood's curriculum helps to develop the cognitive, physical and social development of your child. The classroom incorporates age appropriate programs to help children grow in the following key aspects of school readiness:

- Stable relationships with adults who are emotionally invested in your child.
- Group settings offering peer interactions and the opportunity to learn social skills.
- Consistent, predictable daily routines that are part of your child's schedule.

Stimulating, engaging learning materials are available for your child to explore and enjoy. Since young children learn best through play and by direct interactions with objects they can see and touch, classrooms are designed with learning centers, hands on manipulatives and a variety of materials that allow your child to make decisions on their own and to learn through playful interactions. These include blocks, dramatic play, art center, math center, science center, sensory play, small and large motor manipulatives, computers and a reading and book center.

Theme-Based Curriculum is also used at Early Childhood. Teachers plan curriculum according to the weekly theme. Children expand knowledge based on what they already know and activities are planned based on the want to study and learn, in turn linking new learning to old. Art, songs, stories and learning centers are based on the theme being taught, linking the subject matter together, and giving children with different learning styles an opportunity to use their particular talents

Being a Lutheran Early Childhood program, we also incorporate Christian values into our program. The children will participate in Bible stories, songs, and prayer before snacks and lunch.

### **Outdoor Play:**

Outdoor play is an important part of the daily curriculum. It provides the children with time for supervised, self-directed play with less adult directed activities. It is time for loud noises, running, climbing, jumping and moving together in groups. It allows the children to experience whole body play that is often limited indoors due to space and the structure of indoor play. If a child is too sick to participate in outdoor play, they should not be in attendance at school.

Items required for outdoor recreation:

Winter – snowsuit, boots, mittens, scarf, hat

Summer – bathing suit, towel, swim shoes

Spring/Fall – pants or jeans, jacket, hat optional

### **ALL REMOVABLE GARMENTS THAT THE CHILD WEARS MUST BE LABELED WITH HIS/HER NAME.**

Outdoor play will be planned each day when temperatures are 20 degrees Fahrenheit (with wind-chill) or above, or below 90 degrees Fahrenheit (with heat index). The children will not participate in outdoor play if it is raining or during severe weather conditions.

**Library:**

Early Childhood children will be able to visit Guardian's school library once a week. The books checked out can be kept one week and then should be returned. The children will need to return the book they checked out the previous week in order to check out another one. Overdue notices will be sent out for those books not returned. A library "basket" will be provided outside of the classroom for children to deposit their book in.

**Gym Time:**

The children will participate in a gym class on a weekly basis. Please provide clean soled gym shoes that the children can put on with as little help as possible. Please have these shoes at school as soon as possible. Velcro tabs or slip on shoes work well. Shoes will be kept at school.

**PLEASE LABEL THEM WITH YOUR CHILD'S NAME.**

**Field Trips:**

Early Childhood children are given the opportunity to experience field trips throughout the school year. Field trips give our children the chance to explore different experiences that we are not always able to give in the classroom setting. They provide a change of environment and can be a great learning tool.

Field trips are a component of our program. No other childcare arrangements are available at the school. If a parent chooses not to send his/her child on the field trip, the parent needs to make other arrangements for care of the child that day, outside of the school. Also, regular tuition payment is still required for that day. Permission slips giving parental consent for the field trip must be signed in order for the child to participate. Parents attending field trips must pay their fee before the day of the trip.

**Necessary Items Parents Must Provide:**

There are certain necessary items that the parent is required to provide for the child. These items will be left at school as long as the child is enrolled. **Each item is to be labeled with the child's name.** If the label comes off and/or an item is lost, we will not be responsible.

A full set of clothing is required in case of an accident or spills. The soiled clothes must be taken home and laundered, and replaced the following day.

Bedding must be laundered weekly.

Clothing – shirt, pants, socks, and underwear

Gym Shoes – a clean pair of gym shoes are required to remain at school for gym time

Bedding – fitted, single bottom sheet, a small blanket or cover, a pillow is optional

All items must be clean when they arrive and of a washable materials.

**Parent-Teacher Conferences:**

The staff of Guardian Lutheran Early Childhood is always willing to discuss a child's progress, accomplishments, problems or concerns you may have. Each morning and afternoon staff is available for informal discussions. If you have a small matter you wish to discuss, please check

with your child's teacher regarding the best time during their schedule. If you prefer a private conference, please make an appointment with the school's Director. Parent/Teacher Conferences will be held in November. Additional conference opportunities may be offered in March. All parents will be given the opportunity to meet with their child's teacher.

### **Communication:**

Communications is very important to us. Feel free on a daily basis to talk with your child's teacher. Early Childhood children will receive a monthly newsletter from your child's teacher. Sleeping and Eating charts will also be posted on a daily basis. For current or upcoming events or program changes, please check RenWeb or the Parent Board containing monthly news and events.

### **Classroom Parties:**

In order to stay within state ratios, children whose normal schedule does not include the day of the party, must be accompanied by a parent or adult.

A child's birthday is celebrated, if possible, at snack time or lunchtime. Parents may provide the refreshments for this celebration. If so, please notify the child's teacher in advance of that day. Please provide snacks that do not require preparation such as cheese and crackers, fruit, muffins, etc. Private birthday parties are not permitted on the school premises. No addresses or phone numbers will be given out to other parents without permission.

## **XXIV Attendance**

### **Hours and Holidays:**

Guardian Lutheran Early Childhood is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Please refer to the school year calendar for all off days.

### **School Closings:**

Guardian Lutheran School will at times be closed due to inclement weather. Guardian Lutheran Early Childhood will also be closed if Guardian Lutheran School is closed. Please follow the closing listed on television, radio, on-line and through the school's Parents Alert texting system.

### **Arrival & Departure of Children:**

The parent or authorized person must accompany the child into the building, record his/her time of arrival on the time sheet, sign their name or initial, and make sure a teacher is notified of the child's presence. Please try to have children at school by 8:00 am. Morning snack will be served at 9:00 am. Children arriving *after* 9:00am may not be served a morning snack if snack has already been completed.

The parent or an authorized person must physically come into the building and notify the teacher that they are assuming the responsibility for the child. The parent or authorized person must record the time of departure and sign the attendance sheet. Identification will be necessary for any person who is not familiar to the staff.

### **Late Sign-Out Fee:**

Parents are asked to arrive prior to **6:00 pm** to allow time to sign their child out, gather his/her belongings, projects, etc. and exit the building by 6:00 pm. We do not encourage parents or staff

to remain in the building past 6:00 pm. Please make arrangements for someone to pick up your child if you are unable to arrive by 6:00 pm. Repeated late departures may result in the withdrawal of the child from the Center.

**LATE FEES ARE ISSUED REGARDLESS OF THE REASON!** All late fees are added to your account.

The late fee schedule is as follows:

6:01 - 6:03 = \$ 8.00  
6:04 – 6:08 = \$11.00  
6:09 – 6:13 = \$14.00  
6:14 – 6:18 = \$17.00  
6:19 – 6:23 = \$20.00  
6:24 – 6:28 = \$23.00 etc.

## **XXV Enrollment**

The Early Childhood classroom is licensed to enroll children ages 2 ½ - 5 years old. We do not offer drop-off care. All children must be enrolled for specific days with minimum enrollment being 2 days per week for 2 ½ -3 year olds and 3 days per week for 4 year olds. Schedules of less than the minimum days must be approved by the principal. Enrollment is contingent on the availability of space in each classroom. A waiting list will be established when quotas are met.

Children 30 – 33 months will be at a 1:8 ratio. Children 33 - 44 months will be at a 1:10 ratio. Children 45 months and up will be at a 1:12 ratio. All ratios in the classroom will be determined by the youngest child in attendance each day.

### **Fees:**

A \$30.00 per child application fee is required and is NON-REFUNDABLE. The school will hold your child's place in the classroom until May 1st after receiving the \$30 deposit. After this time, the enrollment fee and regular tuition payment will be expected in order to hold this placement.

Each Early Childhood family is also required to participate in the Scrip Program. A minimum of \$50.00 must be raised through the program or paid directly to the school each year.

### **Enrollment programs:**

#### **Full Day**

The child enrolled for a full day may participate in the program a maximum of eleven hours per day, between 7:00 am and 6:00 pm. The child may attend on a full-time or part-time basis. The Center's developmental curriculum begins at 8am.

Full day children receive a morning and afternoon nutritious snack, which consists of 2 items of the 5 major food groups. Parents will need to provide a healthy lunch for students each day. Students that arrive before 7:45 am have the option of bringing their own breakfast to eat in the

classroom. All breakfast foods need to be prepackaged and require no cooking or preparation in order to be eaten.

### Half Day

The half-day session runs from 7:00 am to 1:00 pm and includes a morning snack. Parents will need to provide a healthy lunch for students each day. If the parent is unable to pick up the child at 1:00 pm (the end of the half-day session) then the full day rate will go into effect. The parent must call and notify the staff of any change. Afternoon half days are available with the director's approval.

The child enrolled in the Early Childhood only program must be a minimum of 2 years 6 months old. The child may attend on a 2 – 5 day basis from the hours of 8:00am – 11:45am. A morning snack is included in the program.

### Special diets:

A child may bring his/her own food when it is necessary for a special diet due to allergies or religious reasons. A Special Dietary Needs form must be filled out and approved by the Director. Food menus are posted in the Early Childhood classroom.

### Diapering/Toilet Training:

All children age 2 ½ and older must be working towards toilet training and wearing regular underwear. It is understood that some accidents will occur. Toilet training shall be planned cooperatively between the child's teacher and the parent so the toilet routine established is consistent between school and the child's home. Any student that is not completely toilet trained will have a \$4 per day addition to their tuition rate.

## XXVI TUITION

### Rates:

Tuition rates for Guardian Lutheran Early Childhood will be given to you at the time of enrollment. Tuition is reviewed on an annual basis and increases are based on need.

Guardian Lutheran Early Childhood has contracted FACTS Financial to facilitate the billing and collection of all tuition, fees, and incidentals. Before a student is accepted into the Early Childhood program, the family must set up a FACTS account. All details regarding online payments, due dates, late fees, etc. will be provided by FACTS financial at the time of your account registration.

### Adding Days:

If you wish to add additional days to your child's current schedule or switch days, consult the Director. Any additional days or switching of days will depend on availability in the classroom and the approval of the Director

### Absences:

Tuition must be paid when a child is absent, regardless of the reason. This includes communicable diseases, family emergencies, etc. If a child is absent, please contact the school office by 8:00 am.

**Withdrawal:**

We ask that you notify Guardian Lutheran Early Childhood, in writing, two weeks in advance of withdrawal.

If a child is withdrawn by the parent, without a two-week notification or asked to withdraw by Guardian Lutheran Early Childhood, no refund will be given and the position will not be held. Parents will be held responsible for the tuition payment for this two week period.

Upon the director and principal's discretion, any family that does not uphold the policies, values and philosophy of Guardian Lutheran Early Childhood will be asked to withdraw immediately.

Once a child has been withdrawn, regardless of the reason, another \$50.00 non-refundable enrollment fee will be charged for re-enrollment. If your child's belongings are left at the school, after a period of two weeks, they will become the property of the school.

**XXVII Health & Safety****Illness & Communicable Diseases:**

All children's health will be observed daily upon arrival.

**FOR THE PROTECTION OF YOUR CHILD AND THE OTHER CHILDREN AT THE CENTER WE CANNOT ADMIT SICK CHILDREN**

Any time your child becomes ill during the day, the Director/Teacher will call you. No child who is ill can remain at the school. If you cannot be reached or are unable to leave work, one of the persons listed on the emergency card will be called. Upon being notified by the school that your child needs to be picked up, he/she must be picked up within an hour of being contacted. If you refuse to pick up your child from the school due to illness, you will forfeit his/her place at the school immediately.

A child with any of the following symptoms or signs of illness will be discharged immediately, or as soon as possible during the day, to his/her parent/guardian/emergency person. The school's Director will determine this discharge.

1. Fever (100 degrees or above). No child can be brought to school with a fever. He/she will be sent home immediately. We will administer Tylenol for pain only, NOT FOR FEVER PREVENTION.
2. Vomiting – 2 episodes in one day
3. Diarrhea – 3 episodes in one day
4. Earache
5. Persistent severe coughing causing the child to become red or blue in the face or making a whooping sound
6. Runny nose (excessive yellow/green thick mucus, excessive drainage for more than two days.)
7. Difficult or rapid breathing
8. Yellowish skin or eyes
9. Eye drainage or infection/conjunctivitis
10. Any type of skin rash/open sores/blisters
11. Sore throat or difficulty in swallowing

## 12. Evidence of lice, scabies or other parasitic infestation

A child may return the following day, after being sent home for vomiting or diarrhea episodes, but will be sent home after the first (1<sup>st</sup>) diarrhea or episode of vomiting. The child does not have to be free from diarrhea or vomiting for a 24-hour period.

**IN ALL CASES, IF A FEVER IS PRESENT, THE FEVER POLICY WILL APPLY.**

These are symptoms of illness that may be highly contagious. Your child may need to be diagnosed by a physician. Notify the school by 8:00 am or earlier, if your child will not be in that day and what symptoms they are showing.

In case of a CONTAGIOUS DISEASE that other children may have been exposed to, the Michigan Department of Health requires that the school be notified IMMEDIATELY. The following are a list of contagious diseases: Bacterial Meningitis, chickenpox, diphtheria, hand-foot and mouth, head lice, hepatitis, influenza, measles, mumps, pertussis, pinworm, pneumonia, ringworm, rubella, scabies, scarlet fever, strep throat, and active tuberculosis.

The staff of the Early Childhood cannot and will not administer or apply any medication without a "Medication Release Form". This includes baby powder, ointments, prescription drugs, Tylenol, etc. Prescription drugs CANNOT be administered to siblings. Over the counter drugs must be in the original containers. Please provide a medicine spoon, cup, dropper, etc., with your child's medicine. Breathing machine treatments will only be administered with the Director's permission.

The staff will only administer medication that is prescribed more than twice daily. Parents are expected to administer the morning dose before the child arrives or evening dose after pick-up. An exception will be given for those medications needed to be administered before or with food.

**PLEASE REMEMBER:** Over the counter medications will not be administered unless a signed Doctors order, with medications' strength, dosage, frequency, and length of duration the medication is to be given, accompanies the original container.

### **Readmission after illness:**

A physician's certification of health for re-entry to the school may be required for re-admitting a child after an illness or injury. Your child must be free of the following conditions for a minimum of 24 hours before returning to school: FEVER

### **Injuries:**

In case of an emergency or serious injury, the school will notify the child's parents, and if necessary contact 911. The school is not responsible for any medical bills incurred.

### **Head Lice:**

If head lice are found at home, the school must be notified. Any child found to have head lice will need to be picked up immediately. Treatment with a recommended product must be completed before the child can return to school. The child must be free from lice, as well as, their nits before admittance will be granted. The box top of the lice control product must be brought in as proof of treatment.



**Handwashing:**

The hands of children shall be washed before and after eating, after using the toilet, after outdoor/gym time or whenever hands are visibly dirty.

The hands of caregivers shall be washed before and after eating and serving food, after using the toilet, before and after assisting children in using the toilet, after contact with a child's body fluids, including wet or soiled underwear, runny noses, spit, vomit, etc, before and after giving or applying medication or ointment to a child.

**Special Needs/Chronic Illness:**

The individual written plan for care for children with special needs/chronic illness will be followed in all emergency situations.

**Child Protection Law:**

All childcare providers are required by law to report any **SUSPECTED** child abuse or neglect to the State of Michigan Department of Human Services.

In compliance with the law, our procedure regarding **SUSPECTED** child abuse is as follows:

- Contact State of Michigan Department of Human Services immediately.
- File a written report within 72 hours after making the telephone report.

**Authorized Person:**

The child will not be released to anyone other than the enrolling parent or to a person listed on the child's emergency card. **I.D. IS REQUIRED**

A parent may authorize another person (with picture ID) to pick up their child, but it must be **in writing with the parent's signature**. The school requires this in advance.

In case of an emergency, the parent may fax a note with a copy of their photo ID and their signature. **NO PHONE CALLS WILL BE ACCEPTED.**

If a child cannot be released to a parent due to custody/legal reason, the school must have a legal copy of the Court Order in the child's file stating this fact.

If there is any question whatsoever about the authenticity of the person requesting the child, the school reserves the right to protect the child and the school by notifying the Police Department.

**Releasing a Child in Danger:**

As child development professionals, we are committed to protecting the individual rights of children. It is our responsibility to ensure that each child is healthy and safe.

If a parent or guardian arrives to pick up a child and is obviously impaired due to drug use or alcohol, the following measures will be taken:

1. We will offer to keep the child in our care until the other parent, guardian or emergency contact person can pick up the child.
2. If the parent refuses to leave the child we will notify the police immediately.

## XXVIII DISCIPLINE

Guardian Lutheran School seeks to serve God by modeling His love to students. Our goal of the discipline procedures of Guardian Lutheran School is to allow students to recognize their dual nature as both saint and sinner. We hope to build on the experiences of the saint and lead the sinner to the cross for repentance.

Families who enroll children at Guardian are encouraged to offer prayerful support for those who share Christ with their children. Parental support of teacher interaction helps build student respect for those in places of God-given authority. Communication, a vital two-way procedure, is important in the area of discipline.

Guardian Lutheran Early Childhood staff uses a *positive method* of discipline, which will encourage self-control, self-direction, self-esteem, and cooperation. No physical punishment is allowed. Disciplinary situations are handled with empathy and redirection. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding the following:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
- Time out must not be used for children under 3 years of age.

If a child has a severe discipline or behavior problem (excessive biting, hitting, kicking, inappropriate use of language, bullying or disruptive behavior), the teacher will consult with the parents, so that together, they can find ways to help the child through this difficulty. An incident report will be filled out, given to the parent at departure and returned to the classroom on the next day that the child is in attendance. Guardian Lutheran Early Childhood reserves the right to withdraw a child from the school due to behavior problems. Guardian Lutheran Early Childhood reserves the right to discharge any child who is having difficulties adjusting to our program. If a child, for any reason, physically hits, kicks, bites or has inappropriate use of language with a staff member, the parent will be called immediately to pick up their child for the remainder of the day. This behavior will not be tolerated and if inappropriate behavior continues, the child shall be withdrawn from the school.

## **XXIX Miscellaneous Policies & Procedures**

### **Staff:**

The Guardian Lutheran Early Childhood staff meets all the requirements established by the State of Michigan Department of Licensing and Regulatory Affairs.

All staff are CPR, First Aid, and Blood Borne Pathogen certified and are required to complete a minimum of 24 clock hours training, per year, in early childhood development. All employees are encouraged to attend workshops, seminars, and conferences in early childhood.

### **Licensing Notebook:**

Guardian Lutheran Early Childhood must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 28, 2010 until the license is closed.

- Guardian Lutheran Early Childhood maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Damaged Equipment & Property:**

If any property of Guardian Lutheran Early Childhood is damaged or broken accidentally by a child, there will be no charge to the parent. However, if equipment or property has been broken or damaged deliberately, the parent will be responsible for the cost of replacing the item(s).

### **No Soliciting of Employees:**

Guardian Lutheran School does not refer or recommend any Guardian Lutheran Early Childhood employee for private duty. If a parent contracts an employee for private duty, Guardian Lutheran School assumes no responsibility for any injury or harm to the child who is being cared for by an employee on off-duty hours and/or off premises.

### **Transporting Children Before and After Care:**

Guardian Lutheran School employees will **not**, under any circumstances, be allowed to transport a child/children before or after care on any given day. An exception will be made if the employee is a parent of a current student or an immediate family member.

### **Dress Code:**

You are to dress your child in the clothes in which you wish him/her to play. Clothing may get soiled or stained from daily activities such as painting, sand or water play, etc. **Do not** send your child to school in valuable clothing. Children must be able to remove their clothing him/herself when using the bathroom. Parents should avoid dressing their children in overalls or pants with belts (these can make it difficult to be independent in the bathroom). Shoes that provide adequate support for running and climbing are required. Sandals, flip-flops, slip on shoes do not meet these requirements.

**Bringing Food & Possessions to School:**

A child may NOT bring breakfast foods, unless arriving before 7:45am, individual snacks, gum, candy, etc. to school. Jewelry items may be worn as long as the child does not remove them from their body. Please remember that items brought from home can be considered a choking hazard for children. Guardian Lutheran School will not be responsible for lost items brought from home. All items that are brought from home must remain in the child's locker and not be brought into the room.

With teacher approval, special snacks may be brought for the entire classroom. Please check with each teacher to check for classroom allergies and restrictions. **NO HARD CANDY.** Please refrain from store bought cupcakes with heavy icing, store bought birthday cakes or any dessert type item that the child is not able to eat independently.

## Nutrition Plan

The Nutrition Plan incorporates the standards of the Department of Licensing and Regulatory Affairs, and goes beyond to include the proven best practices and current science in childhood nutrition. The intent is to support planning that enriches a healthy environment for the children and staff.

Guardian Lutheran Early Childhood follows the meal plan according to the Child and Adult Care Food Program administered by the Michigan Department of Education Based on 7 C.F.R. Part 226, 1-1-05 edition of the U.S. Department of Agriculture, Food and Nutrition Services.

### Food Services

#### **Program Meals and Snacks:**

Full day children receive a morning and afternoon nutritious snack, which consists of 2 items of the 5 major food groups. A parent provided lunch will be served each day. Students that arrive before 7:45 am have the option of bringing their own breakfast to eat in the classroom. All breakfast foods need to be prepackaged and require no cooking or preparation in order to be eaten.

The half-day session runs from 7:00 am to 1:00 pm and includes a morning snack and a parent provided lunch. The Early Childhood only program runs from 8:00am – 11:45am and includes a morning snack. Snacks are provided at 9am and 3pm, with a parent provided lunch served at 11:45am – 12:00pm. Water is available throughout the day to all ages upon request or as needed.

#### **Special Diets:**

No child may bring his/her own food for snacks unless it is necessary for a special diet due to allergies or religious reasons except for the parent provided lunch. A Special Dietary Needs form must be filled out and approved by the Director. Food menus are posted in the classroom and outside the classroom door. Substitutions will be made according to the U.S. Department of Agriculture, Food and Nutrition Services and with permission of the parent/guardian.

#### **Food Preparation:**

All food is prepared in an onsite kitchen. Meals are prepared at the time they are served on a daily basis.

#### Early Childhood and School Age Guidelines

- Scheduled meals are served at 9:00am, 12:00pm, 3:00pm
- Children's snacks are served family style.
- Adults are seated with children at meal times.
- An Early Childhood Eating Chart is posted daily indicating each child's eating pattern.

All children enrolled and present will be offered snacks and the lunch meal served.

## **Nutrition Education**

Nutrition education sources are based on the current science and aligned with standards set by national experts in childhood nutrition such as USDA, American Dietetic Association and the Centers for Disease Control and Prevention.

### **Nutrition Education for Children:**

Nutritional information is shared with the children through:

- Books
- Daily Activities
- Meal Times
- Hand Washing and Teeth Brushing
- In House Health Presentations
- Off-Site Fieldtrips

### **Nutrition Education Parents/Guardians:**

Nutritional information is shared with parents/guardians through:

- Parent Handbook
- Posted menus onsite and on website
- Pamphlets and flyers in parent resource center

### **Nutrition Education for Staff:**

Nutritional information is shared with the staff through:

- Staff Meetings
- On-Site Educational Training
- Off-Site Educational Training
- Community Organizations
- Professional Development Organizations

## **Nutritional Resources**

Snack/Meal Menu Guide

<http://www.dearbornchristianlearning.com>

CFOC “Preventing Childhood Obesity in Early Care and Education Programs”

<http://nrckids.org/SPINOFF/PCO/PreventingChildhoodObesity2nd.pdf>

Let’s Move

<http://www.letsmove.gov/>

Nutrition and Physical Activity Self Assessment for Child Care (NAP SACC)

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

NAP SACC adapted for Michigan

<http://michigan.gov/preventobesity>

click on “Child Care”

Sesame Street

<http://www.sesamestreet.org/parents/topicsandactivities/toolkits/food/providers>

USDA Food and Nutrition Services

<http://www.fns.usda.gov/fns/nutrition.htm>

Child and Adult Care Food Program

<http://www.michigan.gov/CACFP>

## Health Care Plan

### Health practices and policies including procedures

#### *Hand Washing*

**The hands of children shall be washed:**

- a) Before and after eating
- b) After using the toilet or having their diapers changed
- c) Coming back inside classroom from outdoor play
- d) Whenever hands are visibly dirty.

**The hands of the caregiver shall be washed:**

- a) Before and after eating, serving snacks and lunches
- b) After using the toilet, assisting children in using the toilet, or changing diapers
- c) After contact with a child's body fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.
- d) Before giving or applying medication or ointment (gloves) to a child
- e) After working with wet, sticky, or dirty items.

**Hand Washing Procedure:**

- 1. Wet the whole hand with warm water.
- 2. Apply soap
- 3. Rub whole hand including palm, back, between fingers, and around fingernails
- 4. Rinse thoroughly with clean water
- 5. Dry hands on a disposable paper towel and throw away in trash

**Handling Bodily Fluids:**

When handling children's bodily fluids, precautions must be taken to prevent spreading.

Always use gloves when handling bodily fluids.

Diapers may not be rinsed.

Diapers must be disposed of in designated plastic lined containers.

Clothing with vomit, urine, feces, or blood should be removed from the child and/or staff immediately and put in a sealed plastic bag.

All bodily fluids on flooring, tables, chairs, toys etc., should be cleaned up with disposable paper toweling and disinfectant.

Paper toweling and gloves should be disposed in sealed plastic bag.

Thoroughly wash hands of both caregiver and child.

**Cleaning and Sanitizing:**

All equipment must be sanitized on regular basis.

Food containers and utensils: Washed in hot soapy water, rinsed thoroughly,  
immerse in sanitizing solution for at least 1 minute,  
air-dry.



Toys and other child equipment: Toys that are mouthed - washed on daily basis  
¼ cup chlorine bleach to 1 gallon of water or 1 tablespoon  
chlorine bleach per quart of water and left to air-dry.

Toys that are not mouthed or for older children: Washed and sanitize regularly or  
when are visibly soiled. Large  
equipment should be sprayed  
and sanitized with 1 tablespoon  
chlorine bleach to one quart  
water. During cold and flu  
season, sanitize toys and  
equipment more often.

Floor: Cleaned daily, with spills and spots cleaned up immediately. Vinyl flooring should be  
swept or vacuumed and then sponge-mopped with detergent and disinfectant. Carpeting  
should be vacuumed daily, with periodic shampooing of the whole area. Eating area need  
to be swept or vacuumed after each meal.

Sleeping equipment: Cots washed regularly with ¼ chlorine bleach to 1 gallon of water. Every  
child individual sheet and blanket will be sent home weekly and changed immediately  
when soiled.

Tables and chairs: Washed and sanitized with 1 tablespoon chlorine bleach to 1  
quart water regularly or when visibly soiled. Tables should be washed  
before and after meals.

Toilet area: Toilet seats should be cleaned after they are soiled with urine or feces. Spray with  
disinfectant spray.

***Controlling infection, including universal precautions***

Health History and Immunizations for children: All enrolled children must have a copy of their  
immunizations on file the first day they attend. A health appraisal must be on file  
within the first 30 days they attend. Health appraisals for infants and young  
toddlers; the evaluation must be performed within the preceding 3 months. Older  
toddlers and pre-school age; the evaluation must be performed within the  
preceding year. Both must be signed by a licensed physician or his or her  
designee. All children's health appraisal must be updated yearly

**Health History for staff:**

The school shall have on file evidence that each staff member is free from  
communicable tuberculosis, verified with 1 year before employment.

If a volunteer has contact with children at least 4 hours per week for more that 2  
consecutive weeks, this will also apply for him or her.

**Exclusion for Illness:**

A child with any of the following symptoms or sign of illness will not  
be allowed to be in attendance at the center.

1. Fever (100 degrees or above).

2. Vomiting (2 episodes in one day)
3. Diarrhea (3 episodes in one day)
4. Earache
5. Persistent severe coughing causing the child to become red or blue in the face or making a whooping sound.
6. Runny nose (excessive yellow/green thick mucus, excessive drainage for more than two days)
7. Difficult or rapid breathing
8. Yellowish skin or eyes
9. Eye drainage or infection/conjunctivitis
10. Any type of skin rash/open sores/blisters
11. Sore throat or difficulty in swallowing
12. Evidence of lice, scabies or other parasitic infestation

(See Parent Handbook)

### **Reporting Requirements:**

- When a child is known to have a specific disease, measures will be taken to make sure that the disease does not spread to others.
- Parents will be notified in writing to any contagious disease in the classroom.
- Contagious disease must be reported to Wayne County Health Department. A weekly report is sent to confirm illness in the Early Childhood.
- Once a year a full immunization report is filed with Wayne County Health Department.

### ***Health Related Resources***

*Wayne County Health Department* – 33030 Van born Road, Wayne MI 48184  
(734) 727-7036 [www.waynecounty.com](http://www.waynecounty.com)

*Poison Control Center* – Children’s Hospital of Michigan - 3901 Beaubien Blvd.  
Detroit, MI 48201  
1-800-222-1222 [www.mitoxic.org](http://www.mitoxic.org)

*Center for Disease Control* – 1600 Clifton Rd., Atlanta GA 30333  
1-800-331-3435 [www.cdc.gov](http://www.cdc.gov)

*American Red Cross* – 23400 Michigan Ave. Suite 100, Dearborn, MI 48124  
(313) 274-5450 [www.semredcross.org](http://www.semredcross.org)

*American Heart Association* – 24445 Northwestern Hwy, Suite 100,  
Southfield, MI 48075  
(248) 827-4214 [www.americanheart.org](http://www.americanheart.org)

*American Lung Association* – 25900 Greenfield, Suite 401, Oak Park MI 48237  
(248) 784-2000 [www.alam.org](http://www.alam.org)

# GUARDIAN LUTHERAN CHURCH & SCHOOL

## VISITOR SIGN IN PROCEDURES

- Monday – Friday (8:00AM-3:00PM)
  - All non-GLCS staff members must enter the building ONLY through the FRONT MAIN entry doors (Welcome Center).
  - Ring the bell for admittance and communicate with the secretary on duty.
  - Report directly to the welcome desk upon entering the lobby.
- All individuals will be asked to sign in on the kiosk.
- The secretary will provide you with a visitor or volunteer badge that needs to be worn while you are in the building.
- Prior to leaving the building, you must report back to the welcome desk in order to sign out and return the building badge.
- You must exit through the same doors you entered (Welcome Center).

Thank you for respecting these procedures in order to keep all of our students, members, visitors/volunteers, and staff as safe as possible!