



2020-2021 HOLY GHOST LUTHERAN SCHOOL

Family Handbook

Rev 2-18-2021



Holy Ghost Lutheran School reserves the right to change contents and policies written in this handbook as deemed necessary. This includes suspending or greatly altering policies when pandemic or epidemic declarations at the County, State, or National level impact day-to-day normal operation. Parents will be notified when policy changes are made.

Holy Ghost Lutheran School Parent and Student Handbook for 2020- 2021

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Introduction to Holy Ghost Lutheran School

Our Prayer for the Upcoming School Year

O, Lord open your hands in blessing our school. Guide our teachers and parents. Be with our students and cause them to grow in wisdom and love. Guard and encourage us all. Help us to use our talents in whatever we may hold. Keep us ever humble. Thanks to You for our many blessings, past and present. Praise to our Lord in heaven. In Jesus' name we pray. Amen.

Introduction to the Handbook

The purpose of this handbook is to aid the parents and students of Holy Ghost Lutheran School in understanding the functions and policies of their school. A printed handbook is reference only, and the Board of Christian Day School reserves the right to amend the handbook. A master copy is available electronically on the school website and/or school office.

The handbook is meant to be inclusive of all situations. However, situations may arise that are not addressed in the handbook. In those instances, contact the principal or Board of Christian Day School Chairman for clarification.

Our Philosophy of Christian Education

We believe that the family has the primary responsibility for the child's total education, and the church and school must equip parents for their important role in Christian education. To this end, we not only encourage but also expect our parents to be actively involved in the education of their child(ren). Ours is a partnership with the home. We cannot do the job expected by all parties involved without parental involvement.

Major Goals of Holy Ghost Lutheran School

Holy Ghost Lutheran School has been established for the purpose of providing a Christian education for children in the elementary grades.

The goals of Holy Ghost are:

- to provide thorough instruction in God's Word.
- to offer a curriculum that provides for growth and development in all aspects of the child's personality – spiritual, intellectual, emotional, physical, and social.
- to apply God's Word to every area of learning and activity.
- to lead children to make use of opportunities to share the Gospel with others.
- to lead children in ways in which they may encourage one another in their faith.
- to plan all activities for the purpose of directing the faith and life of the children.

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School Administration

Holy Ghost Lutheran School is an educational agency of Holy Ghost Lutheran Church and is at all times under the direction of the congregation. The school receives its financial support largely from the contributions of its members along with tuition payments from parents.

The Board of Christian Day School, along with the pastor and principal, are responsible to the congregation for the operation of the school. The Principal along with the support and cooperation of the faculty is responsible to the board for the overall operation of the school.

Board meetings are held regularly on a monthly basis. These meetings are open to parents, except for items requiring confidentiality, which are addressed in Executive Session. In order to ensure that “all things are done in good order” only those items that have been placed on the agenda by the Thursday prior to the meeting will be open for discussion. Items may be introduced, without discussion, for discussion/action at the next regularly scheduled meeting or special executive session as agreed upon by the Board.

All requests from parents for agenda items must be submitted in writing to either the Chairperson of the Board of Christian Day School or the Principal.

Enrollment, Registration, and Tuition Policies

Enrollment Policy

To enter kindergarten, a child must have attained the age of five years on or before September 1st of the year he enrolls. To enter the first grade, a child must have attained the age of six on or before September 1st of the year he enrolls, and must have attended kindergarten.

The school is required to have any special medical information for all students. The bottom section of the PP - 15 Student Registration Form, must be filled out and is kept on file in the school office. In all cases of emergency, health, and safety, the school will act in the best interest of the child.

All children who will be entering a school in Michigan for the first time must submit:

- a copy of the child's birth certificate
- and, either a statement signed by a physician that he/she has received the required immunizations, tuberculin test, and hearing/vision screening
- a waiver signed by the parent or guardian to the effect that the child has not been immunized or tuberculin tested because of religious convictions or other objections
- or proof signed by the parent or guardian that the local health department gave the needed protective injections

Each fall we submit reports to the State Department of Health regarding the immunization status of our students. The department then notifies us if any of our students are not up-to-date in their immunizations. Once we receive notification from the department, we will notify, by mail, parents of students who do not meet the required immunizations. Parents will then have ten days to provide us with proof that their child(ren) is/are properly immunized, or provide Holy Ghost with a signed waiver. If the ten days pass without such proof, the student(s) will not be allowed to attend class until such proof is shown to us. **All necessary enrollment and health forms must be completed and in the office prior to the student starting class or class attendance will be denied.**

The Board of Christian Day School has determined that optimum maximum size of the student body is 20 per classroom in grades 1-8. The board reserves the right to extend class sizes and be the final authority for admitting students to Holy Ghost Lutheran School. If the number of students in a classroom goes beyond these limits, the Board will work with the teacher to determine if an aide is needed or if a student should be admitted. In the event that class size must be reduced due to limitations in space and/or staffing, the Board will determine a method of downsizing the class.

Enrollment priority is as follows:

1. Children presently enrolled and in good standing with tuition payments.
2. Children of members of the congregation.
3. Children of other LC-MS congregations without a day school.
4. Children of parents in the surrounding community who are seeking a Christian education for their children.
5. Children of parents of other LC-MS congregations with a day school.

Application Process for New Students

Application process for new students is as follows:

1. Enrollment form is submitted.
2. A copy of the student's most recent report card is obtained.
3. A copy of the student's most recent Achievement Test results is obtained.
4. The principal obtains information from the student's previous school. This may include speaking with the former principal as well as the former teacher.
5. An interview with the principal is scheduled for parents and student.
6. A time is scheduled for the student and parents to meet the classroom teacher(s).

If the above requirements are met and it is determined that Holy Ghost Lutheran School can meet the needs of the student, he/she will be enrolled. The principal will contact the family to inform them.

The principal has the discretion to decline the enrollment of a student without the consent of the Board of Christian Day School, but must be accountable to it. If the parent wishes to appeal the decision, they may, in turn, present their concerns regarding the decision to the Board of Christian Day School. The Board must approve the admission of a student who has been expelled, suspended or has had disciplinary action taken against him/her in another school.

- Probation
Any newly-enrolled student is considered to be on probation for one marking period to determine whether or not the student should be fully admitted. Criteria are the student's performance in spiritual, social, and academic growth and whether Holy Ghost is able to serve the needs of the student. A meeting between the parents and teacher(s) will be held half way through the 1st quarter to discuss the student's progress. Probation may be continued for a second marking period. The principal will contact the family to inform them of the probation status being removed or continued.
- Nondiscriminatory policy
Holy Ghost Lutheran 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 the students at the school. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies or admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Registration and Tuition Policy

Holy Ghost Lutheran School is supported by the contributions of the members of the congregation and the tuition payments of those enrolled in the school. No state or federal funds are received. Fundraisers are conducted throughout the school year and proceeds are used for special purchases or activities.

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Tuition rates are established by the Board of Christian Day School in conjunction with the Board of Stewardship. Evaluation and studies of annual expenditures and enrollment is conducted in preparation of tuition rates each year.

In the event of a mandatory shutdown, as directed by official decree of the County, State, or National level, Holy Ghost will implement a virtual learning model for all students. It is the official policy of Holy Ghost Lutheran School that tuition for grades K-8 will not be impacted, as the staff will be shifting their daily tasks to online models with additional duties and responsibilities. For the preschool, tuition rates will be reduced by 25% for the duration of the virtual learning model, and will go into effect AFTER a 30 day period after the official decree forbidding in-person learning.

A non-refundable registration fee of \$150.00 per child, with a family cap of \$400.00, is due with the signed enrollment form. The 10-month tuition payment plan begins in August and ends in May. The 12-month tuition payment plan begins in June and ends in May. Anyone not able to meet this financial obligation on time must contact the office.

All checks should be made payable to Holy Ghost Lutheran School. A \$30.00 returned check fee will be charged for any checks returned for non-sufficient funds.

Withdrawal

Families that elect to withdraw students from Holy Ghost Lutheran School must provide intentions to do so in writing, with two (2) weeks' advanced notice. Families are financially responsible for tuition during the two-week notice period. Students are expected to return all Holy Ghost property on loan, including textbooks, athletic uniforms, electronics, and any other loaned items. All property is expected to be returned in good condition, as determined by Holy Ghost, and the family will be responsible for any damaged items that need repair or replacement. Holy Ghost reserves the right to withhold records until all accounts are settled.

Late Fee(s)

All tuition payments not received by the 30th of the month due, will be charged an additional \$25.00 late fee. If payment is not received by the 15th of the next consecutive month, the student(s) may not be allowed to return to class, unless prior arrangements have been made and approved.

Tuition Status Determination / Church Affiliation

The goal of Holy Ghost Lutheran Church and School is that its members and their families attend church 100%. Members who maintain a church attendance of 50% or higher on a quarterly basis will receive a member rate for tuition at Holy Ghost Lutheran School. Lack of attendance will prompt a follow up by the Board of Evangelism, Board of Lay Ministry, and/or Board of Christian Day School.

Attendance criteria consists of the member child(ren), and at least one parent/guardian. Children shall not be sent into church services unsupervised.

If attendance falls below 50% for the quarter, the family will be placed on probation and given an opportunity to increase church attendance back to accepted levels to maintain member rates. In order to successfully exit probation, the family must maintain a church attendance of 75% or higher for the quarter they are on probation. Failure to achieve the probation attendance rate will result in the family being assigned non-member tuition rates for the next quarter.

If a tuition payment is not received by the next scheduled payment date, the child(ren) will not be allowed to return to school, unless arrangements have been made with the Principal and approved by the Board of Christian Day School.

Legal guardianship or immediate family member relationships are used to determine member or non-member tuition status.

Any extenuating circumstances should be brought to the attention of the Principal for review by the School board.

When a ***non-member becomes a member*** of Holy Ghost Lutheran Church, or when a ***new member transfers*** their membership to Holy Ghost Lutheran Church from another LCMS congregation, they qualify for the member rate tuition per the following schedule.

- Accepted as a member of Holy Ghost Lutheran Church on or before the 15th day of the month – member rate applies for the month of the membership change.
- Accepted as a member of Holy Ghost Lutheran Church after the 15th day of the month – member rate applies for the month following the membership change.

No refunds will be provided for pre-paid tuition. Any difference in fees for the period affected by the change in membership status may be applied to future tuition or fees.

Children of LCMS Pastors of area congregations without schools will pay “Member Rate” tuition.

Children from LCMS churches in the area will pay the “Non-member rate” tuition.

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Financial Assistance

Financial Aid forms are available in the office starting in March. The Financial Aid form should be submitted with the registration form. The deadline for application is March 15th for the upcoming school year. All data requested is required to complete the TADS application. The name of the applicant is removed from the application packet, which is forwarded to the committee for review. The committee will then make their decision based on income level and will notify applicants before registration night. New families enrolling in the school may apply for financial aid up until the first day of school.

Financial Aid agreements must be signed once awarded, in order for the any assistance to be applied. Signing those agreements constitutes a contract between the family and Holy Ghost Lutheran School to fulfill any additional requirements to continue consideration for aid in subsequent years.

Service Hours

Holy Ghost needs parents of students in grades K-8 that are committed not only to the good of their children, but also to the school. Each family is required to perform a minimum of 30 hours of volunteer service to Holy Ghost Lutheran Church and School. Sign up sheets for some of the areas will be distributed with the August registration forms. Various other opportunities will be advertised throughout the school year and summer. Each family will be responsible for keeping track of their service hours by recording the hours next to the activity done, in a book that will be located in the school hallway.

The required volunteer hours shall be completed by May 1 during the school year. A fee of \$15 per hour will be assessed to families failing to meet the required minimum hours by May 1. The Board of Christian Day School will issue letters to families that are not on track.

Any extenuating circumstances should be brought to the attention of the Principal for review by the School board.

Curriculum and Grading

Curriculum

In keeping with the purpose of Holy Ghost Lutheran School, the curriculum is based upon the Word of God and it is this Word that forms the center of all instruction within the school.

Each day children receive instruction in Christian doctrine and Biblical study. Modern instructional methods, devices, techniques, class projects and materials are used in all areas of curriculum. All the branches of general education are permeated by a thorough instruction in Christian doctrine and they constitute the framework for the curriculum of the school which is as follows:

Religion	Language Arts	Science	Art
Memory Work	Mathematics	Technology	Music
Social Studies	Physical Education	Spanish	

Each child is required to have an ESV Bible and 5th – 8th graders need to have a catechism. These are available at registration in August.

Middle School Program

Each grade level progressively demands greater student responsibility and independence. It is the goal of the middle school (5-8) that each student will be fully responsible for his/her own homework, regular completion and handing in of papers, and seeking teacher assistance as needed. Also, the curriculum is departmentalized as it will be for the students in high school, with teachers assigned to classes of their areas of expertise.

Confirmation Instruction

Confirmation instruction is a two-year program that prepares students to be received into membership of Holy Ghost Lutheran Church., This instruction is open to 5th-8th graders. Non-member families are welcome to participate and go through the two-year instruction to learn what the Lutheran Church-Missouri Synod believes according to the teachings of the Bible.

Going through instruction is free of charge and there is no obligation or pressure to join the church.

Chapel

Once each week, the students and teachers gather to worship. Parents are welcome at any of these services. Offerings are taken at each service and will be distributed to various charities.

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Grading Scale

The percentages and grades will reflect those as indicated by the school:

A+	98-100%	C	73-77%
A	93-97%	C-	70-72%
A-	90-92%	D+	68-69%
B+	88-89%	D	63-67%
B	83-87%	D-	60-62%
B-	80-82%	F	59% and below
C+	78-79%		

Honor Roll

A “4 point scale” will be used in determining the grade point average.

The following requirements for students in grades 3 through 8 are:

- Honor Roll – GPA of 3.0 to 3.49
- High Honor Roll – GPA of 3.5 to 4.0
- No grades lower than C in any subject
- Subjects counted for honor roll are; Religion, Memory Work, Reading/Literature, English, Math, Science, Spelling, and Social Studies
- No D or F in the specials – Art, Computer, Music, and P.E.

Valedictorian and Salutatorian

These awards are given to the Eighth graders who have the top GPA's in the class. These are determined by averaging each quarter for grades 6 and 7, and the first three quarters of grade 8.

NOTE: The minimum grade point average for Valedictorian is 3.5 and for Salutatorian is 3.0.

Promotion

Promotions are made at the end of each school year and notice of the promotion is recorded on the report card.

Retention

Kindergarten through Grade 2: students in danger of retention will be notified by the teacher at the end of second quarter.

Grades 3 – 8: A child with a grade point average of 1.0 or lower (D or F) in core subjects is a candidate for retention. Parents will be asked to meet with the teacher(s) and principal to discuss the student's progress and appropriate follow-up steps.

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Testing Program

In addition to the tests on regular matter, other tests are administered to the children at various times during the year.

- Achievement tests are administered in the spring to all students in grades 3-8.
- An assessment is made at the discretion of the Kindergarten teacher to determine readiness for kindergarten.
- Other tests may be given upon the recommendation or at the discretion of the faculty or Principal.
- Tests are available for special needs students.

Progress Reporting to Parents

- Classroom newsletters are often issued weekly/monthly via email, and/or are available on a secure portal.
- Friday Notes will be the main method of school communication with parents, and will be sent to the email address on file.
- Report cards are sent home at the conclusion of each quarter.
- In grades 3 - 8, academic updates are often issued every two to three weeks of each marking period.
- In grades 3 - 8, parents may be notified if a student has failed to complete or turn in assignments.
- Parent-teacher conferences will be scheduled at the end of the first marking period.
- Third quarter conferences will be held based on parent or teacher request.

More frequent conferences may be made at any time by request of either the parents or teacher.

Auxiliary Public Services and Tutoring

The Monroe Intermediate School District (ISD) provide Speech, Social Services, and Psychological Services. Visits are made by certified personnel to the school upon request. Holy Ghost has additional tutoring services upon request.

Extracurricular Opportunities and Athletics

School Choir

The students attending Holy Ghost Lutheran School join with students attending “Faith and Fun” Sunday school to form the Children’s Choir. The choir will sing in various worship services during the course of the school year (approximately once a month). While attendance is not required, it is requested and strongly encouraged. The dates will be announced in advance through the school newsletter.

School Play and Christmas Program

Students are expected to participate in the annual school play, Christmas program, and other extracurricular events. The staff generally provides time for the students to practice during school hours, but there may be times when practice(s) will extend past scheduled school hours and days. The coordinating staff member will inform families when expectations are outside of normal school hours.

In some instances, the school play and Christmas program will require students to adhere to a specific dress code. The coordinating staff member will inform families of those requirements.

Science Fair, Spelling Bee, and Quiz Bowl

Holy Ghost is proud to provide an opportunity for students to compete with other students in the Monroe County ISD.

Science Fair participation is part of the curriculum for students in grades 5 – 8. Holy Ghost staff will select up to five (5) students that will compete in the county-wide ISD competition. The judging criteria will be communicated when the students start their projects.

Spelling Bee participation is encouraged for students in grades 5 – 8. Competition rules restrict Holy Ghost’s team size, and as such there is a potential that students may not be selected to the final team or be selected as an alternate. The coordinating staff member will inform students and families of the team size and selection criterion.

Quiz Bowl participation is encouraged for students in grades 5 – 8. Competition rules restrict Holy Ghost’s team size, and as such there is a potential that students may not be selected to the final team or be selected as an alternate. The coordinating staff member will inform students and families of the team size and selection criterion.

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Educational (Field) Trips

There will be many opportunities for the students to visit sites outside of the regular classroom. Field trips are encouraged and assist in the classroom instruction your student receives. Drivers are always needed for these experiences and your cooperation will be needed and appreciated. Driving and/or chaperoning counts as volunteer hours. Notice of all trips will be given to you via a note home at least three (3) days in advance.

Holy Ghost has outlined a policy specifically related to the safe transportation of our students:

- Drivers are to be a parent or an adult caregiver. A teenage sibling will not be permitted to drive.
- All drivers must have an IChat completed before they can drive.
- Drivers are asked to obey all traffic laws. This is for the children's safety and to provide them with a good role model.
- **Drivers are asked not to talk or text on cell phones while driving.**
- Drivers must adhere to the itinerary of the day – **no "extra" stops are to be made.**
- **Michigan's child passenger safety law requires:** children to be properly buckled in a car seat or booster seat until they are 8 years old or they are 4'9" tall. Children must ride in a seat until they reach the age requirement or the height requirement, whichever comes first.
- Students must be seat belted and may not ride in any seat equipped with a functional air bag.
- Drivers/Chaperones are **not** to smoke.
- For the safety and liability of: students, parents, staff, and school, a child with special medical or other needs **must** have a family member accompany that child on all field trips.

Athletics

Holy Ghost encourages students, in good standing, to participate in any or all of the athletic teams. Good standing is a combination of grades, attendance, tuition payment, and disciplinary standing. Participation is voluntary and open to students enrolled in grades 5 – 8, with some exceptions to allow 4th graders for some sports.

Payment to participate in athletic programs is \$55 per Holy Ghost student, per Holy Ghost athletic team. Athletes that are not enrolled at Holy Ghost Lutheran School, but are members of Holy Ghost Lutheran Church, are welcome to join a Holy Ghost team. Payment to participate in athletic programs for parish athletes is \$65, per athlete, per Holy Ghost athletic team. If there are not enough participants to form a Holy Ghost team, athletes will be placed on other teams within the CYO. Payment to participate on a non-Holy Ghost team is host school rate per student. Athletes are responsible for maintaining the condition of their assigned uniforms. Excessive damage or lost uniforms, as determined by the Athletic Director, may result in a fee being assessed to replace the item(s).

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A physical, performed by a licensed medical practitioner, must be on file with the school before the athlete will be allowed to participate. A new physical exam is required for each school year.

Holy Ghost participates in the Catholic Youth Organization (CYO). Athletes and family members are expected to follow the rules established for acceptable behavior by the CYO. Failure to comply with CYO rules may result in banishment from participation in future competition(s).

Code of Conduct, Discipline, and Conflict Resolution

Student Code of Conduct

Students have the responsibility to avoid any behavior that is detrimental to their own or other students' achievement of educational goals. All are expected to cooperate in maintaining reasonable orderliness in the school, take reasonable care of books and other school property, and encourage a climate in which learning is cherished.

Students have the responsibility of showing respect for the knowledge and authority of teachers and others in authority. Students are expected to obey reasonable directions, avoid actions that show contempt, and appeal decisions only through appropriate channels.

Students have the responsibility of treating others with respect like brothers and sisters in Christ, putting others first and recognizing the rights and dignity of fellow students. Concern for and encouragement of others is expected.

Unacceptable Behaviors

- Insubordination toward teachers, pastors, and others in authority
- Verbal or written abuse
- Physical abuse or intimidation (**bullying**)
- Inappropriate touching of others
- Use or carrying of tobacco
- Inappropriate throwing of objects
- Excessive talking or loudness
- Disruptive behavior or other misconduct
- Cheating
- Stealing
- Illegal behavior

Sexual Harassment and Bullying Policy

It is the policy of Holy Ghost Lutheran School to maintain a learning and working environment that is free from sexual harassment and bullying. It shall be a violation of this policy for any member of the faculty, staff, volunteer or student to harass a faculty, staff, volunteer or student member of Holy Ghost Lutheran School through conduct or communications of a sexual or threatening nature.

Any student, who believes she/he has been subjected to sexual harassment or bullying by a member of Holy Ghost Lutheran School staff or by another student, may verbally report it to any adult with whom she/he feels comfortable discussing it. The adult receiving the verbal report shall immediately have the student complete an Incidence Report Form within five (5) days and forward it to the

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Principal. The Principal will form an investigation team and within fifteen (15) school days from the receipt of the complaint shall complete the investigation, determine remedial steps necessary to stop the sexual harassing or bullying behavior, if warranted, and shall submit all investigation documentation, determinations, and recommendations in writing.

Within five (5) school days of receipt of the documentation, the Principal shall notify the complainant and the alleged perpetrator in writing of the results of the investigation.

If no harassment or bullying has been found:

- The notification must include objective, clearly-stated evidence to justify the conclusion

If harassment has been substantiated, the notification must include:

- Effective remedies
- Determine corrective action to be taken
- Inform the victim of remedies
- Monitor to see if remedies work
- Document in writing all conclusions and actions taken

If either party wishes to appeal the decision of the Principal, she/he may submit a signed statement to the BCDS. The BCDS shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant and all other parties within ten (10) working days.

Other School Rules

1. Gum chewing is not allowed at any time. Gum is very difficult to remove from the carpet and can cause damage to the gym floor.
2. Student visitors must receive permission before visiting our school.
3. Items that may detract from the learning environment may not be brought to school. These items are subject to confiscation. They will be returned to a parent upon request, or at the end of the school year.
4. No running in the halls.
5. Students attending any after school function, including athletic events, must be accompanied by an adult.
6. Skateboards and roller blades are not allowed.
7. No iPad usage in the halls.
8. Cell phone usage is not permitted and shall not be in the classrooms. If it is necessary for the student to have a phone, it shall be stored in the school office during school hours. Abuse of this rule will result in the phone being confiscated and given only back to the parent. The school administration office is available for making calls throughout the school day, if calls are necessary.

Texting and instant messaging is a privilege and will be restricted if abused. Students shall not be interacting via text or instant message while the teacher is instructing.

Sign and Return Forms

The teachers may issue a Sign and Return on any schoolwork in which the student has experienced significant difficulty in achieving an acceptable grade. The purpose of the Sign and Return is to alert the parent(s)/guardian(s) of the situation, in the hopes that quick intervention will not result in significant grade issues for the student.

While Sign and Returns are meant to be informational, parents and guardians must sign and return the issued Sign and Return assignment within 24 hours.

Notices of Concern Forms

Teachers are encouraged to use discretion when addressing a concern, but there may be times when the teacher must issue a Notice of Concern. Notices of Concern are meant to communicate to the parent(s) that the student has not met expectations, and corrective action may be requested. Notices of Concern may be issued for any of the following:

- Failure to turn on assignments/important documents on time
- Disruptive behavior or misconduct
- Dress code violations

Parents and guardians must sign and return the issued Notice of Concern document within 24 hours.

An accumulation of Notices of Concern will result in disciplinary measures:

- A total of six (6) Notices will result in a 30 minute detention after school, **as well as a meeting between the teacher, child, and parent(s)/guardian(s).**
- A total of nine (9) Notices will result in a 1 hour detention after school, **as well as a meeting between the Principal, teacher, child, and parent(s)/guardian(s).**
- A total of twelve (12) Notices will result in a 1 day suspension, with 50% of the grade possible for missed work or tests on that day. At this point, the Board of Christian Day School (BCDS) will be advised of the student's accumulation of Notices.
- A total of fifteen (15) Notices will result in a meeting between the Principal, child, parent(s)/guardian(s), and the BCDS to develop a resolution to the problem(s).

Search Rights

As a general rule, the teachers respect the student's right to privacy. However, all lockers, desks, and schoolbooks are the property of Holy Ghost Lutheran School and may be inspected and searched if the teacher deems it necessary or appropriate.

Conflict Resolution Process

The following procedure should be used when addressing concerns we may have with one another.

1. Talk with the teacher with whom you have concern
Schedule a time when you and the teacher can sit down and give the matter your undivided attention. Sometimes “mentioning” the concern gets misinterpreted as having met with the teacher for a conference. It is important that you address the issue with the teacher openly and in a spirit of cooperation.
2. Talk with the principal
If step one has not resolved the concern or problem, ask to have a meeting with the principal and the teacher to review the history of the problem. The principal will mediate and work with the parties toward a resolution.
3. Board of Christian Day School Involvement
If after working through the previous steps without satisfactory resolution you wish to address the Board of Christian Day School with your concern, contact either the principal or the Board Chairperson. The board will review the history of the problem, hear both sides of the concern and mediate a solution. **The decision of the Board will be final.**

Discipline

Teachers will normally deal directly with prohibited behavior problems. They may seek the assistance of the principal and/or parents in their attempt to curb unacceptable behavior. Normally these steps will be followed in sequence, but depending on the severity of an unacceptable behavior, any of steps 1-3 may be skipped.

Specific steps which will be followed are:

- **The teacher handles the problem.** Warning is given and documentation is started at this point.
- **The student will call their parent(s)** to inform them of the problem while the teacher is present.
- **The teacher involves the principal** in handling the problem.
- **The teacher, parent(s), and principal** will have a meeting to deal with the problem. It will be determined by the principal what disciplinary actions will be taken.
 - **After school detention / in school detention** which will be arranged with the principal.
 - **At home suspension** which could be for a period of up to 10 days. All suspensions will be reported to the Board of Christian Day School. A second suspension may bring a recommendation for expulsion.
 - **Expulsion** in which a hearing procedure prescribed by the Board of Christian Day School will be followed. Expelled students lose all priority standing for future enrollment.

Attendance and Office Policies

School Hours and Before and After School Processes

School doors will be unlocked for students at 8:30 am. This is done to ensure the safety of all students. Students will report to their classroom at that time. Unless permission has previously been granted by the principal, children should not arrive earlier than 8:30 am. All classes begin at 8:45 am. Dismissal is 3:25 pm for all students.

If your child is enrolled in one of the before/after school care programs, the caretaker is authorized to enforce all school rules. The students cannot be released without signing out on the caretaker log. Drop-off and pick-up times shall be discussed in advance with the caretaker. Upon school dismissal, students shall assemble at the agreed upon assembly point, until picked up by the caretaker.

Absences and Tardies

If your child is absent on any given day, please call the office by 8:30 am. If no call is received, we will call home when school begins to verify the absence. This is for the safety of your child. Your cooperation is important, particularly during times of flu or fever outbreaks. State law requires “continuous and consecutive” attendance during the school year for all children between the ages of six and sixteen. Parents should not keep their children out of school except for valid reasons such as illness or injury.

Vacations during the school year are discouraged. However, if you will be taking a vacation please notify the office in advance. **All missed work will be given to the child upon returning to school.** When a child is absent from school, the homework will be available at the **end of the school day.** For each day of an absence, there will be one day allowed for homework assignments to be completed and turned in to the teacher. If a test or quiz is scheduled on the day of an absence, that test or quiz will be expected to be taken by the student on the day that the child returns to class.

Absenteeism is defined as an unexcused absence from school, and tardiness is defined as arriving late or not being at their desk at 8:45am. There are obviously circumstances that can contribute to absenteeism and tardiness, and those circumstances will be considered excused. Those circumstances include:

- Tardy, or absent, due to illness, with a note from a medical physician (not related to the student) confirming the illness. A parental note is not sufficient to consider the tardiness or absenteeism as excused.
- Tardy or absent due to a funeral of an immediate family member.
- Tardy or absent due to a scheduled doctor/dentist appointment with a formal note from the medical office from the doctor/dentist confirming the appointment date and time.

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All other missed time will be considered unexcused. We recognize that not all illnesses result in a doctor visit, and not all tardiness is within the immediate control of the family, and therefore there are thresholds that must be crossed before action will be taken.

The suggested threshold for unexcused absences is ten (10) in a semester before the student will fail the semester. If the student misses more than 2 consecutive days of school, the parents/guardian should ensure that the absences are excused.

A student who is tardy will receive a Notice of Concern. An accumulation of Notices of Concern will result in disciplinary measures according to the Notice of Concern policy on page 15.

Release from School to Non-Parents/Guardians

We cannot release a student to a stranger. **If you want your child picked up by someone other than yourself, please send a written notice explaining your permission. A written notice is also necessary for your child to ride home with another student on the bus.** This note must also be signed by the Principal or Secretary. Prior to picking up any student during school hours, the parent/guardian shall stop in the office where they must sign the student out. Also, when a student returns to school from an appointment or is coming in late a parent/guardian must stop in the office to sign the child back in.

School Safety Procedures

At arrival: All open doors will be manned by a staff member from 8:30am until 8:45am when school begins. After 8:50am, parents and students will have to enter and exit the school building through the office doors. No exceptions.

Any parent who wants to walk their student to their classrooms after 8:50am must sign in at the office. All of our classroom doors are locked during school hours for the safety of the children.

Parents will not be allowed to go past the office unless:

*They have previously arranged classroom volunteer activities with their teacher.

*They have previously arranged a meeting or visit to the classroom with their teacher or principal.

All visitors will have to sign in at the office and receive a badge that indicates they have checked in with the office and are authorized to be in the building. When parents or staff exit the building during school hours, we ask you to leave through the office door.

Finally, as we cannot solely focus on our buildings, everyone's vigilance towards identifying the warning signs in those individuals is also key to ensuring a safe environment.

School Closings and Early Dismissal

In cases of inclement weather or poor road conditions, school closing announcements will be made over radio and television stations that are members of the Detroit Media School Closing Alliance. Announcements are also generally posted to our Facebook page, on our Twitter feed, and sent by email. **Generally, if Airport Community Schools are closed or delayed due to weather, so is Holy Ghost. (Exceptions will be rare.)**

It is each family's responsibility to check the radio, television, or websites for the latest information.

In cases of severe weather warnings or other unexpected emergencies that arise after the children have arrived at school, Holy Ghost Lutheran School will follow the plans of the Airport Community Schools for early dismissal. Listen to radio and TV stations for bulletins.

Bus Service

Free bus transportation on the Monroe Public School buses is offered to most children living in the Monroe School District. Parents living outside the district need to make their own arrangements for the transportation of their children.

Christian behavior on the bus, observance of all bus rules, and full cooperation with the bus driver are expected of each child. Where such cooperation is not given, the child may be denied the privilege of riding the bus.

While infrequent, there are days when the Monroe Public School buses do not align with Holy Ghost Lutheran School schedules. It is the responsibility of the family to arrange for drop-off, pick-up, and/or before and after school care. Holy Ghost will alert parents via the weekly newsletter for affected days.

Bicycles

Children may ride bicycles to and from school, and shall be governed by the following rules and regulations:

1. Upon arrival at school, the bike shall be parked in the designated area and the student is to enter the school building immediately.
2. There shall be no riding of bikes during the school day.
3. No one shall touch a bike belonging to another person.
4. After school, the bike is to remain parked until the school bus is gone.

Telephones

Your cooperation is appreciated in helping to ensure that the telephones in the office are used for business purposes only. Except for emergencies, parents are discouraged from calling a teacher or child during the day. Permission for students to make a phone call will be given only if the call is for an emergency, or the teacher has given the student permission.

Lunch and Milk Programs

Children bring their lunches to school and eat them under the supervision of the classroom teacher.

White or chocolate milk is available for purchase. The federal government pays part of the cost of the milk and the parents pay the rest. Please note that **soda/pop** or **caffeinated beverages** are not allowed.

The Yearbook sponsors a Hot Lunch for the students on Friday. This lunch is not federally financed. Funding for the program is acquired through the meals purchased. Volunteers will do the cooking, serving, and clean-up of these lunches. These hours count toward the family requirement of 30 hours each school year.

At this time, microwaves are not available to heat student lunches.

Lost and Found

All found items are placed in a lost and found box located by the front door. Parents and children are encouraged to check this box first when an item is lost.

Occasionally, all “Lost and Found” items are placed on a table in the school hallway for parents and children to check before they are disposed of.

Parents are also encouraged to place some identifying mark on their children’s personal belongings.

Lockers

Steel lockers are provided and assigned to each child in grades K – 8. Students in grades 3 – 8 may use a padlock for their locker.

1. If the lock is a key lock, a spare key must be kept with the teacher.
2. If the lock is a combination lock, the combination must be given to the teacher.

Students are expected to maintain an orderly locker. Food that sits for more than one day can attract insects, and should not be permitted. Gym clothes should be laundered regularly.

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If it is determined that a student's locker has created an issue that causes the school to seek professional remediation services (i.e. pest control) the family may be assessed the cost of that remediation.

Before and After School Care

Holy Ghost Lutheran School offers Before and After School Care programs to our families.

Before and after school care is available Monday through Friday, on full school days:

- Before school care is available from 7:00 am – 8:30 am, in the Preschool classroom. Alternative hours may be available upon request and in writing.
- After school care is available from 3:30 pm – 6:00 pm, in the 5th/6th classroom.
- After school care is generally NOT available on half (1/2) school days. However, families may reach out to the caretakers for arrangements and potential availability.

Rates for the school year are as follows, and are charged on a per-family basis:

- 1 child - \$6.00 / hour
- 2 children - \$8.00 / hour
- 3 children - \$10.00 / hour
- 4 children - \$12.00 / hour
- 5 children - \$14.00 / hour

½ Day Offer

\$25.00 / family (from 12:00 pm – 3:30 pm)

*** After 3:30 pm regular rates will go into effect ***

Parents must sign a logbook for the hours accumulated for each care session, and rates will be determined on a 15-minute basis. For example, 0-15 minutes of care counts as 15 minutes. 15-30 minutes counts as 30 minutes, and so on.

In respect to schedules for school cleaning, family time, and appointments, we must enforce an overtime rate for care after 6:00 pm. An overtime rate of 2x the normal rates will be enforced. While we understand extenuating circumstances will arise, the rates are set to discourage overuse of our staff's time past 6:00pm.

Children are permitted to have a snack and play outside for After school care – please ensure your children have snacks and adequate clothing consistent with outdoor play.

While Holy Ghost Lutheran School anticipates sufficient and continued interest in the program(s), we retain the right to alter the program as needed to remain viable. Holy Ghost Lutheran School will inform families with 2 (two) weeks' notice of any expected changes in timing, rates, and availability.

Dress Code

Dress Code for Students in K - 8th Grade

Girls – Dresses, skirts, skorts, jumpers, dress slacks or corduroys, capris or shorts are to be solid blue or tan khaki. Leggings and jeggings are not appropriate apparel. Collared shirts, turtle or mock turtle neck shirts, sweaters and blouses are to be solid blue, tan khaki, or white. **Skirts, skorts, shorts and dresses shall be no shorter than 3 inches above the knees.** All shirts shall be tucked in and a belt worn if the pants have belt loops. No exposed midriffs when arms are raised, no bare back showing, no tank tops, no sweat suits, and **no sandals or shoes without a back may be worn.** Socks must be worn at all times. The heel on any shoe can be no higher than 2 inches. **Solid blue, tan, or white sweaters, blazers and vests may be worn.**

Girls in grades 7 and 8 may wear make-up that is moderate (almost unnoticeable), applied at home, and that does not become a distraction. The school reserves the right to revoke this privilege if it becomes a distraction.

Excessive jewelry, including dangling earrings, will not be worn. **Girls may wear one small earring per lobe (pierced or non-pierced).**

Boys – **Dress slacks, corduroys, or shorts must be solid blue or tan khaki.** Collared, turtle neck or mock turtle neck shirts are to be solid blue, tan, or white. **All shirts shall be tucked in and a belt worn if the pants have belt loops (exception for kindergarten).** No tank tops, no sleeveless shirts, no earrings, no baggy pants, no sweat suits, and no sandals or shoes without a back may be worn. Socks must be worn at all times.

Any student not conforming to any part of the dress code will be issued a notice of concern by the teacher which has to be signed and returned the following school day. If the problem continues, the student will be sent to the office until a change of clothes is brought to school.

Shorts can be worn at any time throughout the school year. Shorts are to be of the “dress” nature and no sweat pant shorts or athletic wear shorts are permissible. **Shorts are to be no shorter than 3 inches above the top of the knee.**

Winter boots and coats will not be worn as inside apparel.

Spirit wear is clothing that specifically says “Holy Ghost” on it, preferably in the primary Holy Ghost colors of blue and white, but gray is also acceptable. Appeals can be made to the principal for clothing that may not meet the above-listed guidelines, but meet the spirit of the rule. Jeans are allowed on spirit wear day(s), but must not be stressed and/or have visible holes.

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Gym Clothes

Students in 5th through 8th grades must change for gym class. A school appropriate t-shirt with sleeves will be worn with shorts that are dress code length. Students in 1st through 4th grades may change for gym, but the same requirements apply. It is important for the care of the gym floor that proper athletic shoes be worn while participating in the gym.

Hair Styles

Girls – shall make provisions to tie, or pin, long hair back in such a manner that it does not hang in their eyes and face.

Boys – shall be trimmed and short enough to keep out of the eyes and face and not hang over the shirt collar. Ponytails and razor cut designs are not permissible.

No unnatural hair colors or styles that draw attention to the individual shall be allowed.

Parent Involvement

Parent involvement in their student's education is a crucial indicator of success. We encourage parents to become involved in the all Holy Ghost Lutheran School has to offer, including attending church worship services, special events, athletic events, fundraising, and our Parent-Teacher League (PTL)

Parent – Teacher League (PTL)

The Holy Ghost Lutheran Parent - Teacher League was organized for the express purpose of helping parents and teachers to achieve greater competence in Christian child training. Its programs are designed to establish a close partnership between home and school in this important task.

The PTL will announce meetings via a special note that comes home, in the Friday Note, or by email. Parents with a child in the school are encouraged to attend these informative and helpful meetings and actively participate in all PTL functions.

The PTL also sponsors and hosts a number of events throughout the school year. All parents are welcome.

Fundraising

In order to provide the best educational value in Monroe County, Holy Ghost needs to conduct fundraisers to offset costs. We highly encourage you to actively participate in helping us keep tuition rates low.

If you have an idea for a fundraiser, or wish to chair one of the fundraisers, contact the school offices.

Certain fundraisers will require participation, which will be communicated with the literature at the time of the fundraiser.

SCRIP Program

Holy Ghost Lutheran School participates in a Scrip Program that provides tuition credit to participating families. 75% of the scrip profit is given to each participating individual family tuition account with the remaining 25% going toward administrative costs. These transactions are reported and credited quarterly. Further information is available in the school office.

Health Services

Pandemic and epidemic declarations, made at the County, State, or National level, are uncontrolled situations for Holy Ghost Lutheran School. In the event that a pandemic or epidemic declaration is in effect, Holy Ghost Lutheran School will follow recommendations from local and national authorities.

Health Services

The Monroe County Health Department visits the school each year to conduct vision and hearing screenings for various grade levels. Notices are sent to parents when the results show that the student should be referred to a doctor.

General Health Issues (NON-Pandemic Policy)

- Please report your child's type of illness to the school office. By law, schools must report to the Health Department any communicable or infectious diseases. Please report measles, mumps, rubella, flu, chicken pox, colds, scarlet fever, strep throat, mono, hepatitis, pink eye, head lice, and scabies, etc. **Children must be temperature free for 24 hours before returning to school.**
- All immunizations must be complete for your child to enter school in the fall of the year. The State Code, Act. No. 368, Part 92: Sections 9203-9229 requires all entrants to a Michigan School for the first time to have the following immunizations or the child will not be allowed to remain in school. **Verification must be made prior to the first day of school.** DPT...4 doses, Polio...3 doses, Measles...2 doses, Rubella...2doses, Mumps...2 doses, Hept. B...3 doses and Varicella...1 dose. These doses also depend on dates given in relation to the child's age. Some vaccines will require a booster if not given at the proper times. Check with your doctor.
- A "Medication Authorization Form" may be obtained at registration or from the office. This form is for any child having to take medication during school hours. The form must be signed by the parent in order for the school faculty or staff to administer medication to your child. Please note that by law, prescription medication will only be given to the name on the prescription with a form of instruction signed by the doctor. **No student** is allowed to keep any medication in his/her desk, lunchbox, pocket, etc. For safety reasons, **all** medications must be kept in the school office. Notification of medicine(s) given to your child and injuries incurred during the day will be sent home to parents/guardians.
- A physical is **required** for your child to be able to participate in the sports program.

Contact Information

Holy Ghost Lutheran School Staff

Rev. D. Lee Cullen	Principal
Mrs. Brandy Dixon	Grades 5 and 6 Homeroom
Mrs. Jayne Diroff	Grades 7 and 8 Homeroom
Mrs. Karen Durham	Grades 3 and 4 Homeroom
Mrs. Pam Siebarth	Grades 1 and 2
Mrs. Krisin Rose	Kindergarten
Mrs. Dreama McQuiston	Preschool/Before & After School Care Director
Mrs. Karen Paoletti	Church & School Administrative Asst.

Board of Christian Day School (BCDS)

Chairperson (Acting) – Michael Maloziec	(734) 770-1025
Mrs. Gretchen Elliott,	(734) 244-5309
Mrs. Wendy Hatfield	(734) 755-3518
Mrs. Sarah D’Haene	(734) 243-4428
Mrs. Errin Wells	(734) 497-1846
Mrs. Susan Perez	(734) 731-0822
Mrs. Audrey Ferguson	(313) 330-7591
Mrs. Andrea Wallner	(734) 430-6572