



Holy Ghost Lutheran
Church and School
LCMS

2024-2025

Family Handbook

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Contents

<u>Introduction to Holy Ghost Lutheran Church and School</u>	4
Our Prayer for the Upcoming School Year	4
Introduction to the Handbook	4
We believe, teach, and confess	4
Statement of Belief Regarding Marriage, Gender, and Sexuality	5
Our Philosophy of Christian Education	6
Major Goals of Holy Ghost Lutheran School	7
School Administration	7
<u>Enrollment, Registration, and Tuition Policies</u>	8
Enrollment Policy	8
Enrollment Priority	8
Application Process for New Students	9
Registration and Tuition Policy	10
Withdrawal	10
Late Fee(s)	11
Tuition Status Determination / Church Affiliation	11
Financial Assistance	12
Service Hours	12
Damage and Lost Fees	13
<u>Academics and Grading</u>	13
Curriculum	13
Middle School Program	14
Confirmation Instruction	14
Chapel	14
Grading Scale	14
Honor Roll	14
Valedictorian and Salutatorian	15
Promotion	15
Double Promotion	15
Retention	15
Testing Program	16
Progress Reporting to Parents	16
Auxiliary Public Services and Tutoring	16
<u>Extracurricular Opportunities and Athletics</u>	17
School Choir	17
School Play and Christmas Program	17
Science Fair, Spelling Bee, and Quiz Bowl	17
Educational (Field) Trips	18
Dress code for Extracurricular opportunities	18
Athletics	18
<u>Code of Conduct, Discipline, and Conflict Resolution</u>	19

Student Code of Conduct_____	19
Sexual Harassment and Bullying Policy_____	20
Discipline_____	21
Minor Behavior Violations_____	21
Major Behavior Violations_____	22
Dress Code Violations_____	23
Other School Rules_____	24
Search Rights_____	24
Conflict Resolution Process_____	25
<u>Attendance and Office Policies</u> _____	25
School Hours and Before and After School Processes_____	25
Absences and Tardies_____	26
Release from School to Non-Parents/Guardians_____	27
School Safety Procedures_____	27
Security and Cameras_____	27
School Closings and Early Dismissal_____	28
Bus Service_____	28
Bicycles_____	29
Telephones_____	29
Lunch and Milk Programs_____	29
Lost and Found_____	29
Lockers_____	30
School Grounds_____	30
Before and After School Care_____	30
<u>Dress Code</u> _____	31
Dress Code for Students in K - 8th Grade_____	31
Spirit Wear_____	33
Hair Styles_____	33
Body Art and Non-Ear Piercings_____	34
Cold Weather Wear_____	34
<u>Parent Involvement</u> _____	34
Parent – Teacher League (PTL)_____	34
Fundraising_____	35
SCRIP Program_____	35
<u>Health Services</u> _____	35
Health Services_____	35
General Health Issues (NON-Pandemic Policy)_____	36
<u>Contact Information</u> _____	37
Holy Ghost Lutheran School Staff_____	37
Board of Christian Day School (BCDS)_____	37

Introduction to Holy Ghost Lutheran Church and 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 Church and 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.

We believe, teach, and confess

- that the Holy Scriptures, the Bible, is the inspired, inerrant Word of God (see: 1 Timothy 3.14-17, 2 Peter 1.16-21, St. John 20.30-31)
- in one God who revealed Himself as three distinct persons: the Father, the Son, and the Holy Ghost;
- that the three historical and ecumenical creeds of Christendom: Apostles', Nicene, and Athanasian are faithful to the Scriptures;
- that on account of humankind's fall into sin that all people are conceived and born sinful and are under the power of the devil until Christ claims them as His own in Holy Baptism;
- when the divinely inspired word of God accompanies ordinary water, saving-faith is created in the heart of the baptized;
- when the divinely inspired word of God accompanies ordinary bread and wine, an unfathomable miracle occurs by which the real and physical presence of Christ's flesh and blood become present and the faithful baptized receive forgiveness of their sins, life, and salvation;
- that Jesus Christ was crucified, died, and rose again for the salvation of all humankind;
- Jesus will one day return to judge the living and the dead whose kingdom will have no end;

- that we are saved solely by God's grace received as a divine gift through faith in Jesus.

Statement of Belief Regarding Marriage, Gender, and Sexuality

Holy Ghost Lutheran Church and School (HGLCS) believes and teaches that the Bible is the inerrant word of God. 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. Rejection of one's biological sex is a reflection of God within that person.

- "Then God said, 'Let us make man in our image, after our likeness. And let them have dominion over the fish of the sea and over the birds of the heavens and over the livestock and over all the earth and over every creeping thing that creeps on the earth.' So God created man in his own image, in the image of God he created him; male and female he created them." Genesis 1:26-27

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.

- "And the rib that the Lord God had taken from the man he made into a woman and brought her to the man. Then the man said, 'This at last is bone of my bones and flesh of my flesh; she shall be called Woman, because she was taken out of Man.' Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh." Genesis 2:22-24

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- "Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body." 1 Corinthians 6:18
- "But because of the temptation to sexual immorality, each man should have his own wife and each woman her own husband." 1 Corinthians 7:2
- "Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous." Hebrews 13:4

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.

- “But what comes out of the mouth proceeds from the heart, and this defiles a person. For out of the heart come evil thoughts, murder, adultery, sexual immorality, theft, false witness, slander.” Matthew 15:18-19
- “Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God.” 1 Corinthians 6:9-10

We believe that to preserve the function and integrity of HGLCS as the local Body of Christ, and to provide a biblical role model to the HGLCS members and the community, it is imperative that all persons employed by HGLCS in any capacity agree to and abide by this statement on Marriage, Gender and Sexuality.

- “In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.” Matthew 5:16
- “Abstain from every form of evil.” 1 Thessalonians 5:22

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeing His mercy and forgiveness through Jesus Christ.

- “Because, if you confess with your mouth that Jesus is Lord and believe in your heart that God raised him from the dead, you will be saved. For with the heart one believes and is justified, and with the mouth one confesses and is saved.” Romans 10:9-10

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Harassing behavior or attitudes directed toward any individual are to be reputed and are not in accord with Scripture nor the doctrines of HGLCS.

- “‘And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.” Mark 12:30-31
- “And as you wish that others would do to you, do so to them.” Luke 6:31

Although HGLCS does not require parents or families to personally agree with all of Holy Ghost’s foundational statements of belief, HGLCS does require parents and families to agree that their children will be taught according to Holy Ghost’s foundational statements and avoid being vocally or openly in opposition to Holy Ghost’s foundational statements.

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 Church and School

Holy Ghost Lutheran Church and 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.

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 the 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.

o 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 halfway through the 1st quarter to discuss the students' 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.

- o **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 Church and 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.

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 \$200.00 per child, with a family cap of \$500.00, 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/Vanco return funds fee will be charged for any checks returned or returned Vanco funds for non-sufficient funds.

Withdrawal

Families that elect to withdraw students from Holy Ghost Lutheran Church and 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.

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 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 service hours 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, this can be done online through FACTS.

The required service 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.

Damage and Lost Fees

Holy Ghost students may be subject to fees incurred from damage to school and church property. The Board of Christian Day School for Holy Ghost is the final arbiter of disputes over damage fees.

Curriculum books and library books should be returned in similar condition to when they were issued. Reasonable wear and tear is expected, but missing or ripped pages, broken bindings, permanent markings within, et al. could result in replacement of those assets at the cost of the student. Damage incurred to desks, chairs, or other furnishings that is deemed to be deliberate could result in replacement/repair fees. Sensitive electronics, such as laptops, tablets, projectors, smart boards, and similar should be handled with care, but any damage incurred could be subject to repair/replacement fees. Under no circumstances are students to tamper with security cameras. Any damage incurred will result in replacement/repair fees for the student.

Academics and Grading

Curriculum

In keeping with the purpose of Holy Ghost Lutheran Church and 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 the 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	Latin	

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. Written notices will be sent home for missing or incomplete assignments. A parent needs to sign the notice before it can be returned.

Sex Education

Our sexuality is a unique gift from God and demands that sex education be taught from a Christian, Biblical perspective. Teachers give the Christian view of sexuality as it occurs incidentally in the curriculum (especially in religion, science, literature, current events, etc.). When the subject does come up in the course of a class, teachers stay within the boundaries of the information determined to be age appropriate for the students in each grade by a group of synodical educators convened to prepare sex education materials for Christian children. Boys and girls are together for these discussions. Teaching elementary and middle school-aged children about sexuality is best handled in the home. The use of the highly acclaimed Concordia Sex Education Series, which provides information about the social-psychological aspects of human sexuality, is helpful in this process. Most importantly, it does so from a distinctly Christian point of view, in the context of our relationship to the God who created us and redeemed us in Jesus Christ. The school makes this material available to parents to accomplish the following objectives:

- a. To help the student realize that sex is a gift of God and to realize that only God gives life.
- b. To help the student realize that the sex drive is natural, instilled in men and women to be used in marriage.
- c. To equip students with the proper terminology and moral values with which they can intelligently and honestly discuss their problems now and later in life.
- d. To establish an open channel of communication between students and teachers, and students and parents, so that a greater respect and understanding develops about the role of man and woman in God's creation.
- e. To make students aware that the family unit is one created by God to give life and love to children.
- f. To realize that parenthood is the privilege of sharing in a miracle.
- g. To help children understand and be able to cope with the changes occurring at adolescence.
- h. To help students achieve a wholesome respect for their own bodies and the bodies of others.

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." I Cor. 6:19-20"

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.

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 3-8 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
- All subjects are counted when calculating honor roll, including Religion, Memory Work, Reading/Literature, English, Math, Science, Spelling, Social Studies, Art, Music, Tech, and Physical Education (PE), and other classes where homework and evaluation are expected.

4th-8th GRADE HOMEWORK POLICY

Homework is due on the morning following the day it was assigned. If the assignment is not turned in, a Notice of Concern will come home to be signed by the parent. The signed notice is to be returned to school with the completed assignment on the following school day. A deduction of 50% will be taken off of the grade. The following consequences will be in effect regarding the Notices of Concern:

- A total of 5 notices will result in a 30 minute detention after school.
- A total of 8 notices will result in a 1 hour detention after school.
- A total of 10 notices will result in a meeting between the Principal, child, parent(s), and the BCDS to come up with a resolution to the problem, with 50% of the grade given for missed work or tests.

Each child will have a fresh start at the beginning of each quarter. It is the hope of the teaching staff that this policy will instill a sense of responsibility and ownership of each student, as Holy Ghost Lutheran School strives for excellence in education.

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.

Double Promotion

Students who are significantly ahead of peers may be considered for advancement. This consideration for double advancement can only take place after the completion of the school year. To qualify initially, students must have scores 95th percentile or higher on NWEA testing, demonstrate good work ethic, and have parental support. Parents must talk to students' current teacher(s) and obtain written letter of recommendations for advancement from their teacher(s). Once recommendation is obtained, a letter written to the Board of Christian Day School by the parents explaining the request must be submitted to the Board Chairperson. A Board meeting will be called to evaluate the request.

Retention

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

Testing Program

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

- MAP Growth, part of the Growth Activation Solution from NWEA, is the most trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science. It provides teachers with accurate, actionable evidence to help inform instructional strategies regardless of how far students are above or below grade level. This test is administered every fall and spring.
- 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.
- The School Newsletter will be the main method of school communication with parents and will be sent weekly 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) provides 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 form the School Choir. The choir sings 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, Christmas Program, Extracurricular Events

Students are expected to participate in academic events such as Science Fairs, Christmas Programs, and School Plays. 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.

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.

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.

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 service hours. Notice of all trips will be given to you via a note home at least three 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.

Dress Code for Extracurricular Opportunities

The governing teacher, staff member, or adult for the event will let the students know which dress code section to follow for the event. School uniform and spirit wear dress are both defined and to be followed according to the Dress Code section of the Handbook.

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 will vary from sport to sport, per Holy Ghost athletic team. Athletes that are not enrolled at Holy Ghost Lutheran School, but are members of Holy

Holy Ghost Lutheran Church, are welcome to join a Holy Ghost team. Payment to participate in athletic programs for parish athletes will vary from sport to sport, 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).

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).

Athletic Handbook

INTRODUCTION

Athletics are part of the learning process and afford both entertainment and practical lessons in God's Word. We believe that a well-run athletic program enhances the learning process, promotes school spirit, offers unique opportunity to demonstrate exemplary Christian behavior outside our school and assists in character development. It is expected that all student athletes and coaches represent Holy Ghost in a positive manner and reinforce God's love in all words and actions. Poor sportsmanship will not be tolerated.

Teams

Basketball – boys
Basketball – girls
Football - boys
Soccer – coed
Volleyball – girls
Track – coed
Softball – girls
Baseball – boys
Cross Country **

**Although there is not an official CYO cross-country team, Holy Ghost Lutheran students can participate in the Lutheran Cross Country Meet. Anyone interested in running cross-country, contact the school office or the athletic director(s).

Eligibility – All Teams

- Eligibility rules affect all students in grades 4-8 on school athletic teams.
- Students in grades 4-8 who are in good standing (acceptable grades and tuition paid to date) are eligible to participate in the sports program.
- Each student is expected to pay a player participation fee per sport prior to first day of practice
- After the team signup periods, the athletic director with the coach shall have discretion on adding any additional players.
- When there are not enough Holy Ghost students to complete a team for a sport, they will have the option to play on another CYO Team.

The following forms must be submitted:

1. Parental Permission
2. Proof of Insurance
3. Permission to ride in another car
4. MHSSA Physical Form
5. CYO Sportsmanship Form
6. Concussion Form

STUDENT RESPONSIBILITIES

Grades – Participation on a team requires that the student:

- achieve a minimum overall grade point average of C (2.0 on a 4.0 scale)
- receive no more than 1 grade of a D and have no F in any subject on the most recent report card. Any student who is not eligible to participate because of grades may not play or practice
- Teachers will inform the principal when a student's grade falls below the minimum requirements stated above. The athletic director will then be informed of the student(s) who are ineligible to play.
- All NEW students to Holy Ghost will be considered eligible to participate in the sports program for the first quarter of the school year.
- All CURRENT students will be considered eligible or ineligible to play based on the previous quarter's report card grades
 - First quarter will determine second quarter participation.
 - Second quarter will determine third quarter participation.
 - Third quarter will determine fourth quarter participation.
 - Fourth quarter will determine first quarter participation for the following school year.

Uniforms – Uniforms will be issued to each player before the first game. Players then become responsible for the care and cleanliness of the uniform. Uniforms are to be worn for games only. Uniforms are to be returned cleaned and in good condition within one week of the end of the season. In case of damage or abuse to the garment, the student will be held responsible for the full replacement costs.

Rules – Players should observe these rules with respect to games and practices:

- We are a Christian school. Our participation in sports is meant to glorify God. The way we act, both on and off the playing field, should reflect Christ's admonition to love one another.
- Be respectful of officials, coaches, and other players.
- The use of profane language is not appropriate or allowed.
- Gum chewing is not allowed.
- Arrive at least 30 minutes prior to the start of home games.
- Leave locker rooms of host schools in good condition.
- Report any lost or found items to your coach immediately.

Practices and games – All players are expected to be at every practice and game. If a student athlete is absent from school due to illness, for more than one-half of the day, he/she will not be allowed to play. A written note or direct communication by the parent to the coach of the team involved is expected prior to any student being excused. Team sports are exactly what that implies. If the group is to function as a team on the playing field they must practice together on the practice field. Practice/game attire – Players must dress for practice in appropriate gear. T-shirts, shorts, shoes, and socks are required for practice. The issued uniform, shoes, and socks are required for games. NO jewelry such as earrings, necklaces, or barrettes will be permitted during any sport participation – practice or game. Lack of appropriate gear will result in omission from participation, however he/she will be required to remain with the team and observe.

COACH RESPONSIBILITIES

Volunteer coaches are the life blood of the athletic program and a valued expression of God's command that we use our time and talents to His glory. Incumbent in this honor are several responsibilities.

- First and foremost, a coach is to set a Christian example at all times, on and off the field. All games should start and conclude with a word of prayer to reinforce the primary goal of our Christian education.
- Teaching skills and promoting competition are important goals. However, it is equally important that all student athletes be offered the chance to rise to their level of ability, regardless of skill level.
- Students become disheartened when their efforts in practice are not rewarded with playing time in competition. Coaches shall assure that game playing time is fairly

allocated to all eligible players and that favoritism be avoided. (Tournament playing time is up to the coaches discretion.)

- Coaches are entrusted with the health and safety of our students .The coach shall assure that he/she has emergency numbers available for all students in his/her care, and is aware of any physical restrictions of his/her athletes. The coach shall also assure a first aid kit is available for each practice/game.
- The coach shall assure that practices do not conflict with other school/church related activities that may require participation by the students.

PARENT RESPONSIBILITIES

Parents are expected to support their child and his/her team by being in attendance at games. There is good solid evidence that this not only contributes to the performance of the student in a particular activity, but carries over into the student's scholastic work as well. We are concerned with the education of the whole child and sports can make a strong contribution to that end.

- Siblings of participating athletes in any sport are not allowed to stay after school and watch practices and/or games or wait in the hall area unless accompanied by an adult. Arrangements need to be made prior to the beginning of the school day for those students to be picked up at 3:25 (or the end of the school day) either by bus or parent/guardian.
- Parents are expected to be aware of the sports schedule and must make arrangements to be prompt. Coaches have other duties and should not be expected to remain after practices, or games, waiting for a parent to pick up a child. Students will only be allowed to make a phone call if a practice/game has been cancelled.
- As with coaches, parents are expected to represent themselves as positive Christian role models at all times. In the heat of competition, we at times may become frustrated with how the game is progressing. However, the coaches and officials are responsible for what happens on the playing field and do not require assistance from the fans. Disruptive persons in the stands will be asked to leave the event.
- If any parent has concerns with the conduct of practices/games, after a 24 hour period, it is expected that these issues be brought to the attention of the following in order:
 1. Coach
 2. Athletic Director
 3. Principal
 4. Board of Christian Day School
- It is absolutely unacceptable to argue with coaches in the presence of student athletes. Students look to us for Christian guidance and such displays are not only damaging to our Christian family at Holy Ghost, but sends a dangerous message to our children about respect for authority.

CONCLUSION

It is our prayer that all students who participate in the athletic program of Holy Ghost Lutheran School will have a positive experience and use their God-given talents to the best of their ability. Revisions to the athletic handbook may be made by the Board of Christian Day School/Athletic Director(s) as needed and will be distributed to families.

Adopted by BCDS October 19, 2009, (Revised July, 19, 2017)

Code of Conduct, Discipline, and Conflict Resolution

Holy Ghost is committed to educating the whole child-spiritually, academically, socially, and physically. This requires a learning environment in which disciplinary standards are understood, supported, and followed by the school community as a whole. As a Christian institution for the education of children, every attempt is made to maintain Christian discipline at all times. Teachers make every effort to treat all children justly in accordance with God's Word. Teachers are the parent's representatives in the school and should be respected as outlined in the fourth commandment. Everyone contributes to the creation of a safe and positive climate where learning can take place.

Teachers, students, parents, administrators, and the church must work in a partnership of mutual support and respect with the ultimate respect for God and His commandments. All discipline actions or consequences given at Holy Ghost Lutheran School are grace-based and done with the purpose of teaching young people to grow in their attitudes toward God, others, and themselves.

Grace-based discipline is all about admission of wrong-doing, being forgiven, understanding consequences, and moving forward with a different, God-focused, and God-honoring plan. It is understanding God's grace in our lives. We are thankful to have the opportunity to focus on Biblically based discipline at our school!

Code of Conduct

In order to Learn, Live and Share Christ...

- I will conduct myself in a Christ-like and God-pleasing manner so that all my actions and words might be to the glory of God and the welfare of my classmates.

- I will strive to diligently complete all schoolwork and homework to the best of my ability.
- I will strive to obey the directives of all teachers, school personnel, adult volunteers, and the school principal.
- I will use appropriate language at all times.
- I will talk respectfully to and about my classmates.
- I will adhere to the school rules and expectations.
- I will respect the rights of others to gain an education.
- I will respect school and/or private property.
- I will strive to act appropriately and to set a positive example of behavior in class, on the playground, and at all school events.
- I will pray for my school, my teachers, my church, and my pastor.
- I will attend worship services regularly.
- As God forgives me, I will forgive others.
- As a Christ-Centered child of God, I will hold myself and my peers accountable to this Christian Code of Conduct.

Take responsibility for your actions.

“Your attitude should be the kind that was shown us by Jesus Christ.” Philippians 2:5 .

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 Incident Report Form, parents of both parties will be contacted immediately, and the Incident Report Form will be forwarded to the 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.

MEAN BEHAVIOR CONSEQUENCES RUBRIC - GRADE K-1				
	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME

HORSE PLAY Play fighting Grabbing Tripping Pushing Shoving Chasing Running in school	*15 second intervention *Documentation *Apology of action	*15 second intervention *Documentation Apology of action *Message sent to Parents	*15 second intervention *Documentation *Apology of action *Student calls home *1 supervised recess/lunch *Time to Think Form	*15 second intervention *Documentation *Apology of action *Teacher calls home *1 supervised recess/lunch *Time to Think Form *If behavior continues parent meeting will occur
	First Time	Second Time	Third Time	Fourth Time
ACTIONS THAT WILL HURT THE FEELINGS OF OTHERS: Teasing Name Calling Put Downs Exclusion of others Insulting Remarks Mean/Rude Gestures Spreading Rumors Swearing / Inappropriate language Playing Mean Tricks Taunting / Ridiculing / Humiliating False Testimony	15 second intervention *Documentation *Apology of action	15 second intervention *Documentation *Apology of action *Time to Think Form *Message sent to parents	*15 second intervention *Documentation *Apology of action *Student calls home *1 supervised recess/lunch *Time to Think Form	*15 second intervention *Documentation *Apology of action *Teacher calls home *2 supervised recess/lunch *Time to Think Form *If behavior continues parent meeting will occur

PHYSICAL CONTACT WITH INTENT TO HURT: Hitting/Kicking Retaliation for reporting Throwing objects at a person Pushing / Shoving Spitting Biting Pinching	*15 second intervention	*15 second intervention	*15 second intervention	*15 second intervention
	*Documentation	*Documentation	*Documentation	*Documentation
	*Contact with Parent	*Apology of action	*Apology of action	*Administration calls parent
	*Apology of action	*Student calls home	*Student calls home	*Apology of action
	*1 supervised recess/lunch	*2 supervised recess/lunch	*3 supervised recess/lunch	*1 day in school suspension
	*Time to Think Form	*Time to Think Form	*Time to Think Form	*Parent meeting with teacher
	First Time	Second Time	Third Time	Fourth Time
SEVERE PHYSICAL/VERBAL INTERACTION Punching / Fighting Stealing Damaging property Racial or ethnic name calling Severe harassment Behavior that may injure self or others	*15 second intervention	*15 second intervention	*15 second intervention	*15 second intervention
	*Documentation	*Documentation	*Documentation	*Documentation
	*Administration calls parent	*Administration calls parent	*Administration calls parent	*Administration calls parent
	*Apology of action	*Apology of action	*Apology of action	*Apology of action
	*2 supervised lunches/recesses	*1 day in school suspension	*2 day in school suspension	*2+days in school suspension
	*Time to Think Form	*Parent meeting with teacher	*Parent meeting with teacher and principal	*Parent meeting with teacher and principal

*Consequences may be less or more severe in any above category based on the seriousness of the action.

MEAN BEHAVIOR CONSEQUENCES RUBRIC - GRADE 2-4

	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME
HORSE PLAY “Just kidding” or “no offense” rude remarks Play fighting Goofing around Grabbing Tripping Pushing Shoving	*15 second intervention *Documentation *Apology of action	*15 second intervention *Documentation *Apology of action *Message sent to Parents	*15 second intervention *Documentation *Apology of action *Student calls home *1 supervised recess/lunch *Time to Think Form	*15 second intervention *Documentation *Apology of action *Teacher calls home *1 supervised recess/lunch *Time to Think Form *If behavior continues parent meeting with teacher will occur

ACTIONS THAT WILL HURT THE FEELINGS OR BODY OF OTHERS: Teasing Name Calling Put Downs Exclusion of others Insulting Remarks Mean/Rude Gestures Spreading Rumors Mean Notes Swearing / Inappropriate language Graffiti Playing Mean Tricks Taunting / Ridiculing / Humiliating	*15 second intervention *Documentation *Apology of action	*15 second intervention *Documentation *Apology of action *Time to Think Form *Message sent to parents	*15 second intervention *Documentation *Apology of action *Student calls home *1 supervised recess/lunch *Time to Think Form	*15 second intervention *Documentation *Apology of action *Teacher calls home *2 supervised recess/lunch *Time to Think Form *If behavior continues parent meeting with teacher will occur
	First Time	Second Time	Third Time	Fourth Time
PHYSICAL CONTACT WITH INTENT TO HURT: Hitting/Kicking Retaliation for reporting Throwing objects at a person False Reporting Pushing / Shoving Spitting Biting Pinching	*15 second intervention *Documentation *Contact with Parent *Apology of action *1 supervised recess/lunch *Time to Think Form	*15 second intervention *Documentation *Apology of action *Student calls home *2 supervised recess/lunch *Time to Think Form	*15 second intervention *Documentation *Apology of action *Student calls home *3 supervised recess/lunch *Time to Think Form	*15 second intervention *Documentation *Administration calls parent *Apology of action *1 day in school suspension *Parent meeting with teacher

SEVERE PHYSICAL CONTACT Punching / Fighting Stealing Damaging property Racial or ethnic name calling Severe harassment Behavior that may injure self or others	*15 second intervention	*15 second intervention	*15 second intervention	*15 second intervention
	*Documentation	*Documentation	*Documentation	*Documentation
	*Administration calls parent	*Administration calls parent	*Administration calls parent	*Administration calls parent
	*Apology of action	*Apology of action	*Apology of action	*Apology of action
	*2 supervised lunches/recesses	*1 day in school suspension	*2 day in school suspension	*2+days in school suspension
	*Time to Think Form	*Parent meeting with teacher	*Parent meeting with teacher and principal	*Parent meeting Meeting with teacher and principal

*Consequences may be less or more severe in any above category based on the seriousness of the action.

HELPING KIDS GET ALONG: Mean Behavior Consequences Rubric for Grades 5-8				
	First Time	Second Time	Third Time	Fourth Time
Horseplay Behavior that is horseplay: “Just Kidding” and “no offense” rude remarks Play fighting Goofing around Grabbing Tripping Pushing Shoving Name Calling Throwing Objects Rude Language	*15 second intervention *Documentation *Discuss alternate actions	*15 second intervention *Documentation *Student calls home *1 supervised lunch *Responsibility” Think Sheet”	*15 second intervention *Documentation *Student calls home *2 supervised lunches *Responsibility” Think Sheet” *Responsibility” Think Sheet”	*15 second intervention *Documentation *Student calls home *3 supervised lunches *Responsibility” Think Sheet” 5th Time and Beyond: *Parent conference with teacher

				*Possible Behavior/Action Plan
Mild Aggression Teasing actions that will hurt the feelings and body of others: Name calling Insulting remarks Humiliating/Embarrassing Spreading rumors/Gossip Mean notes Playing mean tricks Directed profanity	*15 second intervention *Documentation *Student calls home *1 supervised lunch *Responsibility "Think Sheet"	*15 second intervention *Documentation *Student calls home *2 supervised lunches *Responsibility "Think Sheet"	*15 second intervention *Documentation *Student calls home *3 supervised lunches *Responsibility "Think Sheet" *Parent Conference with teacher	*15 second intervention *Documentation *Student calls home *4 supervised lunches *Responsibility "Think Sheet" *Parent conference with teacher and principal *Behavior/Action Plan
	First Time	Second Time	Third Time	Fourth Time
Moderate Aggression Physical contact with intent to hurt others: Slapping/shoving Tripping/pushing Hitting Stealing Planned exclusion Silent treatment Social alienation Retaliation for reporting Threatening behavior Social media in a mean way Throwing objects at someone False reporting	*15 second intervention *Documentation *Parent Conference with teacher *2 supervised lunches *Responsibility "Think Sheet"	*15 second intervention *Documentation *Student calls home *3 supervised lunches *Responsibility "Think Sheet" *Parent conference with teacher and principal	*15 second intervention *Documentation *Student calls home *4 supervised lunches *Responsibility "Think Sheet" *Parent conference with teacher and principal	*15 second intervention *Documentation *Student calls home *1 day suspension *Responsibility "think Sheet" *Parent conference Conference with BCDS *Community service (Principal discretion)

			*Behavior/Action Plan	*Revisit Behavior/Action Plan
Severe Aggression Severe physical contact/harassment and intimidation designed to injure others: Punching Kicking Fighting Spitting and similar behaviors Racial/Ethnic/Sexual, or Religious harassment Severe property damage Overt coercion (the act or process of persuading someone forcefully to do something that they do not want to do)	*Office referral *Documentation *3 supervised lunches *Responsibility "Think Sheet" *Student goes home for rest of the day *Parent Conference with teacher and principal **Additional consequences at principal's discretion Behavior/Action Plan	*Office referral *Documentation *4 supervised lunches *Responsibility" Think Sheet" *Student goes home for rest of the day *1 day suspension *Parent conference with teacher and principal **Additional consequences at principal's discretion Revisit Behavior/Action Plan	*Office referral *Documentation *Student goes home for rest of the day *2 days suspension *Community service(Principal discretion) *Conference with BCDS *Conference with BCDS **Additional consequences at principal's discretion	*Immediate parent notification *Immediate suspension from school *Community service(Principal discretion) *Conference with BCDS **Additional consequences at principal's discretion

Supervised Lunch:

Student sits alone during lunch and recess with a staff member. During this time, student will complete the "Time to Think" form.

Detentions:

1st-4th grade detention will be 30 minutes after school.

5th-8th grade detentions will be 60 minutes after school.

In-School Suspension:

Student attends school, but will be separated from their peers for one day.

Dress Code Violations

Any student found out of dress code during the day will be subject to the following consequences. In addition, depending on the violation, students may be asked to change if an alternate option is available in the school closet or to call their parents to bring a change of clothes.

1st offense:

- Verbal warning
- May call to parent for change of clothes

2nd offense:

- Written warning
- Call to parent for change of clothes

3rd offense:

- Written Notice
- 30-minute detention
- Call to parent for change of

Any further offenses: Meeting called with BCDS, parents and student to go over school dress code.

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 rollerblades are not allowed.
7. No iPad/tablet/Chromebook/cell phone usage in the halls.
8. Earbuds and earphones are not allowed unless part of a sanctioned lesson.

9. Cell phone usage is not permitted and shall not be in the classrooms. Cell phones must be turned off and stored in lockers. Any violation of this rule will result in the phone being confiscated by personnel, given only back to the parent, and result in a ban of usage by that student for the remainder of the year. The school administration office is always available to students to make and receive urgent calls throughout the school day.
10. Public displays of affection (PDA), including but not limited to handholding, kissing, etc. are not appropriate. We recognize that this is a natural process, but it has proven to be a distracting activity to learning for all. We ask that any students that are involved refrain from showing their affection for one another while on school time.
11. Texting and instant messaging using tablets and/or Chromebook is not allowed.

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, administrator and/or principal 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 your child first
Please have a discussion with your child first to make sure there is no miscommunication. Then it is recommended to wait 24 hours before taking further action. After 24 hours, if the concern is still there and you feel it warrants further discussion with the teacher, please schedule an appointment with them.
2. Talk with the teacher with whom you have concern
Schedule a time outside of school hours, so as not to disrupt any daily function of the school day 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. Please do not text the teacher. An email or quick conversation works best to set up the appointment. It is important that you address the issue with the teacher openly and in a spirit of cooperation.
3. Talk with the acting principal

If step one has not resolved the concern or problem, ask to have a meeting with the acting principal(s) and the teacher to review the history of the problem. The acting principal(s) will mediate and work with the parties toward a resolution.

4. 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 acting principal(s) 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.

Attendance and Office Policies

School Hours and Before and After School Processes

School doors will be unlocked for students at 8:30am. 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 8:30am. All classes begin at 8:45am. Dismissal is 3:25pm 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. 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 8:30am. If no call is received, a staff member from Holy ghost will call home 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. When a child is absent from school, the homework will be available the next school day or upon return. For each day of an absence, there will be one day allowed for homework assignments to be completed and turned into the teacher. For example, if a student misses two days due to illness, they will have two days after returning to school to turn in missed work. 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.

Vacations during the school year are discouraged and not excused. 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. For each day of an absence, there will be one day allowed for homework assignments to be completed and turned into the teacher. For example, if a student misses two days, they will have two days after returning to school to turn in missed work. 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. 5 unexcused tardies will equal 1 unexcused absence. 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.

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.

Starting new for the school year 2023-2024 and moving forward, Holy Ghost Lutheran Church and School will be following Monroe County's Truancy Protocol. Please see Appendix for this protocol.

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 key to ensuring a safe environment.

Security and Cameras

Holy Ghost Lutheran School has elected to install a security camera system to enhance capabilities in the realm of an overall security policy. The cameras are installed strategically in common areas both internally and externally to the school and school grounds. Common areas are defined as public areas, such as hallways, playgrounds, and the cafeteria. Private areas, such as restrooms, are not being monitored by the security system. Classrooms, while not considered private, are not being monitored by the security system, due to the longer periods of time in which students are supervised by a staff member.

The Family Educational Rights and Privacy Act (FERPA) require schools to maintain the privacy of students, including any personal identification records like video. The security system maintains a short period of constant video, after which the oldest records are overwritten by new recordings. Access to live video and archival video is limited to Holy Ghost's security lead, office staff, technical director, and church officers. The security system does NOT record audio, ensuring the privacy of conversations. Requests to review archival footage must be made in writing to the Board of Christian Day School. The school is committed to maintaining the privacy of its students and staff and will comply with requests to review video footage only to the extent demanded by Federal, State, and local laws. This means FERPA and other privacy statutes will supersede inquiries that are not required under legal circumstances.

Students are expected to respect the camera system, and any tampering with the equipment is subject to disciplinary action. Security cameras are an effective deterrent to unwanted behaviors, including violence, and are an effective tool in validating and addressing any misconduct that might occur. They are installed for everyone's enhanced protection.

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 may be offered to most children living in the Monroe School District if available. 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 own lunches to school or may purchase a lunch when available through a third-party lunch service and eat them under the supervision of the classroom teacher.

White or chocolate milk may be available for purchase. Please note that soda/pop or caffeinated beverages are not allowed. Please NO CANDY for lunches and/or snacks.

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. 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.

School Grounds

Leakproof refillable water bottles are encouraged to be kept in lockers, some teachers may allow them in class but it is up to each individual teacher. Only water may be kept in these bottles. Disposable bottles are not recommended due to the chances of them leaking.

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 7:00am – 8:30am, in the Preschool classroom. Alternative hours may be available upon request and in writing.
- After school care is available from 3:30pm – 6:0 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.

To maintain safety, students should be picked from at the end of the school day promptly. Students that are not picked up by 3:40 pm will be logged into after school care and must be signed out by a guardian at the rates listed above.

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 6:00 pm.

A double rate fee will be assessed per student for failure to give ample notice to the before and after school coordinator. Please notify the coordinator before 6:00pm for morning care and before 2:00pm for afternoon care.

Children are permitted to have a snack and play outside for after school care – please ensure your children have healthy 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

There are many benefits of a school dress code, but generally-speaking, it

- promotes professionalism and pride in the school.
- promotes an additional layer of safety by allowing staff to identify non-Holy Ghost students more easily.
- reduces the potential for distraction from learning, which can occur when students compare themselves and their conformance to current socially popular garments and styles.
- reduces the potential for bullying due to economic diversity amongst our families.

Holy Ghost reserves the right to amend the dress code as needed to include new and changing trends.

Dress Code for Students in K - 8th Grade

Girls

- Skirts, skorts, jumpers, dress slacks, corduroys, capris or shorts (solid colored)
 - Navy Blue
 - Black
 - Grey
 - Black
 - Light Blue (Dresses/Jumpers Only)

All dresses and jumpers must have a collar or be worn over a collared school shirt. Skirts, skorts, shorts and dresses shall be no shorter than 4 inches above the knees. Jeggings, cargo pants, denim, joggers and yoga are not appropriate apparel (even if they have pockets).

- Solid colored leggings may be worn under uniform skirts, jumpers and dresses.
 - Navy Blue
 - Black

- Heather Gray
- White
- Collared shirts, including polo shirts, button up blouses and long sleeved turtlenecks, and mock turtleneck shirts. (Solid colored)
 - Navy Blue
 - Light Blue
 - Royal Blue
 - Black
 - Heather Gray
 - Khaki
 - White

No exposed midriffs when arms are raised, no bare back showing, no tank tops, no spirit wear on regular uniform days. Clip on ties with a plastic clip are permitted.

- Sweaters, crew neck sweatshirts (no hoods), blazers and vests may be worn. A collared uniform shirt must be worn under. (Solid colored)
 - White
 - Navy
 - Heather Gray
 - Light Blue
 - Black
 - Khaki
- Athletic shoes, tennis shoes and dress shoes are permitted.
 - The heel on any shoe cannot be any higher than 1 inch.
 - No sandals, no shoes without a back, no crocs, no boots of any kind including dress, cowboy, and booties, no Heelys or shoes similar to Heelys (even with wheels removed) are to be worn.

Solid colored socks must be worn at all times.

- Girls in grades 7 and 8 may wear make-up that is minimal (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.
- No headbands with animal ears and accessories with animal ears.
- No hair glitter
- No perfume, cologne, or body sprays in lockers or bags.
- No long or artificial nails.
- Girls may wear small post earrings.
- Spirit wear is only allowed and encouraged on designated spirit wear days, following the guidelines in the spirit wear section.

Boys

- Dress slacks, corduroys, or shorts (Solid colored)
 - Navy Blue
 - Khaki
 - Black
 - Grey

No baggy pants, cargo, denim, joggers or sweat suits. Shorts may be worn at any time throughout the year, but must not be more than 4 inches above the knee. A belt is strongly encouraged to be worn if the pants have belt loops.

- Collared shirts, including polo, button up, turtleneck, mock turtleneck, oxford shirts (Solid colored)
 - Navy Blue
 - Light Blue
 - Royal Blue
 - Black
 - Khaki
 - Heather Gray
 - White

No tank tops or sleeveless shirts. No spirit wear on regular uniform days. Clip on ties with plastic clips are permitted.

- Sweaters, crew neck sweatshirts (no hoods), blazers and vests may be worn. A collared uniform shirt must be worn under. (Solid colored)
 - White
 - Navy
 - Heather Gray
 - Light Blue
 - Black
 - Khaki

- Athletic shoes, tennis shoes and dress shoes are permitted.
 - The heel on any shoe can be no higher than 1 inch.
 - No sandals, shoes without a back, no crocs, no boots of any kind including dress, cowboy, and booties, no Heelys or shoes similar to Heelys (even with wheels removed) are to be worn.

Solid colored socks must be worn at all times.

- No earrings or makeup.
- No facial hair.
- No perfume, cologne, or body sprays in lockers or bags.
- Spirit wear is only allowed and encouraged on designated spirit wear days, following the guidelines in the spirit wear section.

Brands and Logos

Brand logos are allowed, but should not be large (more than 1" tall or 3" wide, generally speaking) enough to provide a distraction from the overall intent of the dress code. Logos that promote specific social and political causes, or those promoting a specific sports team, will generally not be allowed. Consult with the school office for guidance.

Spirit Wear

Approved apparel from the spirit store that can be worn Monday through Thursday are: royal blue polos with the small logo, ¼ zip fleece pullovers with small logo, full zip jacket with small logo,

oxfords with small logo, and crew sweatshirts with small logo. A collared school short must be worn under the fleece pullovers, full zip jacket, and crew sweatshirts.

Spirit wear is to only be worn on designated spirit wear days. Spirit wear is clothing that specifically says “Holy Ghost” on it, in the primary Holy Ghost colors of royal blue, white, and heather gray. Spirit wear designs available for purchase include Holy Ghost sports, Holy Ghost academics, Holy Ghost-sanctioned clubs. Lutheran-branded spirit wear is also permitted (light blue, navy blue, royal blue, white, gray colors) but is subject to dis-inclusion at the discretion of the principal. 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.

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

Boys –shall be trimmed, not to extend past the eyebrows to keep out of the eyes and face and not hang over the shirt collar or exceed the top portion of the ears. Ponytails and razor cut designs are not permissible. No unnatural hair colors or styles that draw attention to the individual shall be allowed, including but not limited to mohawks, fohawks and mullets.

Body Art/Temporary Tattoos/Non-Ear Piercings

While Holy Ghost is non-discriminatory about these forms of expression, we do not believe it has a place within the educational environment and is not appropriate for students to be performing or wearing those forms of expression on our campus. In addition to the distracting nature of these forms of expression, the unknown effects of markers and solvents on students, and the introduction of potential infection, is not in the best interest of any staff member or student of Holy Ghost.

Cold Weather Wear

We will not take the children outside if the temperature is below 15° (the wind chill factor is considered). When the temperature is 15° or above, we do go outside for recess. This means that all students should be properly dressed-winter coat, snow pants, boots, hat, and gloves. This means all children go outside. A teacher can't take some out and leave some inside unsupervised. If a child is too sick to go outside, then he/she should not be sent to school that day. Of course, we will still honor notes from a doctor stating that the child should be kept inside during a period of recovery from an illness or injury.

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 Church and 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. PTL falls directly under the guidance of the Board of Christian Day School. 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 Newsletter, 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 office.

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.

Appendix:

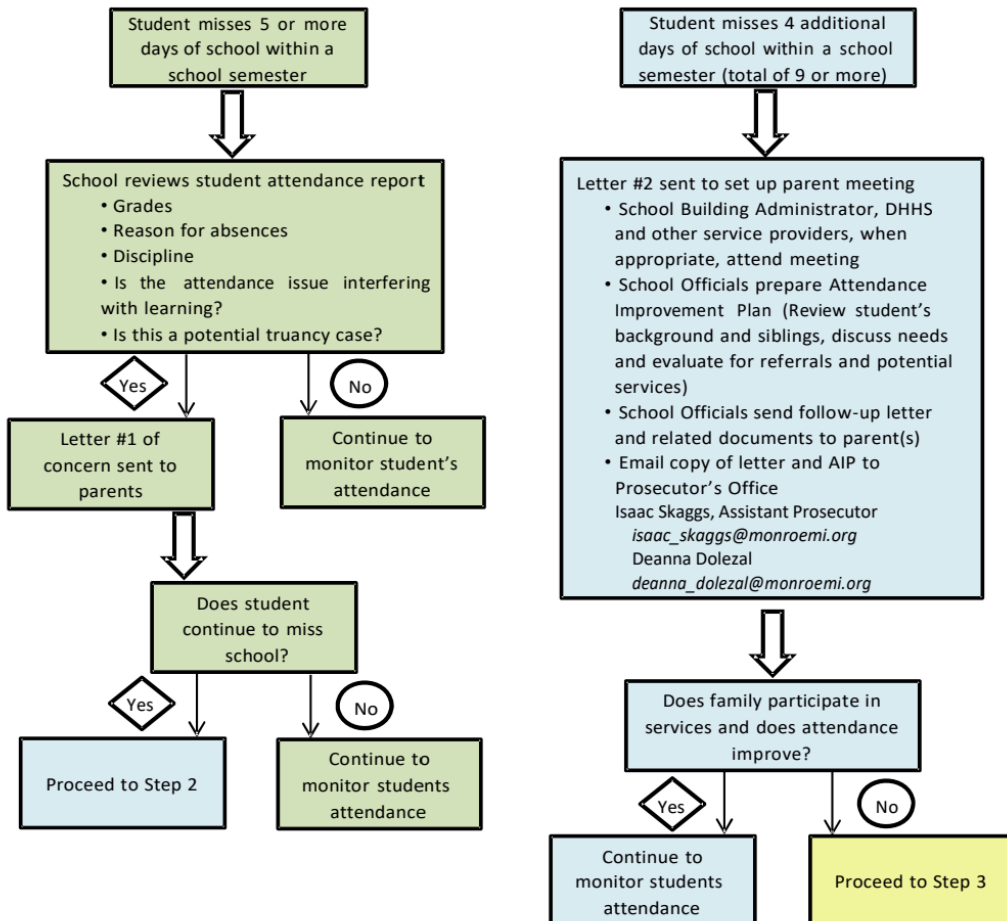


MONROE COUNTY TRUANCY PROTOCOL "Project Graduation"

Step 1

Review Process

Step 2



Step 3

Email Prosecutor the Prosecutor Truancy Referral Form with attachments:

- Copy of Letter #1
- Copy of Letter #2
- Student's Attendance Report
- Attendance Improvement Plan
- Other documents

*isaac_skaggs@monroemi.org and
deanna_dolezal@monroemi.org*



Prosecutor meets with family and/or student to review potential consequences and offer an Attendance Agreement to avoid prosecution

- Copy of Agreement will be emailed to School Attendance Officer



Do family and student follow attendance agreement and does attendance improve?



Continue to monitor students attendance



Proceed to Step 4

Step 4

Email local Police Agency the Law Enforcement Truancy Referral Form with attachments:

- Letters to Parents
- Student's Attendance Report
- Attendance Improvement Plan
- Prosecutor Truancy Referral Form
- Prosecutor Attendance Agreement
- Additional Documents



Criminal charge(s) will be filed against parent(s) (when appropriate) and/or delinquency charge will be filed against the juvenile (when appropriate)

Monroe County Schools "Project Graduation" Contact Information

Monroe County Office of Prosecuting Attorney

125 E. Second Street
Monroe, Michigan 48161
734-240-7600 (main)
734-240-7626 (fax)

Michael Roehrig, County Prosecutor
Michael_roehrig@monroemi.org
Isaac Skaggs, Asst. Prosecutor
isaac_skaggs@monroemi.org
Deanna Dolezal
deanna_dolezal@monroemi.org

Contact Information

Holy Ghost Lutheran School Staff

Rev. Lee Cullen	Pastor, 6 th -8 th Religion Teacher
Mrs. Tammy Castiglione	Principal/Resource room
Mr. Ben Mejewski	6 th -8 th Grade Teacher
Mrs. Jayne Diroff	6 th -8 th English Teacher
Mrs. Karen Durham	4th/5th Grade Teacher
Mrs. Beth Ristow	2nd/3 rd Grade Teacher
Mrs. Chistina Wolf	Kindergarten/1st Grade Teacher / Preschool Dir./ Before & After School Care Director
Mrs. Valerie Eby	Preschool Teacher
Mrs. Karen Paoletti	Church & School Administrative Asst.

Holy Ghost Lutheran Church and 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 operations. Parents will be notified when policy changes are made.