

GOOD SHEPHERD EV. LUTHERAN SCHOOL

MISSION STATEMENT

Reaching out with God's Word, Good Shepherd Lutheran School assists families with educating, equipping, and encouraging children for life and for eternity.

PURPOSE STATEMENT

Our Lord Jesus tells us in Matthew 28:19-20: **"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you."** A fundamental purpose of Good Shepherd Lutheran School, therefore, is **to make disciples for our Lord Jesus Christ by teaching our students to obey everything Christ has commanded us.** We call this teaching aspect of Christ's command "Christian education."

Christian education is first and foremost the responsibility of Christian parents. However, the church also has the command of God to assist the parents in meeting their obligation for Christian instruction. Our school is a place where students may receive a Christian education that is thoroughly permeated with the Word of God. **Our primary goal is that through the Word of God the Holy Spirit will work to lead our students to know the love of God in Jesus Christ so that they might respond to that love with a life of faith, witness, worship, service, fellowship, and love.**

In addition, Good Shepherd Lutheran School has a second fundamental purpose. We want our students to be disciples well-equipped to live and work in this world. Although the eyes of a disciple of Christ are constantly fixed on the goal of heaven, we realize that we will live in this world until we reach that goal. **A second fundamental purpose of Good Shepherd Lutheran School, therefore, is to educate and equip our students with the best scholastic skills possible that they might be valuable citizens and productive workers.**

VISION STATEMENT

Good Shepherd Lutheran School works together with parents to help children grow spiritually, academically, socially, emotionally, and physically.

OBJECTIVES

As a child develops **spiritually**, he will:

- a. grow in knowledge and grace in the triune God, trusting that the Lord Jesus Christ is his personal Savior from sin, and desire more faithfully to worship and serve Him.
- b. grow in knowledge of the sacred Scriptures, equipping himself to apply God's Word to his own life situations, and to encourage Christian living by faithful use of the Word and sacrament.
- c. grow in understanding the nature, function, and responsibility of the Church as the body of Christ.

- d. develop a zeal for the promotion of God's Kingdom.

As a child develops **academically**, he will:

- a. grow in his knowledge and use of the communication arts, mathematics, the social and natural sciences, and the fine arts.
- b. learn the skills necessary to live in this world successfully.

As a child develops **socially**, he will:

- a. recognize all people to be God's creatures and show respect, courtesy, and consideration for the rights and welfare of others.
- b. live and function in the family, showing respect and love to parents and to God from whom the parents receive their authority.
- c. grow in a spirit of love and obedience towards God's representatives in the church and school.
- d. respect the government as established by God, appreciate the privileges we enjoy in this country, and exercise his responsibilities as a member of the community, the nation, and the world.

As a child develops **emotionally**, he will:

- a. recognize his sin and need for a Savior.
- b. find security in Jesus Christ, our Savior revealed in the Holy Scripture.
- c. receive direction in practicing Christian love toward all men through the example of Jesus Christ.

As a child develops **physically**, he will:

- a. learn that his body is a gift from God.
- b. accept responsibility for its health, safety, recreation, and relaxation.

NON DISCRIMINATORY ADMISSIONS POLICY

As the Bible teaches, "**God does not show favoritism**" (Acts 10:34). Therefore, Good Shepherd Ev. 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 students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

TUITION SCHEDULES FOR 2010-2011

The approved tuition rates for the 2010-11 school year are as follows:

Actual cost of education per student	\$3,575.00
Member tuition for grades 1-8	
oldest child in family	\$ 820.00
all other children in family	\$ 750.00
Member tuition for kindergarten (½ day)	\$ 575.00
Member tuition for kindergarten (full day)	\$ 820.00
Non-member tuition (non WELS/ELS)	\$3,575.00
Other WELS	
without school	
oldest child in family	\$1,640.00
all other children in family	\$1,500.00
Kindergarten (½ day)	\$1,150.00
Kindergarten (full day)	\$1,640.00
with school	\$3,575.00

Preschool tuition - all students

preschool 3 (10 payments @ \$80.00 each)	\$ 800.00
preschool 4 (10 payments @ \$100.00 each)	\$1000.00

FEES FOR 2010-11

The approved fees for the 2009-10 school year are as follows:

Registration Fee (grades 1-8)	\$ 25.00 per student	
Technology fee for all K-8 students	\$ 25.00 per student	
Handbells	\$ 10.00 per student	
Athletic fees: Soccer - \$15	Volleyball - \$20	Basketball - \$35
Softball - \$10	Track & Cross Country - \$5	
Cheerleading - \$10	Dance - \$10	

Cleaning fees:	\$30 per weekend for three weekends if place of volunteering to clean
	\$30 for summer cleaning in place of volunteering to clean

DISCOUNT PLAN

Families enrolling students in Good Shepherd Ev. Lutheran School for the 2010-11 school year are eligible for a tuition discount. This discount applies only to the tuition charged for grades K-8. It does not apply to preschool tuition or to fees charged.

All families who have no outstanding account balances with Good Shepherd Ev. Lutheran School on May 30, 2010, are eligible for the discount plan. That means that all current year tuition and fees as well as previous years' tuition and fees must be paid in full by May 30, 2010.

If a family has no outstanding balance, the family may receive the tuition discount provided the discounted tuition (not fees) is paid in full by June 30, 2010. The discounted tuition is as follows:

Member tuition for grades 1-8	
oldest child in family	\$ 765.00
all other children in family	\$ 700.00
Member tuition for kindergarten (½ day)	\$ 525.00
Member tuition for kindergarten (full day)	\$ 765.00

NON-WELS MEMBER FAMILIES ATTENDING GOOD SHEPHERD LUTHERAN SCHOOL

Families who are not active members of a WELS congregation will receive a “member tuition rate” during the first year of enrollment at Good Shepherd. The following years non-member families will pay the full cost of education. Parents are expected to attend a Bible Information Class during their first school year to learn what their child will be taught from God’s Word. There is no obligation to join our church.

If parents, after completing the Bible Information Class, are in agreement with the teachings of our church and are committed to active participation in our congregation, they may join our congregation by making a profession of faith.

TUITION AGREEMENT FORM

This form is actually a contract in which each family is asked to select a payment plan for next year's tuition. The most common plan is a monthly (either 10 or 12 months are allowed) plan utilizing automatic withdrawal. Other payment options will be considered by the Board of Lutheran Schools. If you wish to use a different payment plan, please explain your plan on the lines provided on the form. If it is a reasonable plan, the Board will almost certainly approve it. This form needs to be completed either during the pre-registration period or at registration day on August 10. All families are required to complete this form.

TUITION ASSISTANCE PROGRAM

Good Shepherd Ev. Lutheran Schools offers tuition assistance to all **Good Shepherd member families** enrolling their children in Good Shepherd. If requests for tuition assistance are received from families belonging to another church, the request will be forwarded to their congregation for consideration. Information on the tuition assistance program is available in the school office. All applications for tuition assistance are handled through a special committee of the Board of Lutheran Schools and are considered in strict confidence.

Good Shepherd will not grant 100% tuition assistance to any family. Each family requesting tuition assistance needs to include an amount which they can contribute toward the cost of their child’s education.

It is important to note that there are time deadlines for applying for tuition assistance. Families seeking tuition assistance should complete the application as soon as possible.

DELINQUENT ACCOUNTS

Parents are asked to sign an agreement at registration time indicating their plan for paying the tuition - all up front, monthly, etc. If a family falls one month behind on their plan, a letter will be sent reminding them to make their payment on time. If a family falls two months behind on their plan, a

member of the Board of Lutheran Schools will contact the family reminding them to make their payment on time. If a family falls three months behind on their plan, their children will not be allowed to participate in extra-curricular activities until the account is made current.

If parents are not following through on a written plan to complete payment of a past school year's account, they will not be allowed to enroll their children at Good Shepherd for the new school year until they have met with a review committee of the Board of Lutheran Schools to discuss the issue. This does not necessarily mean they will have to have the entire debt paid off, but they will be faithfully following through on their written plan. It is not about the money but rather good stewardship and faithfulness to their plan.

The congregation may seek collection of unpaid bills through a collection agency.

The school will not forward school records to another school or to a high school until outstanding bills are paid.

INSUFFICIENT FUNDS

Any check or payment, exclusive of offerings to Good Shepherd Lutheran Church, returned to Good Shepherd or any of its entities for insufficient funds will result in the party issuing the check or payment being charged with any bank fees incurred by Good Shepherd plus a \$10 penalty.

Parties having more than two checks per school year returned for insufficient funds will not be allowed to make any purchases or payments by check for the remainder of the school year. This would include tuition and items purchased through Market Day, any book purchases, etc. Acceptable forms of payment would include cash, cashier's check, bank draft, money order, or traveler's check.

Families with difficult financial situations which present a problem for making payment, should contact the school office. Every effort will be made to find a mutually agreeable solution.

BOOK FINES

Textbooks are expensive. The average hardcover textbook used by our students costs more than \$50 per book. The average workbook costs more than \$18. It is absolutely necessary that the students take proper care of their books. **ALL SCHOOL-OWNED BOOKS MUST BE COVERED** unless students are instructed otherwise by their teacher. At the conclusion of each year, all books will be inspected by the teachers and appropriate fines will be levied on those texts which were abused by the students. Inside the front cover of the books there is a form on which we can grade each book. This grading system is as follows:

NEW - Never been used book

A - Used book in good condition

B - Used book in fair condition

C - Used book in poor condition

D - Used book, can't be used again

Should a child find something wrong with the book during the year that was done by a previous user and yet not noted in the fines, he should immediately report it to the teacher to avoid a problem when

the books are graded at the end of the year. The fines listed below are the maximum charged for each problem, but may be less.

<u>CODE</u>	<u>BOOK DAMAGE</u>	<u>FINE</u>
1	Broken binding	\$5.00
2	Dirty cover	2.50
3	Damaged cover (bent or torn)	2.50
4	Miscellaneous abuse	2.50
5	Pages torn or missing	.75 each page
6	Pages soiled	1.50
7	Pages water marked or stained	2.50
8	Pages written on or marked up	4.00
9	Pages dog-eared or wrinkled	.75 each page
10	Pages missing from workbooks	.25 each page

If the entire book is lost or damaged beyond repair and reuse, the fine will be the cost of replacing the book.

Parents, please encourage your child(ren) to treat their books with the proper care and respect. We would love one year to go by when no fines needed to be charged. The following suggestions will help to keep the textbooks in good, usable condition.

1. Keep the textbooks covered at all times. Attach the cover carefully so they last a long time. Please, do not use tape to attach the cover to the book. When the cover is worn or torn, replace it. Avoid writing or scribbling on the cover in such a way that would damage the book underneath.
2. Write in the book only when instructed to do so by the teacher.
3. Students should keep their textbooks in their desks or lockers whenever possible. Avoid putting textbooks on the floor where they can be kicked around and damaged.
4. Put homework in folders or take it home after it is corrected rather than storing it inside the textbook.
5. Use bookmarks rather than pens or pencils to mark a place in the book. Closing a book with a pen or pencil inside will ruin the binding of the book.

BOOK COVERS

This year all hardcover textbooks belonging to school will have to have book covers unless a teacher instructs his/her class otherwise. These covers must be on all of school's textbooks by **Friday, September 10**. The covers can be purchased or home-made from something as simple as a brown paper bag. There are also free book covers available at school.

Students are expected to replace the book covers as they wear out. Students found with books which are not covered are subject to a \$0.25 fine per day per book. Students will be given a reasonable amount of time to replace worn or torn book covers as the year progresses without being fined.

Please do not use any type of adhesive to fasten the book cover directly to the book! Please do not use "contact paper" type covers which adhere directly to the book! Use of these types of covers or adhesives may result in substantial fines for the book.

ABSENCES AND EXCUSES

From time to time children will miss school due to illness or family matters. When this happens, we would ask parents, please, either call the school office between 7:30 and 8:30 A.M. or send a note with another child or neighbor to inform us of the absence. At the same time, please try to make arrangements for getting the assignments for the absentee.

After posting the absent students at the beginning of the school day, the secretary will call the parents of any absent child who have not notified the school of the absence. Please, help the secretary by notifying the school on your own when one of your children is sick.

When excusing your child from school, please include the student's name, date of absence, reason for the absence, and the parent's signature. Please, give a specific reason for the absence. If the child was sick, please state what the illness was (i.e. strep throat, the flu, chicken pox, etc.). This can help us notify others when certain illnesses are going around. You can excuse your child from school online using the Fast Direct school information system. In addition the last page of the "Handbook" is a sheet of excuse slips. Should you run out, please contact the school for more.

ILLNESS AT SCHOOL

Good Shepherd no longer has a First Aid room. When children become ill during the school day, the parents will be notified and asked to take the child out of school until the illness has passed. The child will be removed from the classroom and wait outside the main office until transportation arrives to take the child home or to a care provider.

If a child has a fever of 100 degrees or higher, the child should not be in school. If the child has a fever at home, please keep the child home. If a child develops a fever during the school day, the parents will be contacted to make arrangements for removing the child from school until the fever disappears.

When picking up a child from school, please go to the office rather than the child's classroom. The secretary will call the child to the office. This will reduce the chances of disturbing the entire class and enables the secretary to keep track of who is in the building and who is not.

PRE-PLANNED ABSENCES

We appreciate your efforts to have your children in school every day. We also appreciate your efforts to schedule trips, doctor's appointments, and trips to the dentist around the school calendar. However, at times conflicts do arise which cause absences from school. While we hope you will continue your efforts to have your children in school all day, every day, we do have guidelines to follow when pre-planned absences must occur.

FOR DOCTOR OR DENTIST APPOINTMENTS: Please send a written excuse to your child's teacher stating the time of the appointment and the expected time of return to school. This will help the teacher prepare the assignments or adjust the class schedule to accommodate the absence. If you

should forget to send a note, please call and speak either to the school secretary or to the child's teacher giving them the time of the appointment.

These procedures should be followed even if the appointment is early in the morning. Notes should be sent the day before if at all possible or a phone call made to the office the morning of the appointment.

When picking up a child from school, please go to the office rather than the child's classroom. The secretary will call the child to the office. This will reduce the chances of disturbing the entire class.

FOR PRE-PLANNED TRIPS: Please notify the principal and the child's teacher in writing at least a week in advance. Your child should have teachers complete a Pre Plan Absence Form. A sample of this form is found at the end of this Handbook. For trips of three days or less, homework should be completed and handed in before leaving on the trip. If the trip will be more than three days, obtain as many assignments as possible, complete them, and hand them in beforehand. Students having difficulty in understanding the assignments should make arrangements for help with the teacher. Our teachers are willing and happy to arrange assignments in advance whenever possible. It is the student's responsibility to complete the assignments and to catch up on any notes that may have been missed during the absence. Please understand that the pre-planned lessons may change.

We appreciate all of your efforts to plan vacations and trips around the school calendar.

FOR PROLONGED SICKNESS: Parents should stay in contact with the school to obtain assignments. If necessary, arrangements may be made for taping lessons. When the student is healthy enough to prepare homework, please bring it to school regularly. The classroom teacher will determine the deadline for finishing all missed homework. Again, if special help is needed, please make the necessary arrangements with the child's teacher.

MAKE-UP WORK

Students missing school due to illness or a pre-planned absence will have one week from the day of returning to school to submit all assignments missed during the absence.

UNEXCUSED ABSENCES

Children who are absent for illness or a family emergency must provide a written excuse when they return. **This also applies to a child who missed a church service in which he/she was supposed to sing.** All excuses should be truthful, complete, and to the point (Please see the section "Absences and Excuses"). Failure to turn in a proper excuse within three (3) school days of the absence will result in an unexcused absence. A student's grades may be affected upon receiving three (3) unexcused absences during the year. Some absences may be deemed unexcused by the teacher or principal if the written excuse is unsatisfactory.

TARDINESS

Tardiness is a bad habit. Tardiness is often a reflection of poor planning. Habitual tardiness also shows a lack of consideration for others – teachers and fellow students. Students who are tardy entering the classroom cause disruptions to the educational process and distract teachers and other students.

In an effort to curb tardiness and prevent habitual tardiness, Good Shepherd Lutheran School uses the following steps:

- 1) Tardy students must report to the office before going to their classroom. The office will mark the students as arriving late and check to see if hot lunch is needed. After checking in at the office, students may go to their classroom.
- 2) Tardy students will wait at the classroom door until recognized by the classroom teacher. Tardy students will not simply enter the classroom. Students tardy for chapel are asked to sit in the back of the church to prevent distracting others from worship.
- 3) The teacher will determine whether the student may enter the classroom immediately or wait until the teacher speaks privately with the student.
- 4) If a student accumulates 5 tardies in a quarter, the student will serve a detention. The detentions run from 3:15 – 4:00 P.M. The teacher will contact the family to set the date for serving the detention. If transportation is not available at 4:00, the supervising teacher will take the student to after-school care at Little Lambs Childcare Center.

There are legitimate times a student may be late such as a late bus, car problems on the way to school, traffic tie-ups due to an accident, etc. A tardy caused by legitimate reasons will not count toward a detention. Parents, if you know your child is going to be late for school, please contact the school office.

At the beginning of the school day, tardiness is counted starting at 8:00 A.M. This policy on tardiness also applies to recesses, lunch time, physical education classes, and switching rooms.

MEDICATIONS

There are times when students must take medication while at school. For the sake of safety we ask that medications (other than asthma inhalers) be kept in the school office. This is to prevent the loss of the medication as well as preventing other students from getting the medication.

Over the counter cough drops are not considered medicine and students may keep them in their desk or locker. Please send a note to your child's teacher if your child has cough drops. Cough drops are for a child's personal use and are not to be shared with others.

Parents are asked to complete the form found at the back of this handbook when sending any medication to school.

Medications not taken back by parents at the end of the school year will be destroyed..

CHURCH ATTENDANCE

It is our hope and prayer that the attitude of all our students and their families toward worship will be the same as that of King David who said, **"I rejoiced with those who said to me, 'Let us go to the house of the Lord.'"** (Psalm 122:1) This year we will be recording church attendance in an effort to help our families monitor their worship life. A separate sheet which lists all the worship services for the year by quarter will be used for recording church attendance. A copy of this sheet will be included with each quarter's report card. Each week the students will be asked to indicate on their own sheet whether or not they attended church. **May we all make use of every opportunity available to**

worship our loving Lord and Savior!

DRESS CODE

The Lord has not prescribed a specific style or mode of dress for His people to wear. He has, however, given us a general principle to follow. The Christian realizes that his life is not his own. It has been bought by Jesus Christ at a very dear price - His death. Christ has made the Christian's body a dwelling place for the Holy Spirit. Therefore, it follows that the Christian will honor God with his body (1 Corinthians 6:19-20) This honoring includes the Christian's appearance and dress.

Since training a child in his Christian walk through life is the duty of the parents (Ephesians 6:4), our school will not dictate a style of dress or appearance. In an effort to assist parents in training their children to recognize that some things are an offense to others and self-degrading to the child, we do offer the following guidelines. As you train your children to honor the Lord in their appearance and dress, please use the questions suggested here:

1. **Is it uplifting and positive?** (Should be able to answer "Yes".)
[A shirt that says, "I'm with Stupid" and has a finger pointing to the side would not be considered uplifting or positive.]
2. **Is it something likely to offend a weak Christian?** (Should be able to answer "No".)
[For example, the Nike slogan, "Just Do It" can be taken in an offensive way. The Seven Up slogan, "Make 7" on the front of a shirt and "Up Yours" on the back could easily offend others.]
3. **Does it advertise alcohol or drugs or support their use?** (Should be able to answer "No".) Clothing advertising groups or organizations that promote the use of drugs or alcohol should not be worn. This would include many musical groups, t-shirts from professional wrestling, or apparel advertising tobacco products.
4. **Is the child dressed appropriately to play outside even in inclement weather?** (Should be able to answer "Yes".) The style or type of clothing worn may not be used as an excuse for remaining inside if the class goes outside for any activity.
5. **Is the style of dress modest?** (Should be able to answer "Yes".)
[Undergarments should be covered and not able to be seen through the clothing. Tank tops may be worn with a t-shirt underneath. Stomachs and lower backs should remain covered even when an arm is raised. Blouses or shirts should not be low-cut, revealing, or suggestive. Sleeveless shirts may be worn if the shoulder is covered. Shorts are not too short if the bottom of the shorts touches any finger between the finger-tip and the middle knuckle when the arm is naturally extended. Clothing should not be so tight that it is sexually suggestive.]
6. **Is the clothing (especially shoes) safe and appropriate for physical activity?** (Should be able to answer "Yes".) Please note that students must keep a pair of shoes, with non-marking soles, appropriate for running, at school at all times. Our wooden gym floor was installed at cost of approximately \$40,000. Good stewardship tells us to

take every step possible to keep our floor in top condition. Students must wear appropriate shoes when participating in activities in the gym.

7. **Is the style of dress age-appropriate?** (Should be able to answer “Yes”.)
Sun dresses and tank tops may be worn by girls in preschool through grade 4, but not by girls in grades 5-8.
8. **Is the article of clothing appropriate for school?** (Should be able to answer “Yes”)
Pajama pants and hospital “scrubs” may be very comfortable articles of clothing, but they are not appropriate for wear at school just as they would not be appropriate for wear at a place of employment.

At all times, a student's dress should be neat, clean, and in good repair. If a student's dress violates the guidelines set forth here, the student will receive an explanation from a teacher or the principal as to how the guidelines were violated. The parents will also receive the same explanation. If necessary, the student may be asked to change clothes as soon as suitable clothing is available, wear something to cover certain clothing, or turn the inappropriate clothing inside-out. Good Shepherd will keep a supply of clothing on hand that meets the dress code. Violators may have to wear some of that clothing. Please note that while the clothing provided will meet the dress code guidelines, it most likely will not be stylish or attractive.

Throughout the year our students participate in special worship services such as Christmas, Ascension, graduation, and so on. Special care should be taken on those occasions to make certain that the style of dress is appropriate for a worship setting. For example, dresses with spaghetti straps (and no jacket or sweater) or bare backs focus more attention on the person wearing the dress than on the message of the worship service. T-shirts with written slogans also direct attention to the person wearing the shirt and away from worship. This is not appropriate for honoring our Lord through worship. Student's dress should not detract from the focus on worship.

Persistent violation of the dress code by a student creates a discipline problem. This will be handled under the guidelines of our Discipline Policy.

DISCIPLINE POLICY

Our Lord tells us in John 14:15, "**If you love Me, you will obey what I command.**" In a Christian school such as Good Shepherd, the Lord Jesus Christ must have first place in the minds of both the students and the teachers. Both must conduct themselves as redeemed, loving children of God. Whenever discipline becomes necessary, it will be designed to develop favorable attitudes and nurture spiritual growth. Then God's glory will be heightened both through the action of the teacher and the behavioral change brought about in the child.

We do not think of the term "discipline" as meaning punishment. Discipline, rather, is teaching Christian attitudes which lead to self-control, self-direction, orderliness, and efficiency. Therefore, teachers will deal with children in keeping with the teachings, philosophy, and practices of Christ.

Parents sending their children to Good Shepherd Lutheran School agree that their children are to submit to the discipline principles set forth in the Bible, and that their children are under the

supervision of the teachers. All teachers are to receive the respect they deserve as explained in the Fourth Commandment.

Our discipline program covers two levels of "discipline" concerns. The first level is that of management. This would include such things as completing assignments on time and to the best of a student's ability, classroom routines such as raising hands, waiting to be called upon before speaking, using the bathrooms, sharpening pencils, getting drinks, walking in hallways, gum chewing, and so forth. Basically, management is handled and maintained by the teacher involved.

The second level is that of true discipline. This can be thought of as "discipling" a student to walk more closely in the ways of our Lord and Savior, Jesus Christ. Discipline comes in when dealing with such things as chronic misbehavior, atypical behavior, and behavior which reflects a sinful attitude.

MANAGEMENT

Management problems are to be handled by the teacher involved. Some of the tools available for teachers to use would include the following:

- loss of free time
- loss of privileges (such as extra computer time or extra-curricular activities)
- extra work - especially physical work such as cleaning, raking, picking up trash, washing spots off of floors, etc.
- writing a reflective essay explaining what happened, what was wrong with what happened, and what could be done in the future to avoid it happening again
- spending time after school
- "saturating" the child with the inappropriate behavior
- practicing the appropriate behavior
- separation from the class

Consider the following specific examples to illustrate this point:

Frankie keeps talking out of turn in the classroom. The teacher reminds Frankie of the rules, but Frankie just can't seem to get it right. The teacher explains the procedure for talking in class again, and the teacher now decides to keep Frankie separate from the rest of his class at recess time and to keep Frankie under constant teacher supervision for part of the recess. Hopefully, Frankie gets the message and improves.

If Frankie doesn't improve, the teacher tries something else. Perhaps this time the teacher gives Frankie some work to do while the rest of his class has free time. Again, the goal is to get Frankie to improve. Hopefully, Frankie gets the message.

If Frankie still doesn't improve, the teacher might choose to have him write a reflective essay covering the situation in his own words. Emphasis should be placed on the part of the essay in which Frankie states what he can do to avoid repeating the problem.

If Frankie still doesn't get the message after all of these attempts on the teacher's part, the misbehavior is chronic and the problem becomes one of discipline rather than management.

This would be another example of how management would work:

Sally has problems getting her work done. This problem is not caused by any learning difficulties; Sally just doesn't work. When Sally has three unfinished assignments in her teacher's grade book, she should stay after school until the work is completely caught up. If Sally accumulates another three unfinished assignments, she should stay after school to complete her work and to do some extra work of the teacher's choosing. If Sally repeats the process a third time, a discipline problem exists because this is chronic misbehavior.

Note that when the management problem is confronted the first time, the teacher may simply speak to the student involved. When the problem is repeated, the teacher needs to add a consequence for the inappropriate behavior.

DISCIPLINE

A situation becomes a discipling concern when it reflects chronic misbehavior, atypical behavior, or demonstrates a sinful attitude. In these situations the concern is especially for the welfare of the child's soul and his relationship with his Lord, Jesus Christ. Such cases may well involve the principal although the teacher is encouraged to make every effort to deal with the problem first.

Upon referral to the principal the following steps will take place:

1. The teacher making the referral will notify the parents of the student involved that the referral took place. No other action will be required at this time. This step is simply to keep the parents informed concerning their child's behavior. The parents are expected to follow-up at home working with the child to improve the behavior.
2. The child will have to answer the following questions:
 - "What did you do?"
 - "Is that the right thing to do?"
 - "Which commandment speaks about this?"
 - "What will happen if this behavior continues?"
 - "What could you do the next time the situation happens?"
 - "What will happen (should happen) if you do this again?"
3. The principal will keep records of all student referrals.
4. If a student receives three referrals in a school year, there will be a conference with the parents and teacher.

If a student receives four referrals in a school year, there will be a conference with the parents, teacher, and principal.

If a student receives five referrals in a school year, there will be a conference with the parents, teacher, principal, and a pastor.

These conferences could result in recommendations to receive counseling, possible

suspension from school (served either in school or out of school), or, ultimately, expulsion from school (Expulsion can be for a period of time ranging from more than three days up to the remainder of the year.).

5. In addition to the referrals and conferences listed above, discipline may also result in other consequences for the student. These consequences would include all those mentioned above under management.

The goal of discipline is to help our students reflect a more Christ-like attitude in their thoughts, words, and actions. It is not the intent of discipline to simply punish the wrong. Discipline must work to set the student on the right path in his walk with the Lord in the student's daily life.

SUSPENSION AND EXPULSION

Good Shepherd Ev. Lutheran School follows the policy of suspending students who have repeatedly had discipline problems, have not had work done, have shown disrespect to any of the teachers or school staff, or present a danger (either physical or emotional) to the other students or to themselves. Teachers may request suspension for those children who either have serious or continuing problems. Only the Principal has the authority to suspend students from school for one or more days.

If a student receives three suspensions in a school year, the first of the steps in the expulsion procedure will be taken. The steps for expulsion are:

- a letter from the Board for Lutheran Schools to the parents.
- a meeting with the Board for Lutheran Schools..
- actual expulsion from school.

Only the Board for Lutheran Schools has the authority to expel a student. In cases of a very serious infraction, the Board may recommend immediate expulsion.

COMPLAINTS

Everyone involved with Good Shepherd Ev. Lutheran School is a sinful human being. Since that is the case, there may well come a time when parents may not agree with the policy, a procedure, or a discipline method used. In such cases the Lord gives us some guidelines to follow for handling the problem. The principles set down by Christ in Matthew 18:15-17 also apply in situations when there are complaints. In summary the following procedures should be used in situations when there are questions or complaints about something which happened at school.

- Any and all complaints must first be channeled to the teacher involved *by the individuals with the concern or complaint. This may require more than one conversation about the concern/complaint.*
- Concerns and complaints should be addressed after school rather than at the start of the school day.
- The principal will become involved only when the problem can not be resolved between the teacher and the parents.

-The Pastor will become involved only when the problem can not be resolved between the teacher, the parents, and the principal.

-The Board of Education will become involved only when the problem can not be resolved between the teacher, the parents, the principal, and the Pastor.

Many complaints and much needless gossip will be avoided if everyone involved with Good Shepherd Ev. Lutheran School will take the time to talk to the people involved in any given situation in an effort to resolve any problem which may exist. May we all remember the words of 1 Thessalonians 5:11 where we read, "**Therefore encourage one another and build each other up.**"

HOME - SCHOOL COMMUNICATIONS

Good communication between the home and the school is essential for making the educational experience as beneficial as possible. Telephone calls are certainly a good tool for communicating. For the sake of personal time for the families as well as the teachers phone calls should take place before 7:00 PM.

Our school information system, Fast Direct, allows for easy e-mail exchanges between home and school. This is a great way to get a question answered quickly or to share bits of information. It is also a good way to alert one another that there is a problem or concern. However, e-mail should not be used to carry on a dialog (an exchange of more than three emails) over concerns or issues. It is better to use e-mail to arrange a meeting to deal with these issues in person.

PROHIBITED ITEMS

Certain items are not to be brought to school since they may easily be damaged, may become a nuisance, may be unnecessary, or may be detrimental to the educational process. Such items would include drugs, alcohol, smoking materials, tobacco products, cap guns, water guns, firearms, and knives. Items such as comic books, baseball (etc.) cards, radios, MP3 players, CD players, iPods, sound effect watches, and such similar items are not to be brought to school unless specifically requested or permitted by the teacher.

Cell phones brought to school must be kept in the student's locker or back pack and used only in emergencies, and with the teacher's permission, during the school day. Items which are not appropriate for school and its educational programs will be confiscated and returned to the parents upon the parents' request.

Good Shepherd will not be responsible for items damaged, lost, or stolen at school.

GUM CHEWING

In the past there were times when gum and gum chewing were allowed at school. However, because of the misuses of that privilege and the resulting maintenance problems, there will be no gum or gum chewing allowed on the school campus. **This includes any activity for which school personnel are responsible for supervision (recesses, athletic practices and contests, singing for church services, etc.).** This policy would not apply if the individual student's parents are present and supervising his or her conduct.

BIRTHDAYS

Children who wish to bring a treat to school on their birthdays may certainly do so. Please inform the teacher who will be glad to put time into the schedule for the treat to be distributed. However, the prohibition on gum and gum chewing also applies to birthday treats. *Please keep in mind the number of children with various food allergies, especially to peanuts, when choosing a classroom treat.*

If your child is going to have a birthday party, please do not distribute invitations in school unless the entire class is invited. Failing to be invited to a birthday party when many other children in the room are invited is embarrassing to students.

REPORT CARDS

Report cards are issued every nine weeks of school. They will be distributed on the dates given on the school calendar. Cards need not be signed or returned, but the envelope in which the card comes must be signed and returned to your child's teacher.

When some students are having difficulty with their school subjects, it may be necessary to send home a progress report to those parents periodically during the quarter. These are not officially recorded reports, but are only indicators of the standings of the students when they are in danger of failing a course.

ELIGIBILITY POLICY

Scholastic performance will determine a student's eligibility in extra-curricular activities. Extra-curricular activities are those non-scholastic activities offered at school in which the student represents Good Shepherd Lutheran School. Included in these extra-curricular activities are all athletics, cheerleading, pom-poms, and hot shot contests. It is a privilege and an honor to be included in these activities and to represent our school in these areas.

Any student whose grade point average for any quarter is below 1.67 will be ineligible for all extra-curricular activities listed above from the time the report cards are distributed until mid-quarter reports are distributed. If the grade point average at mid-quarter is still below 1.67, the student will remain ineligible through the next report card distribution.

Grade point averages are figured using the following scale:

A = 4.0 points	B = 3.0 points	C = 2.0 points	D = 1.0 points
A- = 3.67 points	B- = 2.67 points	C- = 1.67 points	D- = 0.67 points
B+ = 3.34 points	C+ = 2.34 points	D+ = 1.34 points	F = 0.00 points

Any student who receives a grade of "F" at the end of a quarter in any subject will be ineligible for all extra-curricular activities listed above from the time the report cards are distributed until mid-quarter reports are distributed. If a student who received an "F" as a report card grade is doing "F" work in any subject at the following mid-quarter, the student will remain ineligible until the next report card distribution.

Students may also be declared ineligible due to their conduct at school. Habitual refusal to listen, persistent disrespect, lack of cooperation, repeated referrals to the principal, or repeated offenses on the bus may all result in a student being declared ineligible. Students may also be declared ineligible

for habitual truancy and/or tardiness.

Parents whose children are developing habits or patterns which may lead to ineligibility will be notified prior to ineligibility being declared for those students. This notification may be through written communication or personal contact and will be given in time to avoid ineligibility if at all possible. However, this may not be possible with grades affected by major tests or projects given or due near the end of a quarter.

A student who does not meet the grade point or grade requirements may remain eligible as a result of an individual variance granted by the faculty members involved. This policy includes all four grading periods with fourth quarter affecting eligibility for the first quarter of the following year.

HOMEWORK POLICY

GOAL: MAKE OUR STUDENTS RESPONSIBLE FOR COMPLETING THEIR WORK CORRECTLY AND ON TIME BY USING THEIR GOD-GIVEN TALENTS AND ABILITIES.

I. Teacher Responsibilities

- A. Teach necessary concepts
- B. Show the value of the work
- C. Link learning to life
- D. Proper motivation
- E. Make clear, realistic assignments
- F. Provide time to begin assignment in class
- G. Keep outside responsibilities and commitments in mind
- H. Avoid compounding major assignments due at the same time
- I. Teach organizational skills and habits
- J. Use assignment notebooks
- K. Help students prioritize work
- L. Communicate with parents

II. Parent Responsibilities

- A. Pray for your child and the teachers
- B. Know the teacher's expectations
- C. Check your child's assignment notebook
- D. Communicate with the teacher
- E. Provide a place to do homework
- F. Provide time to do homework
- G. Help your child develop a homework routine
- H. Help your child say "no" to activities that may interfere with homework
- I. Provide help without smothering with attention
- J. Provide routine place to keep completed homework
- K. Intercede for child during unusual circumstances

III. Student Responsibilities

- A. Pay attention during class
- B. Write assignments in assignment notebook
- C. Use time in class to begin work
- D. Check assignment notebooks at the end of the day
- E. Work with parents to develop a homework routine at home
- F. Take *The Rambler* home every week
- G. Learn to say “no” when necessary

IV. Consequences

- A. Students need to have recess time for physical activities
- B. Consequences will vary with age of student

V. Grades 1 and 2

- A. All assignments are due by 8:05 A.M. bell
- B. Incomplete work must still be completed
- C. Grade automatically lowered to “F-35%”
- D. Due to number of grades, one lowered grade will not greatly effect the report card grade
- E. Parents will receive note explaining policy
- F. Parents will be contacted when late work pattern seems to be developing
- G. Late work papers marked with “Late Work”
- H. Policy also explained to children

VI. Grades 3-4

- A. Students are required to write all assignments in their assignment notebooks. Parents are asked to check that all assignments are complete and then sign the book each day.
- B. Completed assignments will be collected in the classroom on the day they are due.
- C. Late work and incomplete answers will be marked and the assignment graded accordingly with “C” being the highest possible grade. To receive a “C” the completed paper must be handed in the next class day.
- D. Completed work handed in after the second day will receive an “F” because the student has failed to do the work in the allotted time.
- E. Parents will be contacted when a late work pattern seems to be developing.
- F. If the student has five incomplete assignments in one month, the student will serve an after school detention.
- G. The child starts each month with a clean slate regarding late assignments and incomplete work.

VII. Grades 5-8

- A. Students are required to write all assignments in their Assignment Notebooks. This also includes noting the time when the assignment is due.
- B. Unless specified otherwise by the teacher, all homework is due the next school day at 8 AM

- C. Teachers will provide a central location for submitting the required homework.
- D. Work turned in no more than one day late may receive a grade as high as a C (80%).
- E. Work turned in no more than two days late will may receive a grade as high as an F (69%)
- F. Work turned in more than two days late will receive an F (0%).
- G. Teachers will track any missing assignments for each quarter.
- H. If a 6th – 8th grade student accumulates three (3) missing assignments in a quarter, the student will serve an after school detention. Students in 5th grade serve a detention after the fifth incomplete assignment in a month.
- I. If a 6th – 8th grade student accumulates a fourth missing assignment in a quarter, the student serves an after school detention. At this point there will also be a meeting with the student, the teacher, and the parents to discuss the situation and strategize how to prevent any further missing assignments. For 5th grade students this meeting takes place after the second detention in a month
- J. If a 6th – 8th grade student accumulates a fifth missing assignment in a quarter, the student serves an after school detention. In addition the student will also spend a week in Good Shepherd’s Extended Learning Period after school to work on organizational skills. During this period the student will work with a different teacher each day. This period may be use for homework help if time permits. At this point there will be a meeting with the teacher, the students, the parent, and the Intervention Team. For 5th grade students this step takes place after the third detention in a month.
- K. If a 6th – 8th grade student accumulates a sixth missing assignment in a quarter, the student serves an after school detention. At this point there will be a meeting with the student, the teacher, the Intervention Team, and a Pastor. For 5th grade students, this step takes place after the fourth detention in a month.
- L. If a 5th – 8th grade student continues to accumulate missing assignments and shows no improvement or intent to improve, the principal may recommend expulsion from Good Shepherd. Expulsion can only be done by the Board of Lutheran Schools.

After school detentions will be 45 minutes in length (3:15 – 4:00 P.M.). Parents must come into the building to get their child at the end of a detention period unless other arrangements have been made with the teacher supervising the detention. If the student serving the detention has siblings attending Good Shepherd, the siblings are expected to return home as usual. If the siblings must remain at Good Shepherd until the detention is finished, they will be taken to Little Lambs for the after school care program and charged accordingly.

The Extended Learning Period (ELP) will be 45 minutes in length. The week of time in the Extended Learning Period begins the day after the student serves the required detention. Example: A student accumulates a fifth missing assignment on Tuesday. The student serves the required detention on Wednesday. The required week in the Extended Learning Period begins on Thursday. The student would report for the ELP on Thursday, Friday, Monday, Tuesday, and Wednesday.

The Intervention Team will consist of the student’s home room teacher, the teacher giving the detention, the principal, and the Special Education teacher.

We realize that there are legitimate reasons for students being unable to complete an assignment on a given evening. Things may happen in families that prevent normal homework procedures. If this is

the case, parents may intercede for their child by simply sending a note to the home room teacher stating that there were legitimate reasons for not completing the required work.

We also realize that students may require help from a teacher on a homework assignment after school hours. Students are free to contact a teacher either by phone or by e-mail requesting help. If help cannot be given over the phone or via e-mail, the teacher may arrange time to help the student the next day. This may change the requirement for submitting homework by the 8:00 A.M. deadline. However, if the student is simply contacting the teacher to ask what the assignment was, that student will be required to serve a detention. Assignments should be written in the assignment notebook before going home.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for all families will be held near the middle of the first quarter as indicated on the school calendar. Additional conferences may be held at the end of the other quarters as needed. If there is a need or desire for a conference at other times, this should be arranged between the parents and the teacher(s) involved. Teachers will attempt to be present until 3:30 p.m. each school day if parents wish to speak to them about some matter.

SCHOOL VISITATION DAYS

Parents are welcome to visit classes at any time. Special days for visitation have also been set aside during the school year. These days are indicated on the school calendar.

SCHOOL CLEANING - WEEKENDS

Each school family is expected to help with cleaning the school on the weekend during the school year. Each family is expected to donate their time on three different weekends (two weekends for families with preschool students only). The cleaning that is done is cleaning of areas and items that do not receive hard use during the week. This would include such things as dusting the trophy case, vacuuming the IMC, dry mopping the locker rooms, dusting the tops of the lockers, and so on. Lists of items that need to require weekend cleaning are posted on the cleaning closet door. School provides all of the needed supplies and equipment. The weekend cleaners will not use any harsh chemicals for the various cleaning projects.

Families who do not wish to donate their time for weekend cleaning have the option of paying \$90 (\$30 per weekend). This will release the family from the expectation to help with the weekend cleaning.

Families who sign-up for weekend cleaning but do not show up to do the cleaning will have until Wednesday of the following week to attempt to reschedule their cleaning. It is the families responsibility to call the school office and attempt to reschedule. If this is not done by Wednesday of the following week, or if there are no dates available for rescheduling, the family will be charged \$30 for the missed cleaning. This will be added to the family's account. Once the \$30 is added to the account, it will not be removed until the charge is paid.

The cleaners for each week will be listed in **The Rambler**. The efforts that the weekend cleaners make in keeping our school clean help us maintain our beautiful facility and keep our maintenance costs lower. This ultimately helps us keep our cost of education and the tuition charge lower than if we had to have our cleaning service do all of the cleaning done by the weekend cleaners.

SCHOOL CLEANING - SUMMER

Each school family is expected to donate one evening of cleaning at the end of the school year. At this time we wash walls, wipe out light fixtures, and do a general “spring cleaning” in the classrooms. This cleaning takes place on a series of Monday evenings. Schedules and assignments are published about the middle of May so people can plan accordingly. The help that our families provide with this cleaning is essential for keeping our school in top condition for our students - for your children.

If a family chooses not to participate in the summer cleaning, they will be charged \$30.

WEEKLY NEWSLETTER

This year we will again be sending home our weekly newsletter, **The Rambler**. The newsletter will be distributed on Tuesdays and sent home with the oldest child in school in each family. Please watch for **The Rambler** as it will have all the necessary information about school events, singing in church, special programs, and so on. **The Rambler** is also posted online on the school website. Please watch for the newsletter every Tuesday and be sure to read it each week.

TELEPHONE

Students wishing to use the telephone must obtain permission from a teacher or the secretary before doing so. Students may use the phone on the office counter after receiving permission for making a call. Non-emergency phone calls will cost \$0.25 each. The money will be paid to our school secretary. This policy does not apply to emergency calls such as when a student becomes ill. Arrangements for going to someone else's home, going to the library after school, and so on should be made at home if at all possible.

Parents, please try to limit your incoming calls to talk to your child at school to a free time period (lunch or recess) so that class interruptions are kept to a minimum. Only in the case of emergencies will a child be called from the classroom to speak on the phone. We will, however, be happy to relay appropriate messages (transportation arrangements, plan changes, etc.) to students for parents.

SINGING IN CHURCH

Singing in church services is one of the things for which children are trained at school. It is important that children attend the service for which they prepared to sing. **Please excuse with a written note if some good reason exists for a child to be excused from an assigned service.** *This is extremely important to know since a large number of children being absent may create the need to reschedule the singing opportunity.* The singing schedule can be found on the monthly calendars, and there will also be reminders published in **The Rambler**.

CHAPEL SERVICES

Every Wednesday our students gather in church for a chapel service. Parents, you are always welcome to attend our chapel services. Speakers for the chapel services are the pastors and the male teachers. The chapel services usually consist of two hymns and a brief sermonette. The services take about twenty minutes. If inclement weather causes school to be closed on a Wednesday, that week's chapel service will be held on Thursday.

Our weekly mission offering is gathered at the chapel service. Our mission offerings help support four different projects chosen by our students each year. There is a different project for each quarter.

HOT LUNCH

Our school participates in the hot lunch program through the local school district. Each day students in full day kindergarten - 8th grade have the option of purchasing the hot lunch or bringing their own lunch from home. A calendar listing the lunch menus for a month is sent home with **The Rambler** so families can plan which days to purchase hot lunch. The office keeps track of each student's lunch credits and informs students when the credits have run out. Please contact the school office for the price of the hot lunches.

MILK

Students may purchase milk even if they choose not to purchase a hot lunch. The cost of the milk is \$0.25 per carton and is to be paid for at the time of purchase. Kindergarten students may also purchase milk to have for their daily snack.

PICTURES

Each year our students have their pictures taken by a professional photographer. The date for school pictures is listed on the school calendar. Purchase of the pictures is completely optional. However, each student must have a picture taken so that a yearly photo is available to be included in the student's permanent record and in our Yearbook. Detailed information regarding school pictures will be sent home at least a week before picture day. The information will be included in **The Rambler**.

BAND

Students in grades 5-8 have the opportunity to participate in weekly band lessons through Kettle Moraine Lutheran High School. Once a week an instructor from KML comes to Good Shepherd to give lessons to those students interested in learning a musical instrument. Parents are billed directly by Kettle Moraine for the costs involved in the band program.

The band students also have the opportunity to play in bands with other young people from the grade schools in the KML Federation. These band rehearsals are held on Saturday mornings throughout the year. The bands formed by our grade school students do play for various concerts and activities at Kettle Moraine.

Details about the band program can be found in **The Rambler** prior to the lessons beginning for the current school year. Please watch for this information.

ATHLETICS

Good Shepherd's interscholastic athletic program begins for both boys and girls at the fifth grade level. Our school is a member of the Kettle Moraine Lutheran Grade School Athletic League which is made up of the Wisconsin Synod grade schools in Kewaskum, Hartford, Jackson, Grafton, Menomonee Falls, Thiensville, Newburg, Hustisford, Hubertus, Salem of Milwaukee, and rural West Bend. In addition we play other schools, both public and private, in the West Bend area.

Our students have the opportunity to participate in volleyball, soccer, basketball, cheerleading, softball, and track. More detailed information regarding our athletic program is available in the Athletic Program Handbook which can be obtained in the school office.

Our athletic program depends on parent volunteers in order to keep the cost down. Volunteers help

with the concession stand, running the clock, monitoring the halls, keeping the score book, and other activities. Parents whose children are participating in a sport are expected to volunteer their services during that athletic season. Failure to fulfill your volunteer obligation may result in an added charge to the parents. This added charge would be used to hire someone to carry out the task a volunteer failed to cover. We would prefer having your volunteer service rather than your money.

REMAINING ON SCHOOL GROUNDS

Students are to remain on school grounds from the time they arrive in the morning until they are released to go home. If a student must leave for a doctor's appointment, or something similar, the student must be taken by an adult or, in the case of older students, must have **written permission** from the parents. Students are not to leave the school grounds, walk to nearby stores such as Jiffy Stop, and then expect to return to school for after school activities. This holds true especially for the days on which there would be athletic practices after school.

DISMISSAL AT THE CLOSE OF THE SCHOOL DAY

In order to make the dismissal procedure at the close of the day more orderly for everyone involved, we will use the following dismissal procedure:

3:05 Closing announcements and prayer

Dismissal of the students in the following order:

- 5) Walkers and riders to the upper lot
- 6) Bus riders to the lower lot by 3:10 P.M.
- 7) Athletes with after-school practice
- 8) Students utilizing the after-school care program by 3:15 P.M.

Teachers will stay in their rooms with their students unless on bus or upper lot duty. This includes teachers who may have athletic practice after school.

Students exiting school through the upper lot are asked to wait under the carport for their rides to arrive. Once their ride is parked students will walk out to their ride. Please do not block traffic by waiting in the driving lanes for your child. Please park your car in an appropriately marked parking place. Students should not be playing in the upper lot during dismissal time. Students are expected to wait under the carport until their ride arrives.

Parents, please do not drive through the lower lot at the close of the day. The lower lot is for students riding the buses. For the sake of safety we limit the driving traffic through the lower lot until the buses have all left.

Students using the after-school care program will report to the IMC in the lower level and sit at the tables until taken across the street at 3:20 P.M. This group of students will be supervised by a teacher while they are sitting at the tables. We will also ask Little Lambs to provide a list of children scheduled to use the after-school care program. This should help the teacher on duty know who is supposed to go across the street. When all of the children scheduled for after-school care are present, the supervising teacher will take the students to Little Lambs.

SCHOOL INFORMATION SYSTEM

Good Shepherd utilizes a school information system for all of our families. This system tracks

students' grades, lunch accounts, and tuition/fees accounts. This system provides easy access for e-mailing teachers with questions, arranging conference times, and checking assignments. Notes from teachers will also be posted on the teacher's bulletin board accessed through this system.

Parents should access the school information system through the Good Shepherd website (www.goodshepherdwels.org). Click on "Good Shepherd Lutheran School" in the left hand menu, scroll to the bottom of the page, and click on "More Information about Good Shepherd Lutheran School click here." This link will take you to the school information system. Please log onto this system using the name and password you received at the time of registration. This is the fastest way to get information involving you family, your accounts, and your child's academic progress.

SECURITY SYSTEM

Good Shepherd takes the safety of our students and the security of our building seriously. All doors to the building are locked after the beginning of the school day. The main door on the upper level is locked at 8:00. The door on the lower level is locked when preschool begins. If you come to school when the doors are locked, you must use the far right upper level entry door under the car port.

In order to have this door unlocked and you to gain access to the building, you must use the speaker system which connects you to the office. This speaker system is found on the middle post between the doors under the car port. Push the button on the silver box and wait for a response from the office. Once you are identified and your purpose for entering the building is established, the office will unlock the far right door and allow you into the building. Once in the building you are asked to stop at the office and register your presence and purpose for being at Good Shepherd.

We understand that this is somewhat an inconvenience. However, we feel that safety and security are worth a little inconvenience. The easiest way to avoid the inconvenience is to make certain that you come to school before school starts and the doors are locked.

VOLUNTEERS TRAINING

Good Shepherd depends upon many volunteers for help throughout the school year. We value our volunteers and are very grateful for the help they provide.

Again, for the sake of the safety of our students and the protection of our volunteers, all volunteer are asked to go through a brief training session prior to having their volunteer services utilized. These sessions are offered several times during the year. Training sessions are listed on the Activities Calendar. These training sessions are for those volunteers who will have regular contact with our students. All volunteers must attend a training session every year.

Volunteers who will only drive for various school activities and provide transportation for students other than their own do not have to attend a complete training session (but they are certainly invited to). They do, however, have to complete a volunteer form which provides the rules for transporting other students and ascertains pertinent information regarding driving record and insurance. Drivers who also chaperone field trips or other activities must attend a volunteer training session each year.

All forms, volunteer and driver, are kept confidential. A list of volunteers who have completed the necessary steps is provided to the teachers as a resource for finding qualified volunteers and drivers.

