



A Tradition  of Excellence
GOOD SHEPHERD
LUTHERAN SCHOOL

HANDBOOK

GOODSHEPHERDWELS.ORG/SCHOOL

MISSION STATEMENT

Reaching out with God's Word, Good Shepherd Lutheran School assists families with educating, encouraging, and equipping children for life and for eternity. Good Shepherd Lutheran School is a joint ministry of Good Shepherd Lutheran Church and Shepherd of the Hills Lutheran Church, West Bend, Wisconsin.

Good Shepherd Lutheran School exists to serve families of our congregation, families of our partner congregation, Shepherd of the Hills Lutheran Church, and families of our community by educating, encouraging, and equipping young minds for life, and preparing young hearts 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 will be the Christian school of choice in the West Bend area. In doing so, we will:

- Always be Christ-centered.
- Serve as an arm of outreach and service to our community by promoting and offering an exceptional school and education and supporting the outreach efforts and programs of Good Shepherd Lutheran Church and Shepherd of the Hills Lutheran Church.
- Expand our curriculum to meet the needs of our community and congregation.

In carrying out this vision, Good Shepherd Lutheran School strives:

- To proclaim the Triune God as the Bible teaches, especially as it reveals his work as Creator and Preserver of humankind, his work as the Redeemer of a lost and fallen world, and his work as the Giver of faith and eternal life in heaven.
- To partner with parents, encouraging and equipping them in their God-given role as spiritual leaders in their home.
- To establish a well-known presence in our community as a Christian school of excellence.
- To guide students in faithful Christian living out of love and thanks for the Savior.
- To teach all subjects in the light of God's Word, giving our pupils the skills they need to be knowledgeable students, successful workers, and productive citizens.
- To train students to apply the Word of God both during life's challenges and while witnessing to family and friends.
- To prepare God's children for eternity in heaven, which Christ has won for us all.

OBJECTIVES

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

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

- grow in knowledge and grace in the triune God, trusting that the Lord Jesus Christ is his/her personal Savior from sin, and desire more faithfully to worship and serve Him.
- 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.

- grow in understanding the nature, function, and responsibility of the Church as the body of Christ.
- develop a zeal for the promotion of God's Kingdom.

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

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

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

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

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

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

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

- learn that his/her body is a gift from God.
- accept responsibility for his/her 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.

CURRENT TUITION/FEE SCHEDULES & DISCOUNTS

The approved tuition rates and fees are included on our website at goodshepherdwels.org. There are discounts available which are explained on the fee schedule.

WHEN YOU APPLY ONLINE YOU AGREE:

- to pay all tuition and other charges to Good Shepherd Ev. Lutheran School.
- that no records will be transferred and no diplomas will be issued unless all academic and financial obligations to Good Shepherd Lutheran School are met in full.
- to abide by all the rules, regulations, and policies of Good Shepherd Lutheran School as stated in the Family Handbook. You understand that all students at Good Shepherd are taught according the doctrines and practices of the Wisconsin Evangelical Lutheran Synod (WELS). A short description of our beliefs is listed below and the complete Statement of Beliefs can be found at our website under the school tab [HERE](#). You agree to support such Christian education and will cooperate with the school, its teachers, and administration in putting the education received into practice in the lives of our children. Students or parents who do not cooperate with the school, its teachers, or administration may be required to enroll elsewhere.
- The purpose of Christian education is to help each child grow in his understanding of God's Word so that he/she may remain strong in the faith and glorify God with a life of Christian service. This education takes place in the school, in the church, and in the home. Out of concern for our spiritual welfare, we will strive to worship together as a family each weekend.
- that the school officials of Good Shepherd have the right to conduct inspections of lockers and/or desks and their contents in the manner and at the time that the officials feel is appropriate.
- You understand our Statement of Beliefs listed below and can be seen in detail on our website.

Good Shepherd Lutheran School Statement of Beliefs

Thank you for enrolling your son/daughter at Good Shepherd Lutheran School. We are pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students!

The mission of Good Shepherd Lutheran School is very spiritual in nature. In addition to offering our school education, we want every one of our students to learn more about God's Word and Jesus Christ. At Good Shepherd spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read [HERE](#) the basic outline of what we at Good Shepherd Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your son/daughter with the truths of God's Word.

ADMISSIONS

- All new students are admitted on a probationary period. See "Probation, Suspension, and Expulsion section for more details.
- The school administration is finally responsible for deciding the grade level of any student.
- The process of enrolling or continuing the enrollment of a student/family will take place consistent with our school's religious mission/beliefs. Students and families agree to abide by all the rules, regulations, policies, and religious beliefs of Good Shepherd Lutheran School. Students and families understand and agree that all students, parents, and guardians at Good Shepherd are taught and dealt with on the basis and according to the religious doctrines and practices of the Wisconsin Evangelical Lutheran Synod (WELS). As a parochial school and non-profit institution, Good Shepherd School reserves the right to refuse enrollment or to dis-enroll students or families whose personal or family's beliefs or morals conflict with our church's understanding of the Word of God. Good Shepherd is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). Our Statement of Religious Beliefs can be found [here](#). Parents will support such Christian education and will cooperate with the school, its teachers, and administration in putting the education received into practice in the lives of their child(ren).

- Parents understand that if they do not cooperate with the school or its teachers or administration, they may be directed to seek enrollment elsewhere
- Attendance at Good Shepherd is a privilege and not a right. Parents are expected to support Christian education and to cooperate with the school, teachers and administration in the education of their child. Parents are expected to be respectful of school staff and students and display Christ-like behavior and speech that is edifying. Any school related concerns should be addressed according to the Matthew 18 principle (see page 23) and should be voiced only to those concerned. Parents who do not demonstrate a spirit of cooperation and working together with the school or strongly or frequently disagree with the policies of the school, teachers or administration in the education of their child may be asked to withdraw their child(ren).
- When enrolling new students, the school administration team (Principal, classroom teacher, school counselor, pastoral staff, and any other staff which may be appropriate) will review the academic and behavior records of the incoming student. The administration team may also contact the prior school to have a conversation in regards to the new student. Students may be denied enrollment based on an area(s) of concern with academic or behavior records. The final decision of enrollment is made by the Principal in consultation with the administration team.
- Because we believe that parents are an important part of a student’s education, and because we believe that parents will want to be somewhat familiar with the basic teachings of the Bible as taught in our school, we will encourage families who are not members of a WELS/ELS congregation to enroll in a Bible Information Class so that they get a basic overview of our Scriptural beliefs. In addition, these families will receive a “member tuition rate” during the first year of enrollment at Good Shepherd. If parents, after taking the Bible Information Class, choose to become active members of the church, they would pay the member rate in the future. If parents do not attend the Bible Information Class during the first school year or choose not to become members after taking the class, non-member families will pay the full cost of education beginning in the second school year. There is no obligation to join our church. To explain this wonderful opportunity, new families will meet the principal and a pastor during the enrollment process.
- Enrollment Priorities
 - 1) Since Good Shepherd School is affiliated with the Wisconsin Evangelical Lutheran Synod and is jointly operated by Good Shepherd and Shepherd of the Hills, students of these two churches will receive preference if space is an issue.
 - 2) WELS students from other area churches without a school will be considered as space is available.

- 3) Students who may be considered a mission prospect will be accepted.
- 4) WELS students from other area churches with a school will be considered as space is available.
- 5) Students churched at a non-WELS church will be considered as space is available
- 6) Should space be limited, other factors which will be considered are:
 - The makeup of the classroom students regarding special needs
 - The potential of the student to continue attending our school

Age Requirement for Enrollment

It is the policy to enroll only those children in our preschool and kindergarten programs that meet the following age requirements:

- Students must be three-years-old by August 31 to enroll in our Pre-K3 program. If a child turns three during the school year, they may then enroll in preschool; however, they may not enroll in Pre-K4 the following school year. Students interested in enrolling after January may be asked to wait until the following school year in the best interest of the student and the current students in the class.
- Students must be four-years-old by August 31 to enroll in our Pre-K4 program.
- Students must be five-years-old by August 31 to enroll in our kindergarten program.

PROMOTION AND RETENTION OF STUDENTS

A recommendation for retention of a student must be considered carefully. The recommendation for retention must be based upon information (i.e. benchmark data, testing, curriculum, etc.) that indicates that an additional year of instruction at the same grade level will benefit the student.

- Retention decisions shall be made upon recommendation of the teacher, school counselor, relative staff, and school administration.
- The school administration is finally responsible for deciding the grade level of any student.

Parent Custody

Good Shepherd recognizes that while the parents of some students may be divorced, separated, or otherwise not sharing the same household, unless otherwise provided by a court order or other legally required reason, both parents have a right to be informed of and involved in their child's educational program.

Unless stated in a court order, both parents have equal access to their child's records, receive school progress reports and mailings, attend parent/teacher conferences, check attendance records, and the like. Good Shepherd uses an online program for this information and it is the parent's responsibility to set up a parent portal in order to receive this information.

Upon enrollment, the parents/guardians shall provide Good Shepherd with the most recent court-related order(s).

- Absent a court order setting forth restrictions on parental rights, both parents/guardians will be presumed to have the ability to visit their student(s) at school and provide transportation.
- Good Shepherd will not be responsible for monitoring, interpreting, and/or enforcing any court order/schedule regarding transportation. This is the responsibility of the parent(s).
- For safety reasons, when any student is picked up by a person unknown to our office personnel, our school will call a familiar, authorized pick up individual to verify. An ID may be requested in these cases.

REGISTRATION and TUITION

Our school uses an online registration form and an online tuition collection process. Detailed information on fees and schedules can be found on our website.

TUITION ASSISTANCE PROGRAM

Good Shepherd Ev. Lutheran Church offers tuition assistance to all its member families enrolling their children in Good Shepherd Lutheran School. Shepherd of the Hills Church offers tuition assistance to its member families enrolling in Good Shepherd Lutheran School. 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 and on our website. All applications for tuition assistance are handled through a special committee of the Board of Lutheran Schools and are considered in strict confidence. Tuition assistance may be offered to non-member families on an individual basis.

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 by May 1.

DELINQUENT ACCOUNTS

Parents are asked to sign an agreement indicating their plan for paying the tuition - all up front or monthly. 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 Tuition Board 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 a family falls four or more months behind without a clear plan in place, they may be dismissed from attending school.

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 made clear arrangements for paying the outstanding balance. 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. Under Wisconsin law, our school has the right to not transfer school records to another 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. Acceptable forms of payment would include cash, cashier's check, bank draft, money order, or traveler's check, or payments through

Sycamore.

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 \$100 per book. The average workbook costs more than \$25. It is absolutely necessary that the students take proper care of their books. 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.

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, they should immediately report it to the teacher to avoid a problem when the books are rated at the end of the year.

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

ATTENDANCE PROCEDURE FOR ALL ABSENCES/APPOINTMENTS

If your student will be absent for any reason or for any part of the day, please notify the office via email at school@gslswb.org. A phone call is not needed, but an **email directly to the office is required**. You may email their teachers as well if you choose, though it is not required, but is helpful.

Please use this format when emailing the office of an absence:

- **Student first and last name:**
- **Date(s) of the absence:**
- **Time of absence:** *only if it is for part of the day (arriving late/leaving early)*
- **Reason for the absence:** e.g. illness, dentist, funeral, etc.

This information is needed in order to enter the correct attendance code in our database for your student. If any of the above information is not included in your email, our office will follow up with a phone call to you.

When picking up a child from school, please call prior so we can have your child ready to go. 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.

ATTENDANCE POLICY

In person attendance is essential to a student's success in the classroom. Families should plan and schedule so students miss as few days as possible.

Any student who accumulates more than *10 days per semester may be subject to:

- a truancy conference with the parents and school administration
- an attendance contract which will include mandatory doctor's notes for future absences.
- referral to Washington county resources.
 - *Absences excused by written documentation from a medical professional will not count towards the 10 absences but will still be reflected in the total absence count on progress reports.
 - *Planned absences DO count toward the maximum 10 absence total (e.g. family vacations). Please plan such activities to miss as little school as possible.
- 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 for safety reasons. Please help the secretary by notifying the school on your own when one of your children is sick.
- Students who are removed from class due to disciplinary reasons will receive an unexcused absence.
- Prolonged absences due to illness may require the implementation of a homebound program of study. In such cases, the parents will assist the school in helping the student with the academic work at home.
- Students are responsible to make up all missed work due to absences. As a guideline, students have two school days for each day missed to complete and submit any missed work; final due dates are determined by the teacher.
- Absences due to unusual circumstances will be dealt with on a case-by-case basis.

PRE-PLANNED ABSENCES/FAMILY VACATIONS

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. Generally, students will receive assignments after they return from their absence. Some teachers may post daily assignments on the internet or some teachers may give assignments in advance at their discretion. We strongly encourage parents not to plan family vacations during the school term. Please notify the office and the child's teacher at least a week in advance. While these vacations may be educational, it is difficult for the child to make up the assignments properly. Generally, students will receive assignments after they return from their absence. Some teachers may post daily assignments on the internet or some teachers may give assignments in advance at their discretion.

FOR PROLONGED SICKNESS: Parents should stay in contact with the school to obtain assignments. If necessary, arrangements may be made for recording lessons. When the student is healthy enough to complete 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.

ILLNESS AT SCHOOL

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 until they are fever free for 24 hours. 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 is gone.

When picking up a child from school, please go to the office or call the office when you arrive 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.

FIELD TRIP TRANSPORTATION

The preferred method for transporting students for school events is school bus chartered through a public school bus company such as Johnson Bus or Riteway. This applies for events such as field trips, class trips, trips to the outdoor classroom at Kettle Moraine

Lutheran High School, Charger-for-a-Day, and so on.

There are times when use of a school bus is not practical. This may happen, for example, when there is a very small group of students to transport or there is a very short distance to cover. In these situations (but not limited to these) private vehicles may be used for transportation. When private transportation is used, drivers must:

- Have insurance coverage on their vehicles and any passengers they may carry.
- Agree to use seat belts for all passengers. Vehicles should not be started until all passengers are buckled up.
- Put passengers 12 years old and younger in the rear seats. This is especially important if the vehicle is equipped with air bags.
- Drivers who fail to meet these requirements will not be allowed to drive for school sponsored events when private transportation is used.
- Each vehicle is limited to under 8 occupants which includes the driver.
- Have on file at school the Volunteer Form for the current school year.

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 or another plan may be adopted at the teacher's discretion. The late work policy for each grade level will apply to make-up work.

REQUESTING MAKE-UP WORK

Families are responsible for requesting make-up work when their child is absent from school for any reason. For children missing school due to illness, appointments, etc. our teachers will make every effort to have assignments for children absent from school ready by the end of the school day on which the absence occurs. It is the family's responsibility to make arrangements for picking up the assigned work.

Check with your child's teacher how the homework is posted. Teachers may provide this information online or on paper. Please do not ask the teachers to have assignments ready prior to the end of the day. Most often our teachers do not have time to prepare the work for an absent child during a busy school day. Students in the upper grades are able to access missing work or new assignments through their Sycamore account.

TARDINESS

Good Shepherd Lutheran School believes students need to arrive on time in order for the students and the classroom to operate effectively. Students must be in the classroom by the 8:00 am bell. Repeated tardiness affects the classroom in a negative manner. Students who are tardy entering the classroom cause disruptions to the educational process and distract teachers and other students. In an effort to prevent repeated tardiness, Good Shepherd Lutheran School follows this policy:

If a student accumulates 10 tardies in a quarter, the student will serve a detention. After 10, the student will serve a detention for each tardy, and the administration will contact the family. The detentions run from 3:15 – 4:00 P.M. The teacher will contact the family to set the date for serving the detention. I have enclosed a copy of your child's tardiness record for you to review.

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 called in to the office which was caused by legitimate reasons will help us in applying this policy in a fair manner.

We are to help families with any challenges. We understand tardiness may occasionally be caused by family struggles or other challenges. If you need support, you may contact Kristen Kapler our school counselor.

- All tardy students must report to the office before going to their classroom. After checking in at the office, students may go to their classroom.
- Tardy students should wait at the classroom door until recognized by the classroom teacher. Students tardy for chapel are asked to sit in the back of the church to prevent distracting others from worship.

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 or epipens) 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.

Please complete the proper form when sending over the counter or prescription medications to school. All necessary forms can be found on the school website (www.goodshepherdwels.org).

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

Parents of students who have epipens are responsible for communicating this to the classroom teachers. A list of students with epipens is distributed to all teachers. In most cases, epipens are stored in the child's homeroom hanging on a wall in a red container.

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 FOR STUDENTS

Although most matters of appearance are allowed according to Christian freedom, it is necessary to use that freedom wisely. Students should wear clothing consistent with Christian values and appropriate for the school activity.

I Corinthians 10:23-31 – Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others. So whatever you do, do it all to the glory of God.”

The application of this dress code may be applied differently to young children as opposed to older students. The dress code applies during all school-sponsored activities including athletic activities, field trips and worship services unless otherwise communicated.

NOTE: It is a common misunderstanding that students think if they wear an article of clothing to school once or multiple times and nothing was said that it must be okay. That is not correct. Many times students are seated in desks and can't be seen. If students or parents think an article of clothing might be in question, they can send us a pic prior to wearing the article of clothing.

Please note that students must keep a pair of shoes, with non-marking soles, appropriate for running, at school at all times for use in the gym. Students must wear appropriate shoes when participating in activities in the gym.

Parents are ultimately responsible for their children's attire. It is important for parents to be aware of what their children are wearing before they leave for school.

Because circumstances vary, the following steps are *guidelines* which the school will follow:

1. When the weather warms, homeroom teachers will review the dress guide with students in grades 5-8. This will serve as a warning to the students. After this, the following steps will be taken.
2. The homeroom teacher will advise the student that he/she is in violation of the dress code. Depending on the circumstances of prior warnings, the student may be asked to cover or change clothing or a warning will be given. The homeroom teacher will notify the parent.
3. If a similar dress code is violated a second time or more, the student may receive an after-school detention.
4. If there is a repeated pattern, a meeting with the administration, student and parent may take place.
5. Repeated violations may remove certain co-curricular privileges or possibly suspension.

These dress code standards include, but are not limited to, the following:

Shirts/Tops

- No exposure of skin or undergarments between top of pants/skirt/shorts and bottom of shirt while standing or sitting. Stomachs and lower backs should remain covered even when an arm is raised.
- Blouses or shirts should not be low-cut, revealing, or suggestive. All tops should be modest in appearance and meet the minimum neckline requirement of within 2 inches of collar bone height. Tops that fall lower than this should have another shirt meeting the minimum requirement worn underneath it.

- Preschool through 4th grade girls may wear sundresses or tank tops. 5th-8th grade girls may wear sundresses or tank tops only with a shirt underneath that covers the shoulders.
- Boys' shirts must have sleeves.

Shorts

- No baggy or saggy pants that allow underwear to be exposed,
- The length of shorts, dresses and skirts must be fingertip length, meaning when standing straight with arms at sides, shorts may not be higher than the longest fingertip.

Avoid Extremes

- Clothing should not be excessively tight.
- Undergarments shall remain covered at all times and should not be visible through the clothing worn over them, above the waistband, or below the leg opening on shorts.
- Extremely baggy clothing is not allowed.
- Excessively torn, patched, cut off, or worn clothing is not allowed. Holes in clothing may not be present above the fingertip length of shorts requirement.

Tatoos/Piercings

- Visible body art is not allowed and should be covered.
- Girls may wear earrings in their earlobes.
- Gauges, nose or tongue piercings, or any other visible piercings are not allowed.

Hair

- Haircuts and styles should display appropriate modesty and should not draw undue attention.

Pants/Dresses

- Skirts or dresses should be no shorter than fingertip length, meaning when standing straight with arms at sides, dresses may not be higher than the longest fingertip.
- Dresses or skirts should be of a material and fit so that they remain at a dress code length at all times during the course of normal movement.
- Use of spandex bottoms under dresses is encouraged.

Footgear

- Footwear must be on the feet at all times.

The following types of clothing are not allowed:

- Garments depicting professional wrestling, tobacco or alcohol advertisements, negative or suggestive pictures, wording or images, bands or pop personalities and the like.
- Headgear including hoodies, caps, sunglasses, etc.
- Pajamas, hospital scrubs, flannel lounge pants, snap pants, and slippers
- Lettering or writing across the backside of pants, shorts, or sweatpants.
- Any article of clothing or style of dressing that tends to draw attention, interferes with instruction, or threatens health or safety is considered inappropriate.

SCHOOL 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. 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 types of behavioral concerns. The first type is that of classroom 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 and requires no further action or notification.

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 misconduct, atypical behavior, behavior which reflects a sinful attitude, and actions that present a danger to other people or to property.

Good Shepherd students are taught that the Bible is their foundation for faith and their guide for conduct. In all discipline situations, the student will be admonished *and encouraged using both Law and Gospel as appropriate*.

No discipline policy can anticipate every misconduct situation that may occur. This policy assumes that teachers will use their discretion, experience and professional judgment when dealing with student misconduct. This policy also assumes that any properly diagnosed medical or psychological condition will be taken into consideration when dealing with student misconduct.

When dealing with student discipline, we will focus on student-centered discipline. Good Shepherd may seek outside guidance from professionals to help students, but final decisions regarding discipline steps will be made by school administration. When dealing with sensitive and potentially volatile situations, it is the policy of Good Shepherd Lutheran School to not bring together school families involved in a discipline matter. In all discipline matters, the school administration/leadership will finally decide how discipline will be carried out.

When parents are contacted by school staff by phone/email concerning discipline, one parent is typically contacted or in cases of split custody, the parent who has custody will be contacted first, then others. In serious cases which actively involve the police, Good Shepherd staff is not responsible for communication to family. Once the police take official action, it becomes their responsibility.

Disciplinary Responses to Student Misconduct

Level 1

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of the principal. The teachers will use their discretion in determining if the misconduct reflects a sinful attitude and requires further action.

Examples of misconduct

Classroom disturbances, inappropriate language, failure to complete assignments or carry out directions, violations involving misuse of technology and/or electronic devices, disrespect to student/staff that is mostly verbal/visual, minor rule violations, occasional tardiness

Teacher Response to Misconduct

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. Teacher will communicate with parent in written form and/or personal contact regarding misconduct when deemed necessary.
3. Positive encouragement for good behavior may include classroom discipline charts, stoplights, individual discipline agreements. etc.
4. Informal documentation by the teacher. *An email sent home is an example of informal documentation.*

Response Options

Options include, but are not limited to, verbal correction, special assignments, detention, school community service, withdrawal of privileges, parent conferences and discipline notes as well as options listed at other levels of this policy.

Level 2

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions which usually result from the continuation of Level 1 disturbances, require the intervention of the principal because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of Misconduct:

Continuation of unmodified Level 1 misbehavior, truancy, frequent/habitual tardiness, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying, abusive language, physical violence/normal conflict, or unable to control behavior.

Teacher/Principal Responses to Misconduct

1. The student is referred to the principal for appropriate disciplinary action.
2. The principal meets with the student and/or teacher and affects the most appropriate response.
3. The teacher is informed of the principal's actions.

4. The Principal will communicate with parent in written form and/or personal contact regarding the misconduct.
5. The Principal will notify the Joint Board of Lutheran School of any suspensions.
6. Incident is formally documented by the principal.

Response Options

School community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, in-school/out-of-school suspension as well as options listed at other levels of this policy.

Level 3

Acts directed against persons or property, but whose consequences may not seriously endanger the health or safety of others in the school.

Examples of Misconduct

Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespect, continuation of Level 1 and/or Level 2 behaviors.

Teacher/Principal Responses to Misconduct

1. The principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. Student completes a “My Actions” form (younger students may do so verbally)
3. The principal meets with the student and confers with the teacher and parents about the student’s misconduct and the resulting disciplinary action.
4. Principal will notify the Joint Board of Lutheran Schools of any suspensions.
5. Incident is formally documented by the principal.

Response Options:

Options include temporary removal from class, school community service, behavior plan/contract with parent involvement, loss of privileges, detention, in-school/out-of-school suspension as well as options listed at other levels of this policy.

Level 4

Acts which result in violence to another person or property or which pose direct threat to the safety of others in the school.

Examples of Misconduct

Continued Level 1, 2, or 3 misconduct, bomb threat, possession/use/transfer of dangerous weapons, assault/battery, vandalism, illegal substances, and repeated physical violence or verbal abuse, excessive physical conflict/harassment, excessive physical/verbal violence or intimidation

Teacher/ Principal Responses to Misconduct

1. The principal verifies the offense, confers with the staff/students involved and meets with student.
2. Student completes a “My Actions” form.
3. Parents are notified by the principal.

Response Options:

Loss of privileges, school community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school/out-of-school suspension, expulsion as well as options listed at other levels of this policy.

Detention procedures

- After school detentions will be 45 minutes in length (3:15 – 4:00 P.M.)
- If the detention is given for late work, the student will work on late work followed by other homework.
- Parents must pick up their students at the end of a detention period by the office.

PROBATION, SUSPENSION AND EXPULSION

All new students are admitted on a probationary period. Good Shepherd Ev. Lutheran School follows the policy of suspending students or eventually removing students who have repeated discipline problems, continue to accumulate missing assignments and show little improvement or intent to improve having work completed, 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. In addition, parents are expected to support Christian education and to cooperate with the school, teachers and administration in the education of their child. Parents who do not demonstrate a spirit of cooperation and working together with the school or strongly or frequently disagree with the policies of the school, teachers or administration in the education of their child may be asked to withdraw their child(ren). Only the principal has the authority to suspend students from school.

If a student receives multiple suspensions in a school year or fits any of the situations above, the first of the steps in the expulsion procedure may be taken. The steps for expulsion are:

- The parent(s)/guardian(s) will meet with the principal and staff as needed.
- If it is deemed to be in the best interest of the student and/or school, the parent/guardian will be encouraged by the principal to withdraw the student immediately. If the parent refuses, the matter will be referred to representative(s) of the BOLS to decide the proper course of action. The student may not attend school until the matter is resolved.
- In cases of a very serious infraction, the principal may suspend immediately and refer the matter to representative(s) of the BOLS to decide the proper course of action.
- Students who withdraw, are being asked to withdraw, or are being considered for expulsion are not allowed to continue attending school from that point forward.
- The chairman of the Joint Board of Lutheran Schools will give an opportunity for the parent/guardian to meet with him, principal, and others as deemed appropriate by the Joint Board of Lutheran Schools chairman.
- A decision to expel is made by the Joint Board of Lutheran Schools by majority vote of Joint Board members indicating agreement with the expulsion.
- When expulsion is deemed necessary, the Joint Board of Lutheran School will take such action by notifying the parent by phone or in person.

Suspension and Expulsion Appeal Process

If a family would like to appeal a student suspension or expulsion, they should do the following:

- Notify the school principal they are appealing the suspension or expulsion within two days of the suspension/expulsion.

- Within two days of notifying the principal they provide the principal and the chairman of the Joint Council for Christian Education a written request with rationale for their appeal.
- The Joint Council chairman will notify the members of the Joint Council for Christian Education of the request and share the rationale with them.
- The chairman of the Joint Council for Christian Education may call a special meeting with the Joint Board of Lutheran Schools.
- The majority vote of the members of the Joint Council for Christian Education will determine if the appeal is upheld or rejected. If the appeal is upheld, the student may return to Good Shepherd Lutheran School on a probationary status.
- The chairman of the Joint Council for Christian Education will notify the family of the decision regarding their appeal by phone or in person.
- Students who are expelled may not come on the property for such a time as determined by the BOLS.
- The decision of the Joint Council for Christian Education is final. There are no steps for further appeal.

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 a 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.
- It is inappropriate to voice concerns or complaints on social media. In the event that happens, the person will be contacted regarding the appropriate procedure to voice concerns or issues. Should this happen again, a warning will be given with the understanding that a student may be asked to un-enroll due to lack of cooperation

with the school.

- 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 cannot 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 cannot 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 5:00 PM.

Our school information system, Sycamore, 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 not recommended to use email to contact a teacher concerning a problem or concern. If you have a concern, you are asked to contact your child's teacher to set up an in-person meeting.

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, GoPros, gaming devices, tablets, iPods, sound effect watches, fidget spinners, and similar items are not to be brought to school unless specifically requested or permitted by the teacher.

Cell Phones

Cell phones brought to school must be kept in the student's locker or backpack upon arriving at school and used only in emergencies with a teacher's permission. In the same way, students may not use cell phones until they have been dismissed from the classroom by the teacher. Smart watches and other devices that have similar abilities to access the internet, text, email, etc. fall under the same category. During the school day, a child wanting to make a phone call must use the office phone. Students who do not follow this rule will be subject to a detention, suspension, or loss of privilege to have a cell phone at school. Items which are not appropriate for school and its educational programs will be confiscated and returned to the parents upon the parents' request.

Cell Phones on Field Trips

Cell phones are allowed on field trips if allowed by the teacher and are used under the following circumstances: Before leaving the school, cell phones are collected at school and placed into a backpack(s). They may not be used on the car ride. Once at the destination, the cell phones stay with the teacher/chaperones in the backpack(s) and remain with the teacher/chaperones unless taking a picture and then collected back. Good Shepherd will not be responsible for items damaged, lost, or stolen at school.

GUM CHEWING

There will be no gum allowed on the school campus. This includes any activity for which school personnel are responsible for supervision (recess, athletic practices and contests, singing for church services, etc.). This policy does not apply if the at the teachers' discretion for special infrequent events.

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

Progress reports are delivered by email weekly once enough grades have been collected for grades 5-8. Mid-quarter progress reports will be delivered by email. Quarterly progress reports will be delivered by email and a paper copy will be sent home with a signature envelope. Quarterly reports cards will be signed digitally or parents may sign the envelope and return it.

If 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/non-academic 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. An ineligible student may not participate in practices, games, scrimmages or performances representing the school. At the coach or director's discretion, students may be required to attend events in a non-participatory manner. It is a privilege and an honor to be included in these activities and to represent our school in these areas. Student-athletes must meet these requirements:

- Maintain a C- composite grade average.
- Attain a passing grade in all classes.
- Have all work completed

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.

If there is a disciplinary action with an athlete, a minimum of three days suspension may also be assessed at any time. Any student who has been suspended from school for

disciplinary or other reasons will not be allowed to participate in sports during that suspension period. If at any time a student athlete is in possession of alcohol, tobacco, drugs, or other questionable paraphernalia and/or involved in any kind of sexual misbehavior on or off school property, the student(s) will be suspended from participation in athletics immediately and referred to the principal for proper disciplinary action. Although the school has established these minimal guidelines for eligibility, parents may wish to establish a higher standard for their student's eligibility taking into account the gifts God has given.

Eligibility for students with special needs or circumstances will be determined in consultation with the classroom teacher, principal and the student's parents on a case-by-case basis.

Any families that do not pay athletic or service fees in full before the start of one season may not participate until all bills are paid.

Two weeks following each quarter, an eligibility report will be created by the office on the 2nd and 4th Monday each month. Teachers have until Wednesday to change the status of the eligibility report. The final report will be emailed to homeroom teachers, the principal, and the athletic director on Thursday morning. Homeroom teachers will notify the student and parents concerning the ineligibility on Thursday. Should a parent have questions, the notification email to the parents will direct the parents to contact the child's teacher(s) to answer specific questions. Ineligibility begins Thursday when announced until a new report is issued on the 2nd or 4th Monday.

HOMEWORK POLICY

Our goal is to have our students be responsible for completing their work correctly and on time using their God-given talents and abilities. Each teacher(s) will publicize their undone work policy. If undone work becomes repetitive, and if a student continues to accumulate missing assignments and shows no improvement or intent to improve, the matter will be referred to an intervention team. The intervention team formed by the principal may consist of the classroom teacher, Principal, counselor, special education teacher, and other involved teachers. Detentions and suspensions may occur as part of this plan. If the student continues to accumulate missing assignments and shows no improvement or intent to improve, the Principal may recommend removal from Good Shepherd.

AFTER SCHOOL POWER HOUR

Good Shepherd has an after school program for students in grades 5-8 called Power Hour. Power Hour is run M-Th from 3:15-4:00 in a designated classroom upstairs. Power hour is designed to help our students maximize their academic potential. In addition, teachers may have students use Power Hour as a consequence for undone work or misbehavior. In order to use Power Hour effectively, we follow the following guidelines for Power Hour:

- Teachers will communicate to parents that a student attends to help a struggling student or as a consequence for undone work or misbehavior.
- May be requested by parents of a struggling student with approval by the teacher
- Offered according to the teacher's discretion and schedule
- Intended as a temporary or short term support for struggling students
- It is not intended and will not serve as a general study hall for students or a place for students to stay until parents pick them up. For these situations, parents may contact Little Lambs Childcare Center which operates an after-school program.

SINGING IN CHURCH

The Lutheran Church has long enjoyed the heritage of being “the singing church.” Students at Good Shepherd share in this wonderful heritage by preparing songs to sing in worship services as a class. Some of the benefits of this activity are:

- To praise the Lord in song
- To beautify worship services with music
- To learn about and apply the principles of Lutheran worship
- To celebrate the partnership in the Gospel we share with Shepherd of the Hills

To ensure that students don't miss out on the benefits of this experience, it is important that they attend the service for which they prepared to sing. Should an emergency or major conflict come up, please excuse your child directly with the classroom teacher. A child is excused if his parent has spoken to the teacher, sent a note, or emailed the reason for the absence in advance. These excuses are extremely important because if a large number of students are absent, advance notice helps us reschedule the singing opportunity. Also, knowing of major conflicts assists us in preparing and adjusting singing schedules for future years. (This is why we ask you to provide the reason for the

absence when excusing your child.)

A complete singing schedule will be provided at the start of the school year and can be found on the monthly calendars, online calendar, website and reminders in the E-news and teacher communications.

CHAPEL SERVICES

Every Wednesday our students gather in church for a chapel service. 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, the 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.

LUNCH

Our school participates in the hot lunch program through the local school district. Each day students in full day Preschool - 8th grades 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 E-news each week so families can plan which days to purchase hot lunch. Lunches should be prepaid. Families are expected to keep track of their children's lunch credits. Once credits have run out, the child may not take lunch until the fund is replenished or payment arrangements have been made. Please contact the school office for the price of the hot lunches.

Lunches are to be pre-paid. You can bring lunch money in to the office or have your child bring it to school with them. Please make checks payable to Good Shepherd and specify lunch account in the memo. Lunch accounts are per family, not individual students, so you can send one check for as many lunches as you wish. If you turn in cash, please make sure that it is in an envelope with your child's name on it so that your account gets credited appropriately.

It will be your responsibility to have enough credits each time your child(ren) eats. If your child(ren) does **NOT** have prepaid lunch credits, they are not allowed to order a lunch, but

will be allowed to call home to have someone bring them a lunch. Please keep track of your lunch account balance.

Using the Sycamore system is the easiest way to keep track of your lunch account. Just log into your account to see the activity for your student(s). If you do not have internet access, you may also call the office at 262-334-7881 to check your credits.

Lunch menus are attached to the newsletter or you may view them on the Sycamore system. Use your menu to note your lunch credits purchased and entered each day your child(ren) have taken a school lunch. This will help you keep track of your credits. Your cooperation is greatly appreciated!

If your child(ren) prefers to bring a cold lunch to school, they can purchase 1% white, or 1% chocolate or skim milk at a cost.

If students choose not to use the hot lunch program but prefer to bring a packed lunch from home, it is the parents' responsibility to provide a means for keeping the lunch at its proper temperature. Good Shepherd does not have facilities for maintaining lunches at proper temperature.

NONDISCRIMINATION STATEMENT

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

MILK

Students may purchase milk even if they choose not to purchase a hot lunch. Kindergarten students may also purchase milk to have for their daily snack.

ADVANCED MATH PLACEMENT

The staff and administration is finally responsible for determining the grade placement of all students.

There are opportunities for students to accelerate in the area of math. Typically at the end of each year, grades 5-8 students will have the opportunity to advance a math class. This change is not made during the school year. Students at the end of the year will be given diagnostic testing and other standards in order to determine. In order for a student to be considered for advanced/accelerated placement in math, they must have a math MAP score of 85th percentile or better, a 95% math cumulative average, show sufficient scores on the math placement test and on the math diagnostic test, and have the recommendation of the faculty. Parents need to understand that when students accelerate math courses (skip a grade) the student must be an independent learner and the success of the program is mainly dependent on the student and not through extra tutoring or help from a teacher.

ELEMENTARY SPANISH

In order to graduate from WLC, Concordia, UW Madison, and UW Milwaukee, students must have two years of a foreign language. Currently, Good Shepherd is fortunate to offer Spanish to students in grades 5-8. This is a required course which prepares students for taking two years of Spanish in high school. Students who do not take 2 years of a

foreign language in high school may very likely have to take two years of a college level Spanish course which is rigorous and expensive.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for all families will be held 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.

VISITORS

All visitors to Good Shepherd enter school through the carport entry doors or the rear parking lot doors. These doors have controlled access, are monitored by camera, and remain locked during the school day. Upon admittance to the building, visitors are asked to report to the office and sign in. Once they receive permission, they may enter the school and their visit is monitored by the office personnel by cameras located in the building. Visitors are asked to return to the office and sign out prior to leaving the building.

WEEKLY NEWSLETTER

The Good Shepherd E-News is delivered online weekly, typically on Friday. Check this out for current information concerning upcoming events, classroom pictures, etc. Teachers generally communicate by weekly emails and also through an online parent page. In order to find out how your child's teacher communicates, please attend orientation meetings at the beginning of each school year.

TELEPHONE

Students wishing to use the telephone must obtain permission from a teacher or the secretary before doing so. Students may use the phone in the office after receiving permission for making a call. 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.

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.

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 High School 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 Kettle Moraine High School Federation. These band rehearsals are held weekly throughout the year. The bands formed by our grade school students do play for various concerts and activities at Kettle Moraine High School.

ATHLETICS

Good Shepherd's interscholastic athletic program begins for both boys and girls at the third 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, cross country, 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 will 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, and then return to school for after school activities. This holds true especially for the days on which there would be athletic practices after school.

DROP OFF AND DISMISSAL POLICIES

Safe Student Drop-off Policies

- Please do not drop off students before 7:30 am. Students may be dropped off at either entryway. Upper entry: Parents need to be aware of cars waiting in line and drop off students safely and promptly. The upper entryway can accommodate two lanes of drop off. Please follow the parking lot arrows. Lower entry: Please do not drop off at door, rather park and walk your child to the entry door.

Safe Student Pick-up Policies

- **PreK3 students** – may be picked up at 11:00 at the upper level. Parents must leave their vehicle and walk their child to the car.
- **PreK4 students** – may be picked up at 3:00 at the lower level. Parents must leave their vehicle and walk their child to the car.
- **Grades K-1 students** – may be picked up at 3:00 at the upper entryway. Parents must leave their vehicle and walk their child to the car. Please leave safely and promptly to allow parents in the 3:10 pick-up group to park.
- **Grades 2-8 students** – may be picked up at 3:10 at the upper entryway. Parents must

leave their vehicle and walk their child to the car.

- **Bus students** gather in the lower entryway and will be walked to the bus.

Before/ After Care & Pick Up by 3:20

Before and after school care will be provided by Little Lambs (across the street from school). Spots are limited and students must be registered to attend. No drop ins will be allowed. To register, or if you have questions, contact Mari Leininger, Office Administrator at Little Lambs Child Care Center, at 262-338-1764 or to LL@gslswb.org

Students must be picked up each day by 3:20. Students not picked up by this time will be taken to Little Lambs ONLY if they are registered at Little Lambs for after care. Students not registered will be kept at Good Shepherd and families will be charged accordingly.

SCHOOL INFORMATION SYSTEM

Good Shepherd utilizes a school information system called Sycamore for all of our families. This system tracks students' grades, lunch accounts, and tuition/fees accounts. This system provides easy access for 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 Website" in the right hand menu, scroll to the middle of the page, and click on "Sycamore Login." 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 your 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 gain access to the building, 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 left door and allow you into the building. For the safety of our students, once in the building you are asked to stop at the office and register your presence and purpose for being at Good Shepherd.

COMPUTER AND INTERNET USAGE POLICY

All students and parents must sign the Technology Acceptable Use Policy prior to receiving a Chromebook each year. This policy covers the use of the internet for educational purposes as well as detailing how students are monitored and the filters that are used. Please see this contract for complete details.

VOLUNTEER 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.

For the safety of our students and the protection of our volunteers, all volunteers are asked to go through a brief training session yearly prior to having their volunteer services utilized. These sessions are offered from our website. These training sessions are for those volunteers who will have regular contact with our students.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

GOAL

GOAL stands for Go Out and Lead. GOAL is Good Shepherd's parents' group. All parents and guardians of Good Shepherd students are considered members of GOAL. The purpose of GOAL is to promote programs within our schoolboy raising money for non-budgeted items. Some of these items include money teachers used for classroom supplies, support for the Tuition Assistance Program, purchasing uniforms and other equipment for athletics, supporting the music program, and funding the graduation celebration. GOAL raised funds through the concession stand, the annual Rams Golf Outing, Box Tops for Education and Scrip sales. Monies raised by GOAL are used in ways determined and voted on by members of the group and approved by the Board of Lutheran Schools.

GOAL also provides volunteers for various school events such as Kids Heart Challenge and Olympic Day. Without the hard work of these volunteers, many of our programs would not have the support they currently enjoy. Please participate with GOAL throughout the year.