

Good Shepherd Lutheran School



Family Handbook 2018-2019

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

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GOOD SHEPHERD EV. LUTHERAN 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 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 will:

- 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.
- 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 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 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 responsibilities as a member of the community, the nation, and the world.

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

- recognize his 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 men through the example of Jesus Christ.

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

- learn that his body is a gift from God.
- 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 2018-2019

The approved tuition rates for the 2018-19 school year are included as an appendix to the *Family Handbook*.

FEES FOR 2018-19

The approved fees for the 2016-17 school year are as follows:

Athletic fees: Soccer - \$15	Volleyball - \$20	Basketball - \$35
Softball - \$10	Track & Cross Country - \$10	'C' basketball - \$10
Cheerleading - \$10	Dance - \$10	

DISCOUNT PLAN

The discounts available for early payment of tuition are listed with the tuition as an appendix to the *Family Handbook*.

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. For all 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 6. All families are required to complete this form.

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 congregation 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. 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 **the Friday after Labor Day**. 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. Pre-planned lessons may change. Please understand that assignments cannot be given weeks in advance as lessons are cumulative and can change based on progress made in classes.

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. 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.

Some teachers post the daily assignments on their bulletin board in Fast Direct. Please check with your child's teacher to see if that is the case. 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 in advance.

UNEXCUSED ABSENCES

Children who are absent from school for illness or a family emergency must provide a written excuse for the absence when they return to school. **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) All tardy students must report to the office before going to their classroom. Older siblings may not report in for younger siblings. 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 out of respect for the teacher and the other students. 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.

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 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.

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. 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 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 "disciplining" 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.

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 electric 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.
3. 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, 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 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 the 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, minor acts of physical/normal conflict, 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. *Principal* will communicate with parent in written form and/or personal contact regarding the misconduct.
5. 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 parent 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 fighting (serious), 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. A complete and accurate report is submitted to the Joint Board of Lutheran Schools by the principal.
4. Parents are notified by the principal.
5. A meeting is arranged between the Joint Board of Lutheran Schools, parents, and principal.
6. The Joint Board of Lutheran Schools informs the parents of disciplinary action.
7. Legal notification if needed.

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.*

Suspension and Expulsion Appeal Process

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

1. Notify the school principal they are appealing the suspension or expulsion.
2. Within two days of notifying the principal they provide the principal and the chairman of the Joint Board of Lutheran Schools a written request with rationale why they are appealing the suspension or expulsion.
3. The Joint Board chairman will notify the board of the request and share the rationale with the board.
4. If necessary, a special meeting will be scheduled with the Joint Board of Lutheran Schools, the family, and the student to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
5. The Joint Board chairman will notify the family of the board's decision regarding their appeal following the meeting.

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

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

Families may appeal the decision to expel through the Joint Council on Christian Education. The decision of the Joint Council 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 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, 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 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, **fidget spinners**, 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 you 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 students 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 and *The Rambler*
- 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. 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. Late work will not be reflected in the student's grade. However, there are consequences for late work.
 1. One excused late assignment will be given for the school year. Parents will be informed of the late assignment.
 2. The following are the consequences for unexcused late assignments in a quarter:
 - a. Child will walk at recess for the first unexcused late assignment in a quarter and a note will be sent home.
 - b. Child will write a note to parents explaining the second unexcused late assignment.
 - c. Child will walk for two recesses for the third unexcused late assignment and teacher

- will contact parents.
- d. Child will write a note to parents explaining the fourth unexcused late assignment.
- e. Child will serve a detention after 5 late assignments in one quarter.

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.
- H. 4th grade will follow the late work policy for grade 5-8 in the second semester of the school year.

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 after the time it is due is considered one day late.
- E. On the day the late work was due, the student will relinquish one free period to complete the late work.
- F. Teachers will grade all late work and indicate the grade the work would have received had it not been late.
- G. The earned grade will be lowered by five (5) percentage points for each day the work is late.
- H. Late work may receive a grade no higher than a B+.
- I. Late work not completed and turned in within 24 hours of its due date is considered a missing assignment.
- J. Teachers will track any missing assignments for each quarter.
- K. 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.
- L. 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.

- M. 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 attending 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.
- N. 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.
- O. 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.

ACADEMIC PROGRESS

All students are expected to make sufficient academic progress throughout the schoolyear. One measure of academic progress is the grade received for the individual subjects. Minimum academic

progress would be reflected by a grade no lower than a D- (70%). Students with quarter grades falling below the D- (70%) level, must clear those grades and bring them to a minimum passing level. Avenues that may be used to help students reach the minimum grade level include, but are not limited to:

- Redoing assignments.
- Retaking tests.
- Making accommodations to the assignments (i.e. reducing the work expected; offering alternative assignments; etc.)
- Having students remain in the classroom during free periods to complete required work.
- Having students serve academic detentions (remaining at school after dismissal) to complete required work.
- Required participation in Saturday Study Sessions to complete required work. A parent must accompany the student to the Saturday Study Session.
- Attending summer school.
- Successfully completing an approved online course covering the same subject matter.
- Returning to Good Shepherd during the summer to complete the work required to reach the minimum grade level.

If a family whose child has grades lower than the minimum required level decides to transfer their student to a different school, the student's report card will indicate the grade earned. A letter detailing the efforts made to help the student reach the minimum grade requirement will accompany the student's transcript.

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 are asked to enter school through the carport entry 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, sign in, and receive a visitor's pass which they must wear during their time in the building. Visitors are asked to return to the office, return the visitor's pass, and sign out prior to leaving the building.

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 Activities Calendar.

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 \$40.

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

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:

1. To praise the Lord in song.
2. To beautify worship services with music.
3. To learn about and apply the principles of Lutheran worship.
4. 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:

1. If a large number of students are absent, advance notice helps us reschedule the singing opportunity.
2. 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.)

At times families with more than one student at school may find themselves scheduled for more than one service in a weekend. Should this be the case for you, these strategies can help reduce this scheduling conflict:

- a. If you are scheduled at both the early and late service on Sunday, attend the early service, enjoy Bible class and Sunday School between services, and stay long enough in the late service for your other child to sing.

- b. If you are scheduled at a Saturday and a Sunday service, attend one service with your family. For the other service, stay long enough in the service for your other child to sing.

A complete 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, 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 kindergarten - 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 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.

If students chose 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.

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 weekly 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 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, 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:

3:10 Closing announcements and prayer

Dismissal of the students in the following order:

Walkers and riders to the upper lot

Bus riders to the lower lot

Athletes with after-school practice

Students utilizing the after-school care program by 3:20 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 called Sycamore 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.goodshepherdwv.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." 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 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 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.

COMPUTER AND INTERNET USAGE POLICY

Computers are available for student use in classrooms during classes. School has 24 laptop computers and 30 Chromebooks for student use. In addition many of our classrooms have desktops available for student use. These computers are available during study period, before school, and after school as well. All of these computers provide access to the internet. Use of a computer and access to the internet are requirements for many of the assignments and activities that students must complete in their classes at Good Shepherd. Therefore, by enrolling a child at Good Shepherd, parents/guardians are also giving their child permission to use Good Shepherd's computers and to access the internet according to the following guidelines:

1. Students should only use a computer and access the internet while logged into their Good Shepherd computer network using the username and password assigned to them. They should not allow someone else to use a computer that they are still logged into.
2. Students should only use the computers and internet primarily for work related to their classes and other responsibilities as a student.
3. Students should not use the computers or internet for gaming during class periods.
4. Students using computers during study periods should not allow more than one person at a computer without the express consent of the adult in charge.
5. Students should not use the computers or internet to access, upload, download, transmit, or distribute anything that is not God-pleasing.
6. Students should not use the computers or internet to violate any local, state, or federal statute.
7. Students should not use the computers or internet to steal, vandalize, damage, or disable the property of another individual or organization.
8. Students should not use the computers or internet to violate copyright laws or use the intellectual property of another individual or organization without permission.
9. Students should not use the computers or internet to impersonate, defame, or bully another person.
10. Students should not alter, install, or uninstall software or hardware on the school's computers without permission of a teacher.
11. Students should not circumvent or attempt to circumvent the computer or internet filtering or security systems employed by the school. This includes the use of proxy sites.

Students who do not abide by these guidelines will receive appropriate discipline as determined by a teacher or the principal. This punishment may include loss of computer privileges, detentions, suspension of computer or internet privileges or fines related to physical or operational damage to the computers, software, or network.

SOCIAL MEDIA POLICY

Social media should be used for social contacts, but NOT for bullying or harassment! Twitter, Facebook, Texting, Email, Blogs, MySpace, YouTube Videos, Flickr, Tumblr and Foursquare to mention a few, are communication tools that should never be used to malign, make fun of, or publicly humiliate another person/student. If a student is disciplined for its misuse, there is a "No Retaliation Policy" that we will follow.

- Incidents of bullying or misuse of social media should be reported to a faculty or staff member.
- The person receiving the report will record details and share with the Principal.
- In serious cases parents will be informed and may be asked to meet to discuss this matter concerning their child.

- If necessary and appropriate, local police will be consulted.
- If the bullying behavior does not stop immediately, the result may escalate to suspension or expulsion from school.

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 even if they have attended a training session previously.

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.

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; and
- 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.