

A Tradition

of Excellence

GOOD SHEPHERD

EV. LUTHERAN CHURCH & SCHOOL

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



Family Handbook



2021-2022

Good Shepherd Lutheran School

*This Handbook does not include our COVID measures which are covered in our “Reopen Policy” and can be found at goodshepherdwels.org.

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 SCHEDULES AND FEES

The approved tuition rates and fees are included on our website at goodshepherdwels.org

DISCOUNT PLANS

K-8 Registration Fee Discounts Available (not available for 3k and 4k)

- Returning students who apply online and pay the \$100 Registration Fee by April 15 will receive a \$100 discount on their annual tuition. This date is firm.
- K-8 Registration Fees are capped at \$200 per family.
- If you have a verified Choice student, the Registration Fee is waived.
- New students who pay the Registration Fee will receive a \$100 discount on the annual tuition fee.

K-8 Tuition Fee Discounts Available (not available for 3k and 4k)

- If the tuition fee is paid in full by June 30th, you will receive the discount shown in the Tuition Fee Schedule online.

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. We understand that all students at Good Shepherd are taught according the doctrines and practices of the Wisconsin Evangelical Lutheran Synod (WELS). We 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.

ADMISSIONS

- The process of enrolling or continuing the enrollment of a student/family will take place consistent with our school's religious mission/beliefs. As a parochial school and non-profit institution, Good Shepherd School reserves the right to refuse enrollment or to

dis-enroll students 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). The WELS website, www.wels.net, is a helpful resource to more fully understand our school's Scriptural beliefs.

- 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 churching 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

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. **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, they should immediately report it to the teacher to avoid a problem when the books are graded 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.

BOOK COVERS

All hardcover textbooks belonging to school will need 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.

Students are expected to replace the book covers as they wear out. Students will be given a reasonable amount of time to replace worn or torn book covers as the year progresses, but may be fined at some point. 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.

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. For that reason, no student should miss more than 10 days per semester.

- All absences should be called into the office by a parent or guardian. Please provide a reason for the absence. This can help us notify others when certain illnesses are going around and will also be good information for the school in case the students gets 10 absences in a semester.
- 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.
- 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.
- Before or after reaching 10 absences, an attendance contract may be put into effect. Attendance contracts will include mandatory doctor's notes for future absences.
- Notices will be sent to the family if a student nears the 10 absence limit.
- 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.

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 stating the reason for the absence. Failure to turn in a 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.

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 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.

FOR PRE-PLANNED TRIPS: Please notify the office and the child's teacher in writing at least a week in advance. Your child should have teachers complete a Planned Absence Form. 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. 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 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 situations such as these (but not limited to these) private vehicles may be used for transportation. When private transportation is used, the 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 10 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

Students must be in the classroom by the 8:00 am bell. 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:

- 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.
- 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.
- The teacher will determine whether the student may enter the classroom immediately or wait until the teacher speaks privately with the student.
- 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 recess, lunch time, physical education class, 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 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

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.

Training a child in his/her Christian walk through life is the duty of the parents (Ephesians 6:4). 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:

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.

Is it something likely to cause offense? 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.

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.

Is child dressed appropriately to play outside 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.

Is the style of dress modest? Should be able to answer "Yes"

Any article of clothing or style of dressing that tends to draw attention, interferes with instruction, or threatens health or safety is considered inappropriate. 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. Excessively torn, patched, cut off, or worn clothing is not allowed. Pants with holes cut in them or frayed holes are not allowed.

Temporary body art (drawn on self or others) is not allowed and should be covered.

Is the clothing (esp. 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.

Is the style of dress age-appropriate? Should be able to answer "Yes"

Sun dresses and tank tops may be worn with a shirt underneath by girls in preschool through grade 4; not by girls in grades 5-8.

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.

Does the style focus undue attention on the individual? Should be able to answer “No”
Haircuts and styles should display appropriate modesty and should not draw undue attention. Hair colorant (lightening and darkening) shall be limited to natural human hair colors.

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 may 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. 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.

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.
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, 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.

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. 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 cooperate with the school, teachers and 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 for one or more days.

If a student receives multiple suspensions in a school year, 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.
- If it is deemed to be in the best interest of the student and/or school, the parent/guardian will be encouraged to withdraw the student immediately.
- In cases of a very serious infraction, the principal may suspend immediately with recommendation to expel.
- In cases where expulsion is deemed necessary, the Joint Board of Lutheran School will take such action by notifying the parent by phone or in person.
- A decision to expel is made by the Joint Board for Lutheran Schools by majority vote of Joint Board members indicating agreement with the expulsion.

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.
- 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 is 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 brought to school must be kept in the student's locker or backpack and used only in emergencies with a teacher's permission. During the school day, a child wanting to make a phone call must use the office phone. Items which are not appropriate for school and its educational programs will be confiscated and returned to the parents upon the parents' request. Students wearing smartwatches may not utilize data features (text, phone, internet, etc.) during school hours.

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

GUM CHEWING

In the past there were times when gum was allowed at school. However, because of the misuse of that privilege and the resulting maintenance problems, 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 student's parents are present and supervising his or her conduct.

BIRTHDAYS

Children who wish to bring a treat to school on their birthdays may certainly do so.

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

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

REPORT CARDS

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 mailed. Quarterly reports cards will be signed digitally.

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

Adopted BOLS 3/15/2020

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. 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

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

I. Teacher Responsibilities

- Teach necessary concepts
- Show the value of the work
- Link learning to life
- Proper motivation
- Make clear, realistic assignments
- Provide time to begin assignment in class
- Keep outside responsibilities and commitments in mind
- Avoid compounding major assignments due at the same time
- Teach organizational skills and habits
- Use assignment notebooks
- Help students prioritize work
- Communicate with parents

II. Parent Responsibilities

- Pray for your child and the teachers
- Know the teacher's expectations
- Check your child's assignment notebook and *The E-News*
- Communicate with the teacher
- Provide a place to do homework
- Provide time to do homework
- Help your child develop a homework routine
- Help your child say "no" to activities that may interfere with homework
- Provide help without smothering with attention
- Provide routine place to keep completed homework
- Intercede for child during unusual circumstances

III. Student Responsibilities

- Pay attention during class
- Write assignments in assignment notebook
- Use time in class to begin work
- Check assignment notebooks at the end of the day
- Work with parents to develop a homework routine at home
- Learn to say "no" when necessary

IV. Consequences

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

Grades 1 and 2

- All assignments are due by 8:05 A.M. bell
- Incomplete work must still be completed
- Late work will not be reflected in the student's grade. However, there are consequences for late work.
- One excused late assignment will be given for the school year. Parents will be informed of the late assignment.
- The following are consequences for unexcused late assignments in a quarter:
 - Child will walk at recess for the first unexcused late assignment in a quarter and a note will be sent home, and child will write a note to parents explaining the second unexcused late assignment.
- Child will walk for two recesses for the third unexcused late assignment and teacher will contact parents.
- Child will write a note to parents explaining the fourth unexcused late assignment.
- Child will serve a detention after 5 late assignments in one quarter.

Late Work Policy (Grades 3-8)

Assignment list

- Students are expected to copy the classroom's assignment board into their assignment notebooks each day
- Assignments can also be found on the class calendar in Sycamore
- **3rd & 4th grade**
 - Sign and return the note titled "Homework Happenings" stapled to your student's assignment page
 - Parents are asked to check that all assignments are complete, especially at the beginning of the school year

Late work

- Work that is not completed or handed in by 8:00 A.M. is considered late

Consequences for late work

	Grades 3-5 (per month)	Grades 6-8 (per quarter)
1st Detention	5th late assignment	3rd late assignment
Meeting with teacher & 2nd Detention	6th	5th
Meeting with an intervention team* & 3rd Detention	7th	7th
If a student continues to accumulate missing assignments and shows no improvement or intent to improve, the Principal may recommend removal from Good Shepherd.		

**The intervention team may consist of the classroom teacher, Principal, counselor, special education teacher, and other involved teachers.*

Communication

- Late assignments will be recorded in Sycamore
- A notification will be sent on the day of offense along with the total number of offenses and proposed date of detention/meeting if applicable

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.

Power Hour

- Monday through Thursday from 3:15 – 4:00 P.M.
- Intended as a quiet additional study period
- Available to students at a teacher's discretion
- Monitored by a Good Shepherd staff member
- All teachers may not be available to help students during this time

ACADEMIC PROGRESS

All students are expected to make sufficient academic progress throughout the school year. 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.
- 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 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.

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.
- 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.

USDA 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, gender identity (including gender expression), 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, audiotope, 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.

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. 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.

Safe Student Drop-off Policies

- The school day begins at 8:00 am. Students not in the classroom by 8:00 am are considered tardy. Upper and lower entry doors open at 7:30 am. Please do not drop off students before 7:30 am. Students may be dropped off at either entryway. 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. Parents of students in grades 1-8 are asked not to enter the building. The exception would be the first day of school.

Safe Student Pick-up Policies

- **PreK3 students** – may be picked up at 10:30 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. Half day students may be picked up at 11:30. 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.

Late Pick Ups - 3:20 Deadline

Each day there is a 3:20 P.M. bell. This is the signal to take students requiring after school care to Little Lambs. All students remaining at school without a parent present are taken to Little Lambs. If you come to school after 3:20 to pick-up your child, please go directly to Little Lambs. You will be billed for after school care if your child remains at Little Lambs after 3:30 P.M. You will not be billed if you pick-up your child prior to 3:30 P.M.

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.

