

School Handbook

2015-2016



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Updated 2/15

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Student's Name: _____ Grade: _____

**Good Shepherd's Lutheran School's Commitment to Excellence
2015-2016**

Teacher and Administrator Commitment:

As a teacher of Good Shepherd's Lutheran School, with God's help I WILL:

- Demonstrate that my most important objective is to nurture children to be faithful followers of Jesus
- Show love and respect for students through my attitude, words, and actions
- Demonstrate a strong personal faith in Jesus Christ, a commitment to the teachings of the Bible, and a dedication to the Lutheran teaching ministry
- Have a classroom management plan that spells out expectations of students and teacher
- Make reasonable efforts to identify students' unique spiritual, academic, physical, and emotional needs and help them grow in each area
- Regularly attend church at Good Shepherd's and group Bible study
- Do everything in my power to ensure the academic success of the students in my care
- Communicate with each child's parent as part of the home/school relationship
- Follow all other policies from the school and faculty handbooks not listed here.

Teacher's Signature: _____ Date: _____

Student's Commitment:

As a student of Good Shepherd's Lutheran School, with God's help I WILL:

- Do everything in my power to ensure my academic success and the success of my fellow students
- Be seated at my desk/table and ready to begin learning by 8:10a.m. every school day
- Follow the school dress code and maintain superior appearance
- Complete all homework assignments thoroughly and on time
- Continually work to demonstrate my love for Christ in all that I think, say, and do
- Seek to identify my God-given talents, abilities, and interests and try to use those gifts to glorify the Lord
- Demonstrate respect for people, property, and the learning environment as motivated by my Savior's love
- Come to school well rested and ready for the school day's activities
- Follow all other policies from the school handbook not listed here.
- Do everything in my power to regularly attend Good Shepherd's or other WELS church services.

Student's Signature: _____ Date: _____

Parents/Guardian Commitment:

As a parent/guardian at Good Shepherd's Lutheran School, with God's help I WILL:

- Do everything in my power to ensure the academic success of my child
- Ensure that my child is at school before 8:10a.m every school day
- Ensure that my child is dressed in accordance with school policy
- Provide a quiet place in the home where my child can read, learn, and complete homework, including reviewing and signing homework assignments and notes
- Enforce reasonable bedtimes to ensure adequate sleep for my child
- Attend scheduled parent/teacher conferences
- Support and encourage the Christian principles of Good Shepherd's
- Read the School Notes and be aware of my child/ren's activities and performances at Good Shepherd's
- Follow all other policies from the school handbook not listed here.
- Regularly attend church at Good Shepherd's and group Bible study

Parent Signature: _____ Date: _____

*So whether you eat or drink or whatever you do, do it all for the glory of God.
1 Corinthians 10:31*



Good Shepherd's Lutheran School is owned and operated by Good Shepherd's Lutheran Church which is a member of the Wisconsin Evangelical Lutheran Synod (WELS). The school has been in operation for over 85 years. We pray that this handbook is a helpful resource for parents, students, and teachers as we work together.

Mission, Vision and Objectives

Mission Statement

Training Young Minds for Life; Preparing Young Hearts for Eternity!

Mission

Good Shepherd's Lutheran School exists to serve families of our congregation and community by training young minds for life, and preparing young hearts for eternity. Our school strives to carry out our Savior's Great Commission to "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." (Matthew 28:19-20)

Vision

In following the command of our Lord in Matthew 28, we will:

- always be Christ-centered.
- serve as an arm of outreach and service to our community.
- strive to reflect the demographics of our community.
- expand our curriculum to meet the needs of our community and congregation.
- assist families in nurturing and developing children's individual gifts and educational needs while giving them a vision for God's kingdom.
- glorify God with excellence in spiritual and academic growth through a Christ-centered curriculum.
- encourage those with gifts and abilities to enter the full-time ministry and/or become future church leaders.
- encourage our students to appreciate their gift of faith by using their different talents and abilities to glorify God for the rest of their lives.
- strive to welcome new families into our congregational life and encourage them to become active and engaged.

Objectives

1. 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.
2. To partner with parents, encouraging and equipping them in their God-given role as spiritual leaders in their home.
3. To establish a well-known presence in our community as a Christian school of excellence.
4. To guide students in faithful Christian living out of love and thanks for the Savior.



5. 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.
6. To train students to apply the Word of God both during life's challenges and while witnessing to family and friends.
7. To prepare God's children for eternity in heaven, which Christ has won for us all.
8. To have all teachers have an annual personal and spiritual development plan
9. Work with the Board of Outreach in their new member mentoring program.

Age Requirements and Grade Placement

All students must be 4 on or before September 1st of the year they enter 4K, 5 on or before September 1st of the year they enter kindergarten and 6 on or before September 1st of the year they enter first grade. Parents must present to the school office an official birth certificate for the child enrolling in 4K and 5K. Generally, children will be admitted to other grades upon presentation of records showing satisfactory completion of previous grades. The school reserves the right to determine the grade placement of a child through testing.

Attendance

The Good Shepherd's Board of Education and the Wisconsin Board of Education requires all students enrolled at Good Shepherd's Lutheran School to attend school regularly in accordance with the laws of the state.

Under Wisconsin's "Missing Child Law", parents or guardians must notify the school office any morning their child is not attending. Good Shepherd's requires parents to contact the school office before 8:15 a.m. if their child is going to be absent from school, stating the reason for the absence. Good Shepherd's staff devotes countless hours to tracking absent students who have not been called in by parents/guardians. This can be solved with a phone call to the office. A conversation with a teacher (voicemail, email, text, etc.) about an absence does not replace a call to the office. **A note to the teacher must be sent with the child upon their return to school explaining their absence.**

An excuse for absence from school may be approved for one or more of the following reasons or conditions:

Excused Absences

1. **Personal Illness** - Parents or guardians must call the school each morning their child is home ill. The school will require a doctor's excuse if the child is absent 3 or more consecutive days.
2. **Death of a relative** - Parents or guardians must contact the school office to explain the situation and estimated time of absence from school.
3. **Professional Appointment** - We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, the parent/guardian must notify the school office **a day in advance** stating



clearly the time the student is to be dismissed. Parents should pick up their child(ren) in the school office. ***Parents must present a doctor's excuse upon the child's return to school.***

Planned Absence

Those days missed because of family vacations count against the minimum attendance requirements. The administration and faculty strongly suggest that every effort be made to not take students out of class. When there is no alternative and the student must miss school a written excuse must be given to the classroom teacher in advance of the absence. *If family vacations of longer than 1 day are taken during school days, homework will not be given in advance.* This is in accordance with Wis. Stat. sec. 118.15(3).(c).

Unexcused Absences

An unexcused absence does become part of a student's school record. Students will be marked for an unexcused absence if they:

- Fail to bring a doctor's excuse for three or more consecutive days of absence
- Leave school without prior arrangement
- Are absent from school for any reason other than those listed as an excusable reason
- Arrive at school after 10:00 a.m. (unless prior arrangement for excused tardy)

Students who miss 25 or more days of school during a school year will be retained for the next school year.

State Statutes Referenced in this policy:

The school board must establish a written policy specifying the reasons for which pupils may be permitted to be absent from school, Wis. Stat. sec. 118.16(4)(a).

However, parents may excuse their child's absence in writing before the absence. A child may not be excused for more 10 days in a school year under this provision, Wis. Stat. sec. 118.15(3)(c).

If a student misses part or all of (5) more days without an acceptable excuse in a semester, the student is "habitually truant" and a truancy referral may be made by the school against the student. to the juvenile intake worker or municipal court. Wis. Stat. sec. 118.15(5)

Updated July 2013

Asbestos Notification 2014-2015 School Year

Under the AHERA (Asbestos Hazard Emergency Response Act) rule, all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.



Beginning in 1988, all buildings owned or leased by Good Shepherd's Lutheran School were inspected by EPA accredited inspectors, with building samples analyzed by an independent lab. Based on the inspection, Good Shepherd's prepared and the state approved a comprehensive management plan for managing the asbestos. Where the asbestos containing materials are found, Good Shepherd's has in place an operations and maintenance program.

The school has accomplished the following compliance mandates regarding the administration of asbestos in the school building:

- AMHI Services LLC was contracted to be the school's consultant for asbestos for the school year.
- Good Shepherd's continues with the operations and maintenance program as designed.
- This ensures that all asbestos materials are kept in good condition.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by our consultant. Also the building is re-inspected by an accredited inspector every 3 years.
- In the past year Good Shepherd's has conducted no asbestos removal activities.
- All outside contractors shall contact the Board of Trustees before commencing any work that may disturb building materials.

Our goal at Good Shepherd's is to be in full compliance the asbestos regulations. A copy of the Asbestos Management Plan is available for review by contacting the Good Shepherd's designated asbestos coordinator, Principal Kyle Gut at 414-774-8520. Questions related to this plan or any other asbestos concerns may be directed to him as well.

Athletic Program

The Word of God is also the Word of Life and a Christian philosophy of life should govern and encompass every aspect and dimension of our school programs which certainly includes the athletic activities of our school. As such, the goals of our athletic program are:

1. To help children to recognize and appreciate in themselves and others the gifts they have received from God.
2. To develop character traits such as self-discipline, self-esteem, responsibility, leadership, team-work, and self control under pressure, defeat, and failure, as well as proper acceptance of success and victory.
3. To develop to a greater degree the fundamental skills and knowledge of the rules appropriate to each grade level.
4. To help prepare our students for participation in advanced levels of athletics.
5. To provide a Christian witness to all our members and to our community and to demonstrate by example the fruits of Christian faith in athletic competition.



Good Shepherd's participates in the following sports:

<i>A-Team Girls' Basketball</i>	<i>B-Team Girls' Basketball</i>	<i>C-Team Girls' Basketball</i>
<i>A-Team Boys' Basketball</i>	<i>B-Team Boys' Basketball</i>	<i>C-Team Boys' Basketball</i>
<i>A-Team Girls' Volleyball</i>	<i>B-Team Girls' Volleyball</i>	<i>Boys' & Girls' Softball</i>
<i>A-Team Cheerleading</i>	<i>B-Team Cheerleading</i>	<i>Boys Soccer</i>
<i>Boys' & Girls' Cross Country and Track</i>		

Academic studies must come before the privilege of extra activities. Therefore, the student must maintain a C minus average and not receive more than 6 late slips to be eligible to play. Maintenance of grades and behavior is of primary importance, for it reflects utilization of those gifts which God has blessed us with. Special consideration may be given on the basis of effort and/or improvement.

***“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him”
– Colossians 3:17***

Calendars

A calendar of yearly events is sent home with each family in our summer registration packets. A monthly calendar is also available on our website www.goodshepherds.net. A weekly “at a glance” calendar is on the front of the weekly school notes. Please make use of these calendars as they will include upcoming events, days off, field trips, sports and singing schedules.

Christian Education Association (CEA)

The purpose of the Christian Education Association (CEA) is to promote parent and teacher relationships. This organization helps give parents and teachers an opportunity to discuss topics and issues that are relevant to raising children in the 21st century. The CEA is also highly involved in planning different family activities throughout the school year. All families are invited and encouraged to attend and participate in any or all of our meetings and activities!

Cell Phones and Electronic Communication Devices

If a cell phone or electronic device is brought to school, it must be turned off and given to the classroom teacher.

Students who violate this policy will lose the privilege to bring the device to school.

Child Abuse Prevention Program

Good Shepherd's employs a child abuse prevention program that is handed out to every family at the beginning of every school year. Good Shepherd's will conduct background checks on people who volunteer at Good Shepherd's and have consistent contact with the students.



Volunteers that meet this level of contact will be notified by the school about the need for a background check.

Church Attendance

"I rejoiced with those who said to me, "Let us go to the house of the Lord." (Psalm 122:1).
Worship and praise is the Christian's response to all the blessings that come to us from our Heavenly Father –especially for the salvation we have through His Son, Jesus Christ. Faithful church attendance is an essential part of the spiritual training of the students. Good Shepherd's Church and School are dedicated to the spiritual training of your child. We encourage an active worship life on the part of the parents and child.

Communicable Disease Policy

In the event of an outbreak of a communicable disease, parents will be notified by phone, special note, or newsletter announcement. Parents are asked to keep children at home and consult a doctor if their child shows symptoms of pink-eye, chicken pox, flu, and the like. When a student of Good Shepherd's Lutheran School is a carrier of a life-threatening communicable disease, parents of that student may be required to give permission to the principal to notify the parents of another student who has experienced an exposure. Students are encouraged to regularly wash hands as well as practice other good personal hygiene. Good Shepherd's Lutheran School is in compliance with all federal and state legislation regarding blood pathogens, asbestos, hazardous chemical exposure, sexual harassment, and the like.

Discipline

Jesus Christ is the Lord of all. His Word is the guide and rule in all matters of our faith and life, including at school. The love of Christ motivates his children to:

- Show reverence for God and His Word
- Show respect for those in positions of authority, for they are God's representatives
- Show respect for one's own property and the property of others
- Keep school grounds, building, equipment and books free of litter, graffiti and damage
- Show cooperation in establishing an orderly and safe environment conducive to learning
- Take personal responsibility for one's own learning and conduct

The love that God has shown to us guides our relationships of teachers and students.

Discipline at Good Shepherd's Lutheran School will be carried with the proper application of Law and Gospel and thorough communication to make sure that all parties involved (student, teacher, and parents) understand the circumstances surrounding the discipline. Most discipline will be handled by the classroom teacher in an effort to reinforce good behavior and deter poor behavior. Classroom teachers will always keep the best interests of the student in mind when disciplining, always modeling Christian application of Law and Gospel. The classroom teacher



will thoroughly communicate with the family of the student. When a classroom teacher feels that they have done all they can to discipline a student in the classroom or the actions of a student require it, the classroom teacher will refer the student to the principal. The principal will then address the disciplinary issue with student with a proper application of Law and Gospel, thoroughly communicating with the family of the student through the disciplinary form. The principal will determine what discipline will be applied to the situation. If an offence is severe enough a detention or suspension may be given. This will be communicated to the family of the student through a phone call and a letter sent home describing the situation. A suspension from school will be immediately communicated to the Board of Education. In the case where a student's behavior or attitude of a student does not improve or is of an extreme case removal from the school may be warranted. This action would be taken by the Board of Education only after all other options have been explored. If a family feels that their student is being unfairly treated through this disciplinary process they should follow the procedure diagramed in the "**Parental Concern Policy**" found on page 20 of this School Handbook.

1. Expulsion

If there are three suspensions, one of the steps in the expulsion procedure will be taken. (The three steps are a letter from the Principal to the parents, a meeting with the Board of Education, and the actual expulsion). In cases of a very serious infraction, immediate expulsion may occur.

2. Due Process

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed toward the Chairman of the Board of Education. They must be in writing within 5 days of the decision. The Board of Education will then hold a parent appeal meeting within 3 working days of the written appeal being received.

Dress Code

The faculty of Good Shepherd's Lutheran School takes seriously its calling to help students learn and grow in faith. People's grooming and dress make a statement about themselves. No dress code will please everyone, but our staff's past experiences confirm the need for a dress code.

The dress code should:

- Give a clear **Christian** witness
 - Be conducive to a teaching-learning atmosphere
 - Ensure the individual's safety and the safety of others
1. The primary responsibility for good grooming and the appearance of each student rests with the parents and the student.
 2. Clothing must be neat and clean in appearance.
 3. Clothing must be appropriate for school type activities. Avoid clothes that are too tight, too loose, or too short for free movement, sitting, reaching, or bending positions.



4. The faculty will use its discretion when there is a question as to the violation of the dress code.

****The principal will make the final decision on all dress code issues.***

1 Timothy 2:9 instructs people to dress in a modest fashion. Student clothing should be modest, not attention seeking and distracting. Revealing clothing styles are not to be worn to school or school activities.

1. **Shirts (Including Sweaters and Sweatshirts):** Shirts must have sleeves (no tank tops or muscle shirts) **(1st through 8th grades only)**. T-shirts and sweatshirts shall have no derogatory, liquor, beer, smoking, violence, unchristian pictures or wording on them; any shirt that exposes the waistline area or small of back when standing, sitting, or during physical activity to show are not permitted.
2. **Pants:** Pants should be worn at the waist and a belt should be worn if necessary to keep the pants at the waist. No holes or frays are allowed in the pants. **Sweatpants, wind pants, pajama pants, or athletic pants are not permitted.**
3. **Shorts:** Cotton blend shorts and jeans shorts are allowed. However, cut offs and biking shorts are not permitted. The length of the shorts must be as long as the students second finger when the arm and hand are held by the side. **Shorts can only be worn during August, September, May, and June.**
4. **Skirts and Dresses:** Skirts are allowed with the proper type of shirt as listed above and the proper length as listed for shorts. Dresses are allowed as long as they have sleeves and are the proper length as listed for shorts.
5. **Shoes:** Footwear must ensure safety on the playground and in the gym. **Tennis/Athletic shoes are recommended since they are required for Physical Education class.** For safety reasons, we will not allow high heels, "healies", flip flops, and crocks. Sandals must have a strap on the back to hold them in place.
6. **Make-Up, Hair Care, and Jewelry:** Excessive make-up or unusual hair color (orange, blue etc...) are not allowed. Hair care products, perfume, cologne, etc... are not to be brought to school. Jewelry that is excessive and distracting to learning may not be worn, earrings that dangle and large hoop earrings are deemed unsafe and may not be worn. Inappropriate items will be confiscated by the teacher or Principal.

Dress Code Violations:

Dress code violations will be addressed in the following manner:

- **First offense** - parents will be contacted, the dress code will be reviewed, and if possible the school will provide the necessary clothing adjustments.



- **Subsequent offenses** - parents will be contacted immediately to bring the student appropriate clothing to wear. The student will be removed from class until the situation is resolved.

Students may not borrow clothing from others to correct the situation. Once the parents have corrected the situation and spoken to the teacher or principal, the student will be allowed to return to class.

Should repeated violations occur (3 or more in school year) the matter will be discussed between the administration and the Board of Education to determine further action.

Note for Winter Weather: Winter apparel should include boots (or a change of shoes) and snow pants when playing in the snow. Proper head and hand gear, as well as a coat, needs to be worn outside. Please use common sense when sending your child to school in the winter.

Snow boots or shoes worn at recess in the snow are not allowed in the classroom. *Please bring a change of shoes for the classroom.*

Drop off and Pick up Procedures

These procedures were developed by the faculty to ensure the safety of all the students before and after school.

Morning Drop off before 8:00am:

1. Please remember that students dropped off before 7:45am should be sent to before school care.
2. Students will line up by grade in predetermined areas. These will be shown to the students on the first day of school.
3. Teachers will come and get their students from their areas at 8:00am.

Pick up after school:

1. Students should be picked up by 3:30pm or they will be sent to after school care.
2. Grades K-2 will be lined up on the gym side of the school and will be dismissed by the teachers to their cars.
3. Grades 3-8 will be lined up on the classroom side of the school and will be dismissed by the teacher to their cars.

Education Fee/ Tuition Policy

Payment of Education Fee/Tuition can be paid through 3 payment options:

1. One full payment at Orientation/Registration



2. Two payments, one in September and one in January
3. All monthly payments are debited on the 16th of every month if done through the Vanco Service.

If a family chooses the monthly debit program there will be nominal monthly service fee applied to their payments. This fee helps to cover the costs of administering the monthly debit program.

If a monthly debit is found to have insufficient funds all penalties incurred are the responsibility of the family and will be charged in their next debit.

If a monthly debit is found to have insufficient funds in two consecutive months a phone call will be made to the family to set up a meeting with the family and a Board of Education Representative and/or a pastor. At this time the child/ren's enrollment at Good Shepherd's Lutheran School could be reviewed.

If payment of full education fees and/or tuition is not made in full by the end of the school year, Good Shepherd's Lutheran School may withhold transfer of records to another school or withhold summer registration packet until payments can be arranged.

Electronic Devices

Digital electronic devices are defined as, but not limited to: cell phones, iphones, pagers, digital cameras, digital music devices, ipods, and gaming devices.

Digital electronic devices may be used as directed by Good Shepherd's personnel for specific purpose only.

Student personal use of digital electronic devices is not allowed during school hours. School hours are defined as the time the student is under care of Good Shepherd's staff and faculty. Good Shepherd's Lutheran Church and School is not responsible for any lost or stolen personal digital electronic devices. Students who have cell phones and other electronic communication devices must have them turned off during school hours. Students must place them in to the teacher in the morning. Electronic communication devices may be transported in a student's backpack, but at no time are to be personally used or visible during school hours.

Cell phones, camera phones, and other digital camera devices are not allowed in the locker rooms, bathrooms, or other areas of personal sensitivity at any time.

If digital electronic devices are being personally used during school hours, those devices will be confiscated by staff and faculty and taken to the school office. Confiscated items will only be returned to the parent or upon parent request. Discipline of Students policies may be implemented.



Parents are responsible for the supervision of their child's use of personal electronic communication outside of school hours. If a student abuses the use of digital electronic devices outside of school hours (ie. harassment), and/or that abuse affects student life during the school day, then Discipline of Students policies may be implemented.

Emergency School Closing

In the event of inclement weather Good Shepherd's Lutheran School follows the West Allis/ West Milwaukee and the Milwaukee Public School Districts, along with Wisconsin Lutheran High School in making school cancellation decisions. If any one of these schools cancels classes Good Shepherd's will also cancel school. WTMJ- Channel Four is our preferred channel to announce closings. You can also check the bottom portion of our schools website www.goodshepherds.net to see if school has been cancelled. You are more than welcome to pick up your child at anytime during the day, however, we will *not* cancel school during the school day.

Enrollment

The school exists to assist parents as they provide Christian education for their children. All children whose parents are members of the church are eligible for enrollment.

Children whose parents are not members of the church are accepted under guidelines established by Good Shepherd's Lutheran Church.

Enrollment in 4K is open to children who are four years old by September 1. Children who enroll in the 5K must be five years of age by September 1. Class sizes are set by the Board of Education. All students are expected to participate in all classroom activities, including attendance at worship services, classroom singing in church, and all religion classes.

Enrollment Process and Procedure

Enrollment applications will be accepted beginning at 7:30am on the below listed days and will only be accepted by the school secretary or school principal.

1. Members of Good Shepherd's Lutheran Church or Transfers who have turned in completed applications for membership (First School day in January)
2. Existing Families with children already in School (First School Day in February)
3. Existing Families from our school and childcare (First School Day in February)
4. New Prospect Families that have met with the Principal and Pastor (The day of our school open house)
5. New Sister Congregation Families (First School Day in March)



Any Discretions or Appeals will be voted on by the Board of Education of Good Shepherd's Lutheran School.

Enrollment Application Process

1. An initial meeting and tour with Good Shepherd's Lutheran School's Principal
2. A meeting with one of Good Shepherd's Lutheran Church's Pastors
3. Submit registration form to school office (with registration fee for 4K)
4. For mid-year registrations fill out and return all forms in registration packet with payment for books (Bible, Hymnal, Catechism) and milk, and set up education fee/tuition payments.
5. For new school year registration, receive school summer mailing in July.
6. Complete all forms in school summer mailing and bring them to Orientation/Registration night in August.
7. Pay book and milk fees; set up education fee/tuition payments at Orientation/Registration night in August.

Financial Aid

Good Shepherd's Ev. Lutheran Congregation recognizes that the cost of Christian education can be a difficult problem, especially for those with very limited incomes. The Financial Assistance Program is designed to help parents to meet the cost of this Christ-centered training for our youth. The following guidelines are prepared to help parents with the application procedure.

The Financial Assistance Program is open, by application, to students currently attending Good Shepherd's Ev. Lutheran School, and to all others who have already registered at GSLS for the next school year. Copies of the federal tax return as well as any W-2 for the previous year need to accompany the application.

To qualify for financial aid we would:

- *expect the student to worship regularly**
- *be diligent in his/her class work and behavior**
- *The parent(s) should be involved in the life of the congregation (including school).**

A new application must be submitted each year.

On the basis of information supplied by the applicants, the Financial Aid Committee will determine financial need and provide assistance. All applications will be considered in the strictest of confidence.

The deadline for submitting applications for existing students is due the last school day of the year usually May 30th.



New families have **2 weeks** from receiving enrollment paperwork from the principal to submit their application. Later application will be considered only in case of late registration, or if the financial circumstances of a family change.

Fundraising

Scripture does not explicitly command or forbid fund-raising activities within the church. However the Bible does put forth a number of guide lines for the stewardship of our time, talents, and treasures and how we are to conduct our lives while here on earth. We need to remember that “everything is permissible for us, but not everything is beneficial”(1 Cor. 6:12). Money is a creation of God and is one way in which we can support part of our God given mission in this world. Therefore as our fund-raising policy states, the Board of Elders will be guided by the goal of joyful, selfless, Christ-centered giving in the review and approval or disapproval of each fund-raising request.

Therefore in order to assist and improve this review process, the Board of Elders is now requiring a written fund-raising request form to be filled out and submitted to the Board of Elders. All Good Shepherd’s organizations after receiving initial approval from their governing board must receive final approval from the Board of Elders before engaging in any fund-raising activity. Each new fund –raising activity must get final approval as well as annual approval for on- going fund-raising activities.

Grading

Report cards are graded with letter **A** to **F**. An “**I**” may be used to indicate incomplete work. In order to be uniform in our grading, the following grading system/percentages are used in our school:

A+	100
A	97-99
A-	93-96
B+	90-92
B	87-89
B-	85-86
C+	83-84
C	80-82
C-	78-79
D+	76-77
D	73-75
D-	70-72
F	69 and below



1. Report cards are issued quarterly.
2. Mid quarter reports are issued to students in grades 1-8.
3. Parent/teacher conferences are scheduled at the end of the first quarter. Optional parent/teacher conferences may be scheduled at the end of the 3rd quarter.

Harassment

Any behavior, whether physical, verbal, written, or non-verbal, that hinders the learning and/or teaching environment or that can be interpreted as threatening to others is not acceptable. Good Shepherd's is committed to maintaining a learning environment that is safe where students and staff can work and study productively. Good Shepherd's prohibits any form of harassment or violence. Examples of prohibited unwelcome and unsolicited behaviors include but are not limited to:

- Physical- intentional, unwelcomed touch against another's body, assault, or blocking free movement in the school.
- Verbal- sexual suggestive or obscene comments, threats, jokes, as well as comments about another student's body that are negative or embarrassing.
- Written- display or sharing sexually suggestive pictures and cartoons, messages through Facebook, twitter, text messaging, instant messaging, mobile-phone generated messages and images, internet postings, obscene letters, notes, and invitations.
- Non-verbal- suggestive sexual or obscene looks, leering, or gestures.

All complaints of harassment are to be brought to the attention of the principal, Pastors, and Board of Education for resolution. The reported complaint will be investigated and action taken as necessary in accordance with BOE Discipline of Students policies. *See Good Shepherd's Child and Youth Abuse Prevention Program booklet for further clarification

Immunization Requirements

State law requires all school students to be immunized and to present written evidence of immunizations against certain diseases. Each year the current age/grade specific requirements will be included in the summer registration packets. We will not be able to accept a print out from your health care provider. You must fill in the information on the designated form. A new form must be updated and submitted each school year. The completed forms are due back in the school office by the 30th day after admission or your child can be barred for school.

Insurance for Students

Good Shepherd's Lutheran Church, School and Childcare does not supply accident insurance for students.



Late Work Policy

Good Shepherd's Lutheran School has a late work policy in place for the 5th -8th grades. All class work assigned by the teacher is given a due date. Failure to hand in an assignment by the due date will result in a late slip. Copies of this policy will be explained and handed out at orientation each school year.

Leaving School Grounds

Students are not allowed to leave the school grounds while under school supervision.

Library

All pupils of our school are permitted to check out books from our library. Books may be kept for one week. Books may be renewed for an additional week, but must be brought in for renewal.

We ask that parents do not attempt to repair a damaged book at home, but that needed repairs be called to the attention of the librarian.

Library Rules:

- 1) Fines (late returns): .25 cents per book per week.
- 2) Lost books: \$5.00 per paperback book and \$10.00 per hardcover book.
- 3) Renewals: Books may be renewed, but must be brought in for renewal.
- 4) Books may be requested, (You will not be able to renew a book if someone else has requested it).
- 5) 4K and 5K: One book per week. Grades 1 - 8: Two books per week
- 6) You may not check out additional books if you have overdue/lost books.

Lunches

Good Shepherd's Lutheran School does not have a daily hot lunch program. Special hot lunch opportunities occur where fast food or homemade lunches will be available for purchase. Brown bag lunches should be sent with the students all other days. We encourage healthy choices to be sent whenever possible. Sodas or energy drinks should not be brought to school. Milk is available to purchase for the entire year. The proper care of food that is brought from home to school is the responsibility of the parents and their children.

Medications

Due to laws in the state of Wisconsin (WS118.29 or more commonly referred to as **ACT 160**), requirements are now being implemented regarding the distribution of medications to students. What follows are the key applications of the new legislation.



If a parent or guardian wants a staff member to distribute over the counter (OTC) medications, the parents must do the following:

- *Any medication, either OTC or prescription medicine, must be supplied by the parent or guardian ***in the manufacturer's original package***; our staff will not be able to administer any medication that is not in its original packaging
- *A medical distribution authorization form must be signed by the parent and be on file in the office before the medication can be distributed.

Regarding prescription medication, if parents or guardians want the staff to administer the medication, the parent or guardian must do the following procedures:

- *A medical authorization form signed by the parent ***and*** a medical provider form signed by the medical provider must be on file before the medication can be given (the medical provider may fax the authorization form)
- *The prescription medication that is to be kept in the school office must be sent in its original packaging with the dosage amounts and times to distribute listed on the bottle.

Special authorization forms need to be completed for students who use inhalers for asthma or a device for counter acting food or other allergies. These forms will be kept on file in the office and will be updated annually. You will note that the form does provide opportunity for a student to self-medicate, but the parents or guardians must authorize this.

All medical authorization forms are available in the school office or you can download them from the school website at www.goodshepherds.net. Students may obtain them for parents or guardians. Please be aware that if a student hands in a signed authorization form along with the medication, you will receive a call from school to verify the authorization. Various staff members have received certified training in order to be in compliance with the ACT 160 legislation.

Milwaukee Parental Choice Appeals Policy

All schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MCPC applicant "A copy of the appeals process used if the private school rejects the applicant." The following is Good Shepherd's Lutheran School's policy to satisfy the requirements of 119.23 (6m)(a)(4):

Under 119.23 (2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements as established by the Department of Public Instruction to qualify for the Milwaukee Parental Choice Program.



119.23(3)(a) states that a school must, “within 60 days after receiving the application . . . notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include reason.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under Good Shepherd’s Lutheran School’s appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation. The school principal shall respond to the applicant’s appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Music Lessons

Piano Lessons

Piano lessons are available at school for a fee. A teacher comes to our school each week for lessons during the school day. Information is distributed at the beginning of each school year.

Band Program

An instrumental music program is offered through the Wisconsin Lutheran High School Music Department for a fee. A teacher comes to our school once each week for lessons during the school day. The students are able to rent or buy their instruments. Information is provided by the High School each fall. An ensemble program is offered to all band students for joint instruction and rehearsal.

Violin Lessons

Violin lessons are available at school for a fee. A teacher comes to our school each week for lessons during the school day. Information is distributed at the beginning of each school year.

Non-profit Status

Good Shepherd’s is a member of the Wisconsin Evangelical Lutheran Synod (WELS). As a member of the WELS, the school qualifies as a 501(c)(3) tax-exempt organization under the WELS umbrella in Group 1173. A copy of the Certificate of Exempt Status is available for viewing in the school office. Our Federal Tax ID number is 39-0924206

Notice of Nondiscriminatory Policy

Good Shepherd's Lutheran School admits students of any race, color, national and ethnic origin to all 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, admission policies, scholarship and loan programs and athletic and other school administered programs.



Parental Concern Policy

In matters of spiritual guidance or religious doctrine Good Shepherd's Lutheran Church's pastors should be contacted first. Where parents have questions, problems, or concerns about school issues the parents should first contact the teacher involved. If not satisfied with the result, they should contact the principal. If not satisfied with the result, they should contact a member of the Board of Education. If not satisfied with the result, they should contact the pastor. If not satisfied with the result, the parents should then bring up the matter to the congregation at a regular meeting of the congregation. In all such matters, the congregation shall be the final authority.

It is an unfortunate result of the sinful world in which we live that circumstances arise where special effort is required on the part of parents and school. Special plans, after-school detention or suspension from school may be necessary depending on the issue. The Board of Education will make the final determination on expulsions from school.

School Hours

5K – 8 th Grade	8:15 – 3:15pm
4K	8:15 – 11:15am
School office	7:30 – 11:45am

School doors are open to admit students at 8:00am. There is no school supervision before 8:00am. If you must drop your student off before this time please make arrangements with childcare. Students who have not left school by 3:30pm are sent to childcare and will be charged the drop in rate.

School Newsletter

A school newsletter will be published every Wednesday. The newsletter will be available on our website www.goodshepherds.net, through email or paper copies located outside the school office. The school newsletter is a very important tool that the faculty and staff of Good Shepherd's uses to communicate with our families.

Singing at Worship Services

The classrooms are scheduled to sing for church services. The schedule is available at the beginning of the school year. A reminder will also be included in the weekly school notes. Children should dress appropriately for church.

When a child cannot be present, please call or send a note in advance informing the teacher that your child cannot sing. Non-member's children are expected to be present in Good Shepherd's Church each time the class is scheduled to sing as well as other services where



children are present as a group. When children are scheduled to sing for a church service, it is required they dress in God pleasing attire appropriate for church.

Solicitation Policy

Good Shepherd's Board of Education has set a NO solicitation policy at Good Shepherd's Lutheran School. If you have any questions about this policy please contact the Board of Education of Good Shepherd's Lutheran School.

Standardized Testing

All Good Shepherd's students in 5K-8th grades will be using the MAP (Measure of Academic Progress) standardized testing program. In this program we test in the fall, winter and spring. This testing schedule helps to accurately chart the student's academic progress throughout the school year.

Student Progress Reports and Parent-Teacher Conferences

Report cards are issued at the end of each quarter. Progress reports are sent home at the midpoint of every quarter for grades 1-8. A final report card and/or diploma will be issued only upon satisfactory completion of all assigned work.

Parent-teacher conferences are held at the end of the first and third quarters. Teachers and parents are encouraged to contact one another throughout the school year to maintain open communication – and, of course, when there is a question or a concern.

Student Records

Federal Education Rights and Privacy Act (FERPA)

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 have the right to inspect and review the student's education records maintained by the school. St. Lucas must respond to the request within 45 days. 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 have the right to request that a school correct records that they believe to be inaccurate or misleading. If a change of record is requested, then a statement must be submitted by the parent, which clearly identifies which part of the record the parent believes is inaccurate or misleading and an explanation as to why it is believed that the record is 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 within a reasonable amount of time. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Parents have a right to file a complaint with US Department of Education concerning alleged failures by the school to comply with FERPA requirements.

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 law.

The school 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. The school must notify parents annually of their rights under FERPA.

Please see the website for further information:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html> to view the legal rights of parents, and also the website:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html> for a listing of the legal rights of students under FERPA (Family Educational Right and Privacy Act) laws in regards to student records.

Tardiness

Tardiness disrupts the most important part of the school day-religion and devotion. For this reason students should be in the classrooms by 8:15am. Students who are not in their classroom by 8:15 are considered tardy.



Tardy Policy

Three tardies in one quarter will result in one unexcused absence; 6 tardies in one quarter will result in a 15 minute after school detention. 9 tardies in one quarter will result in a 30 minute after school detention, 12 tardies in one quarter will result in a 45 minute after school detention, 15 tardies in one quarter will result in a 60 minute after school detention.

Teacher Availability

Good Shepherd's teachers are willing to speak with you concerning your child or other related issues. Your child's teacher is normally available each day from 3:15-4 p.m. to meet with you. Recognizing that many of the teachers have after school responsibilities (detention monitor, coaching, etc.), you are encouraged to call, email or send a letter requesting a meeting to avoid any time conflicts.

Tobacco, Alcohol, and other Drug Use

Students who have in their possession or use tobacco, alcohol, or other drugs and/or paraphernalia at school or school activities will be suspended from school. This includes coming to school "under the influence." Parents will be notified immediately. The school will contact civil authorities as required. Continued violation of this policy will result in expulsion from school.

Toys

Toys are not allowed at school. Examples of toys are, but not limited to: stuffed animals, trading cards, stickers, cars and trucks, blankets, eraser toys, etc. electronic game devices such as 'Gameboy' are considered toys and should not be brought to school.

The only exception is for classroom Show and Tell. The classroom teachers will discuss this during orientation.

Truancy Policy

Teacher instruction is essential to the success of every student at Good Shepherd's Lutheran School. While it is possible to make up work that is missed when a child is not in school it is impossible to make up for the in class instruction that is missed. For this reason Good Shepherd's Lutheran School has developed the truancy policy. Please see attendance policy on page 4.



Visitor/Parent Access to School

Parent/Guardian partners in education are always welcome at school! For the well being of our students and the entire school community, we need to know who is in the building and where they are. Please follow these procedures:

1. All visitors and volunteers must sign in at the office every time they have been admitted to the building.
2. All visitors and volunteers must receive from the office and display a visitor or volunteer pass.

Volunteer Policy

The Lord tells us in 1 Peter 4:10 that "Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace in its various forms." Volunteerism is one of the keys to a successful ministry; because of this fact Good Shepherd's has adopted the following Volunteer Policy.

Each family is expected to volunteer for 2 different activities during each school year. If a family does not sign up to volunteer for 2 different activities during a school year activities will be assigned to them by the school. Each volunteer will be contacted by a faculty advisor when their volunteer activity is approaching.

It is our hope that this policy will inspire a culture of volunteerism that brings Glory to our Lord and Savior.

Volunteering opportunities are available in the Time and Talents Report. The church bulletin, church newsletter, or the school newsletter may also publish opportunities periodically. If you would like to volunteer your time and talents, please contact the school secretary or volunteer coordinator.

Weapons

Students may not at any time bring or possess a weapon on school property or at any school activity. Weapons are not limited to firearms; look-alike weapons, pocket knives are some examples of weapons. The school will contact civil authorities as required. Students may be suspended or face expulsion for violation of this policy.



Good Shepherd's Lutheran School
1337 S. 100th Street
West Allis, WI 53214

School Office 414-774-8520
School Fax 414-443-9947

Office Hours on school days 7:30-11:30am

- School Secretary**Mrs. Lori Burow Ext 201
school@goodshepherds.net
- Principal/Grades 7 and 8**.....Mr. Kyle Gut Ext 202/210
kgut@goodshepherds.net
Home Phone: 414-467-9034
- Grades 7&8 Mornings**.....Mrs. Bonnie Wilcox Ext 210
bwilcox@goodshepherds.net
Home Phone: 414-774-1215
- Grades 5 and 6**Mr. Timothy Hochmuth Ext 214
thochmuth@goodshepherds.net
Home Phone: 262-212-4691
- Grades 3 and 4**.....Miss Patti Jackson Ext 211
pjackson@goodshepherds.net
Home Phone: 414-943-0398
- Grades 1 and 2**.....Mrs. Nicole Tranberg Ext 212
ntranberg@goodshepherds.net
Home Phone: 414-881-5595
- 5K**.....Mrs. Jennifer Wolfgramm Ext 206
jwolfgramm@goodshepherds.net
Home Phone: 414-810-8677
- 4K**.....Mrs. Rebecca Iles Ext 205
riles@goodshepherds.net
Home Phone: 920-941-0061



Childcare Numbers

DirectorMrs. Shelly Nardi Ext 203
childcare@goodshepherds.net
Childcare Phone: 414-774-8596

Church Numbers

Church Office/Secretary414-774-1184
Church Secretary: Linda Veldman
church@goodshepherds.net

Pastor Thomas Knickelbein.....Home Phone: 414-778-1216
tknickelbein@goodshepherds.net

Pastor James WilcoxHome Phone: 414-774-1215
pjwilcox@goodshepherds.net

Board of Education

Email to all members of the Board, Principal and Pastors: ed@goodshepherds.net

Matt GrulkeChairman
Jason BergemannSecretary
Sabin ScherzbergTreasurer, Child Care Committee
Mark KuetherSchool Choice Representative
WLHS/WLC Delegate
Mike KopecWLHS/WLC Delegate

This Parent-Student Handbook has been adopted by the Good Shepherd's Board of Education to provide a guide for parents, students, staff and others for carrying out Good Shepherd's School's Christ-centered mission, vision, objectives, and philosophies. The Board of Education may update, modify, interpret, delete or replace policy and procedure, school and family expectations, and other Good Shepherd's Lutheran School related items presented in this handbook at any time as it deems necessary, without prior notice.



Signed Acknowledgement of Good Shepherd's Lutheran School Handbook

I have received the Good Shepherd's Lutheran School Handbook. I understand that it is my responsibility to be familiar with all items that are covered in the Handbook and that if I have questions to bring them to the attention of the Principal or the Board of Education for discussion.

Any changes to this handbook will be clearly communicated to the families of Good Shepherd's Lutheran School.

Confirmation of Receipt:

Family
Name: _____

Parent or Guardian Signature _____ Date _____

Please sign and return at Orientation and Registration Day.

“Training Young Minds for Life; Preparing Young Hearts for Eternity”

