

School Handbook

2011-2012



**1337 South 100th Street
West Allis, Wisconsin 53214
Phone: 414-774-8520 Fax: 414-443-9947
www.goodshepherds.net**

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 80 years. We pray that this handbook is a helpful resource for parents, students, and teachers as we work together.

Mission

The mission of Good Shepherd's Lutheran School follows Christ our Lord's command to "*Go and make disciples of all nations...teaching them to obey everything I have commanded you.*" (Matthew 28:20)

Purpose

To share the good news of salvation by:

- Partnering with parents in the spiritual training of their children
- Teaching all subjects in light of the source of truth and wisdom, God's Holy Word
- Leading the children to know their Savior
- Training the children for continuing lives of service for their Savior

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. Additional information is available through the school or church office.

Children who enroll in the 5K must be five years of age by September 1.

Enrollment in 4K is open to children who are four years old by September 1.

All students are expected to participate in all classroom activities, including attendance at worship services and all religion classes.

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.

School Hours

5K -- Grades Eight 8:15 – 3:15pm

4K -- 8:15 – 11:15am

School doors are open to admit students at 8:00 am.

Students who have not left school by 3:30 pm are sent to childcare and will be charged the drop in rate.

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.

School Newsletters

A school newsletter will be published every Wednesday. The newsletter will be available on-line, through email or paper copies located outside the school office. The deadline for submissions is Monday mornings at 8:15am. Late entries will not be included until the following week's newsletter.

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.

Student Progress Reports and Parent-Teacher Conferences

Report cards are issued at the end of each quarter. Progress reports are sent home at the mid point of every quarter. 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.

School Attendance

Absences

Regular attendance is expected of all students. If your child will be absent from school, *please* call the school by 8:15am.

Excusable absences are: illnesses, funerals, medical appointments, and emergencies. To be excused for other reasons, make prior arrangements with the teacher.

When a child is absent for more than thirty days during a school year, the child's status in the school will be evaluated by the Board of Education with input from the teacher and principal.

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; three unexcused absences due to tardies (nine tardies) in one quarter will result in one half hour after school detention. A detention due to tardies will be served after school the day of the third tardy.

Trauncy

If a student misses part or all of five (5) or 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 under s. 118.16 (5), Wis. Stats., to the juvenile court intake worker or municipal court.

Vacations

Through out the school year there are many opportunities to take extended family vacations during scheduled breaks. It is very important for students to be present for classroom instruction. Because of this fact we discourage family vacations during scheduled school days. If family vacations of longer than 1 day are taken during school days, homework will not be given in advance.

Leaving School Grounds

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

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.

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. 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.

Dress Code

Parents are expected to assist their children to make good choices in the clothing that the students wear for school. We expect the students to promote a Christian image of themselves and their school in the clothing that they wear. Excessive make-up, extreme hairstyles and unnatural hair dyes, torn clothing, and inappropriate messages or pictures on clothing are examples of clothing that are not allowed. No shoes with wheels are allowed at school. Neatness, cleanliness, and *modesty* are stressed in choices of clothing.

The principal is the ultimate authority in making decisions regarding the appropriateness of clothing and appearance.

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. The completed forms are due back in the school office by the 30th day after admission or your child can be barred for school.

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.

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.

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
- Help keep the school grounds, building, equipment, and books free of litter, graffiti, and damage
- Show cooperation in establishing an orderly and safe environment that is 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.

Most issues are resolved between student, teacher, and parent. When a disciplinary issue is ongoing or serious the principal becomes involved. The Board of Education and Pastor may also become involved with persistent or serious situations.

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.

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.

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.

Library

All pupils of our school are permitted to checkout 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

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.

Athletic Program

Goals:

- A. To promote Christian Attitude: Whatever we do -- do to the Glory of God. Participants are to be ambassadors—of God, the school, and parents.
- B. To teach fundamentals: The goal here is to teach the basics of the individual activity in order to prepare for future activities.
- C. To make the program enjoyable.
- D. Competition in a Christian environment.
- E. To encourage self-discipline.
- F. To apply Christian attitudes and principles in real life situations.

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.

Our Good Shepherd's School Panthers participate in the Wisconsin Lutheran Grade School League, for soccer, volleyball, cross country, basketball, softball and track.

Students are expected to attend all practice sessions, unless they have been excused for their absences before the practice.

The athletic program is under the supervision of the Athletic Director in cooperation with the Principal.



Uniform Policy

The following will be considered uniform sports:

A-Team Girls' Basketball	B-Team Girls' Basketball
A-Team Boys' Basketball	B-Team Boys' Basketball
A-Team Girls' Volleyball	B-Team Girls' Volleyball
A-Team Cheerleading	B-Team Cheerleading
Boys Soccer	
Boys' & Girls' Softball	
Boys' & Girls' Cross Country and Track	

A \$5.00 user fee will be collected *before* uniforms will be issued. A limit of \$25.00 will be set per family.

Guidelines for Co-curricular Activities

The term co-curricular is to include all additional educational opportunities i.e. choir, band, piano lessons, forensics, math meets, spelling contests, science fairs, social studies fairs and art fairs, athletics and other similar activities which may be made available to our students.

1. Any student in trouble with the authorities; will have his eligibility reviewed by the Administrative Staff. Their decision may lead to probation, suspension, or removal from the team.
2. Dress Code: The school code applies. The coach may have additional requirements depending on the sport.
3. Academics: A student must maintain a "C-" average to be eligible for participation and have less than 6 late slips.
4. Any student receiving three detentions will be removed from all co-curricular activities for a period of two months. Eligibility will be reviewed at the end of the two months.

School and Church Contact Information

School Office414-774-8520

School Secretary.....Mrs. Lori Burow

Ext. 15 school@goodshepherds.net

Principal/Grades 7&8 ... Mr. Kyle Gut

Ext. 24 kgut@goodshepherds.net

Grades 5&6..... Mr. Timothy Hochmuth

Ext. 25 thochmuth@goodshepherds.net

Grades 3&4..... Miss Patti Jackson

Ext. 26..... pjackson@goodshepherds.net

Grades 1&2..... Miss Nicole Schulz

Ext. 27..... nschulz@goodshepherds.net

5K..... Mrs. Carol Knickelbein (AM)

Ext 19..... cknickelbein@goodshepherds.net

Ext 19..... **Mrs. Sandy Yehl (PM)**

..... syehl@goodshepherds.net

4K..... Mrs. Kathy Walz

Ext. 18..... kwalz@goodshepherds.net

Childcare..... Mrs. Shelly Nardi

Ext. 16..... childcare@goodshepherds.net

Church Office414-774-1184

Church Secretary. Linda Veldman

Ext. 10..... church@goodshepherds.net

Pastor Thomas Knickelbein

Ext. 12..... tknickelbein@gmail.com

Pastor James Wilcox

Ext. 11..... pjwilcox@goodshepherds.net

