

# **School Handbook**

2021-2022



## **Good Shepherd's Lutheran School**

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Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Good Shepherd's Commitment for Success Together  
2021-2022**

**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 instill within our students the "one thing needed" (Luke 10:42) for a fulfilled life in the present and eternal life forevermore
- Serve your family as a partner assisting you in your God-given responsibility to "train up a child" (Proverbs 22:6) in the understanding and instruction of the Lord (Ephesians 6:4)
- Dedicate myself to pray for the well-being of my students and the school family at large
- Show love and respect for students through my attitude, words, and actions and view them all as redeemed children of God worthy of Christ's blood
- 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
- 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 congregational group Bible study
- Do everything in my power to ensure the academic success of the students in my care
- Do everything in my power to keep nightly homework to a grade appropriate level
- Communicate with each child's parent as part of the home/school relationship
- Set as a goal to respond to every direct inquiry within a 24 hour time period
- 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 8:10 a.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 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
- Pray for the well-being of the Good Shepherd's school family, and especially for our teachers and staff (James 5:16)
- 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.
- Make certain that my child will complete his or her assignments and will support the homework expectations of the teacher
- Commit that my child will meet the school's attendance requirements and do my best to avoid taking family vacations that lead to absences for my child during the school year
- Enforce reasonable bedtimes to ensure adequate sleep for my child
- Support and encourage the Christian principles of Good Shepherd's
- Read the weekly 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 and set an example in this regard for my child(ren) to follow
- Work with the school and school staff by communicating concerns, seeking resolution to issues, and striving to provide a positive example for our children in resolving ambiguity, differences and conflict
- Refrain from being critical of school procedures or teachers in the presence of children. I also will not post a grievance with the school, other families, or students through social media
- Discuss a potential misunderstanding with the person(s) involved before discussing the matter with anyone else (Matthew 18:15)

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*



We pray that this handbook is a helpful resource for parents, students, and teachers as we all strive to work together so that all involved achieve success.

## School Information

### Organization

Good Shepherd's Lutheran School is a private, parochial school supported and maintained by Good Shepherd's Evangelical Lutheran Church and is a member of the Wisconsin Evangelical Lutheran Synod (WELS). The WELS school system is one of the largest school systems in the United States with more than 500 schools and serving around 41,000 students. Our school has been in operation for 96 years.

### Philosophy of Education

At Good Shepherd's Lutheran School, all programs and activities are grounded in the Word of God. Since Christian education is a team responsibility involving parents, teachers, school family, and congregation, we work in partnership with one another to prepare God's children for life and eternity by assisting parents in developing the spiritual, academic, physical, and social gifts of their children. A scriptural basis for this philosophy can be found specifically in Proverbs 22:6 where it advises us to "Train a child in the way he should go, and when he is old he will not turn from it."

### Mission, Vision and Objectives

#### Mission

Compelled by Christ's love, guided by the Great Commission, and rooted in God's Word; Good Shepherd's Lutheran School exists to serve the families of our congregation and community by **training young minds for life, and preparing young hearts for eternity.**

#### Vision

**We will seek to accomplish our mission by:**

- Serving as an arm of outreach and service to our community.
- Expanding our curriculum in an effort to meet the comprehensive needs of our community and congregation.
- Assisting families in nurturing and developing children's spiritual and educational needs.
- Glorifying God through excellence in the spiritual and academic growth of our students through a Christ-centered curriculum.
- Encouraging those with gifts and abilities to enter the full-time ministry and/or become future church leaders.



- Encouraging our students to appreciate their gift of faith by using their different talents and abilities to glorify God both in the church and out in the world.
- Assimilating new families into our congregational life and then encouraging them to become active and engaged.
- Providing and maintaining a facility that meets or exceeds the needs of our school.
- Utilizing technology in order to enhance the educational programs of the school.
- Maintaining our loving Christian school climate among students, parents, and teachers.
- Being a preferred choice for those seeking a comprehensive Christian educational experience.
- Being a strong feeder school for Wisconsin Lutheran High School.
- Increasing our overall student enrollment so that more students can learn to know their Savior on a daily basis.
- Increasing our offerings of student academic support.
- Maintaining a culture of professional development among teachers and administrator.

### **Objectives**

- 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 both in academics and extra-curriculars.
- To guide students in faithful Christian living out of love and thanks for the Savior.
- To train students to apply the Word of God both during life's challenges and while witnessing to family and friends.
- To teach all subjects in the light of God's Word, giving our students the skills they need to be knowledgeable students, successful workers, and productive citizens.
- To prepare God's children for eternity in heaven, which Christ has won for us all.
- To ensure that all teachers have an annual personal and spiritual development plan.
- To ensure that our teachers are well-trained in using technology for effective instruction.



- To work with the Board of Evangelism to develop an effective new member mentoring program.
- To set as a goal to have at least 75% of our graduates attend Wisconsin Lutheran High School.
- To take advantage of the many opportunities to have Wisconsin Lutheran High School representatives in our building and to have our students on the WISCO campus.
- To promote ourselves as an infant to 12<sup>th</sup> grade system as we partner with Good Shepherd's Childcare and Wisconsin Lutheran High School.
- To set as a goal to have 60% of our students meet their projected annual growth goals set in the fall on their standardized test scores.
- To establish an Extended Learning Program that lends additional academic support to learners.
- To update and/or expand our school playground for our students.

## **Philosophy Concerning the Bible**

We believe the Bible to be the inspired Word of God – the sole authority on faith and conduct. We further believe that the Bible does not contain any errors or contradictions. It is true in all parts including those that refer to history, geography, education, science, or other secular matters.

## **School Hours**

5K – 8 <sup>th</sup> Grade	8:15am – 3:20pm
4K	8:15am – 11:15am
School office	7:30am – 1:00pm

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.

## **Wisconsin Lutheran High School**

Good Shepherd's Lutheran Church and School is a member of the Wisconsin Lutheran High School Conference. Other association congregations in and around the Milwaukee area jointly help to fund, operate, and support "Wisco." Wisconsin Lutheran High School is a logical extension of the Christ-centered education that Good Shepherd's Lutheran School provides and we consider them our partner in Christian Education.



# Curriculum

## Course Philosophies

By curriculum we mean all the experiences of the child for which the school accepts responsibility. In our school the curriculum places religion in the foreground as the most important subject. However, religion is not merely taught as a separate subject. Instead, it permeates the entire teaching program. The major areas of the curriculum are:

**Religion** - We believe that all children are sinful and in need of a Savior. The Lord expects His people to study and learn His Word and to share that Word with all people. All areas of student learning come from and revolve around the Word of God that is the basis of our Bible Study curriculum. The students will learn Christ crucified as the only way of salvation and be encouraged to grow in that knowledge. They will also be encouraged to live and witness their faith through their knowledge of Bible truths and teachings.

**ELA (English Language Arts)** - The Lord expects His people to study and learn His Word and to spread that Word to all people. This requires language skills. We live in this world and are to serve our fellow man using the abilities God gave us. Language skills such as speaking and writing are important in serving others and sharing God's Word with them. Finally, language skills will assist pupils in learning history, science, geography, and the wonders of God.

**Mathematics** - In our study of God's Word and through our daily observations, we witness the orderliness with which God created this world. As Christians, we strive to serve our fellowman using the gifts God gave us. As stewards of God's gifts it is our responsibility to maximize the basic skills in mathematics, which will assist in the wise use of His material blessings upon our lives. These mathematical skills will aid and assist students in their further studies of science, social studies and geography. We believe that the children entrusted to our care will progress favorably when positive attitudes are developed from successful experience. The study of mathematics will make each individual a more useful and productive member of society.

**Science** - The Lord reveals himself in nature and works through his creation (Psalm 19:1); we teach science so our students gain an understanding of the world God created and the wisdom and skill of our Creator. God's creation has been affected by sin. Therefore, through science we learn how we can improve our stewardship of God's creation as well as marvel at God's design (Nehemiah 9:6). We believe there is a base of science fundamentals and principles that our students need to learn. All areas of learning in the many science fields reveal the all-powerful hand of a loving God (Romans 1:20). Unit lessons are taught in light of God's Word at all grade levels. Through hands-on learning the students will be actively engaged in experiments, projects and presentations. These opportunities will allow them to develop skills such as observing, comparing, hypothesizing, predicting, measuring, testing and interpreting for a better understanding of the world our Lord created.



**Social Studies** - At Good Shepherd's Lutheran School, the study of history is the study of "His Story," the Lord's creation. Students will gain a broad perspective of our world through the study of world, United States, and Wisconsin state history. Other components include instruction in government, civics, economics and geography. Instruction and activities in each of these areas are structured to help students develop the following skills: critical thinking, decision making, understanding cause and effect relationships, and comparing fact and opinion. Activities used to foster this development include reading charts, graphs, maps, and daily discussion of current events. The goal of these experiences is to give our students the necessary tools to be active citizens in God's world. It is our goal at Good Shepherd's to teach social studies in light of God's Word with the glory not going to man, but rather to the Triune God who has been from the beginning, is now, and ever shall be. Social studies is taught with emphasis in the following traditional areas that make up the social studies curriculum: History, Geography, Civics, Current Events, and Economics.

**Physical/Health Education** - The Lord has blessed his people with a variety of talents and abilities. He expects His people to develop, maintain, and use their bodies in a manner that reflects their love for him and honors the Architect of these gifts. The students will need to be equipped with a variety of basic motor skills, complex movement and balance skills, cooperative group dynamics. By maintaining a high level of personal health and fitness, each student will be better prepared to glorify God while participating in sports or activities with others. Each student will also benefit as they grow in other skills, attitudes, and knowledge related to physical education, sports, health, and the wondrous body God created.

**Art** - Art in its various forms is an integral part of each person's existence. Each student has been given some artistic ability and needs to develop their God-given talent to its fullest extent. This will aid the student in appreciating the beauty which God has created. Artistic talents should also be developed which can serve to glorify God and enrich our lives. (Matthew 25:14-30; Exodus 36:1-2; Job 12:7-9)

**Music** - Our school identifies music and the ability to produce music as precious gifts of God to be used for His glory and in His service. God in his Word repeatedly urges Christians to use music to worship and praise His name (Psalm 96:1; Psalm 147:7; Ephesians 5:19-20). In our music program, we will provide both the experiences and the training necessary for communicating and responding to the Gospel with music through a variety of music types and styles.

**Technology** - God is the Creator of all things, including technology. Our school is committed to providing students with a quality education in technology so they can function as Christians in their church, community, and country (I Peter 4:10). Guided by the Holy Spirit, students use technology to effectively carry out the mission of our school and our Lord's command to "go and make disciples of all nations" (Matthew 28:19). Technology is a tool that facilitates and enhances instruction in the other content areas while exposing students to real-world skills that will be used in higher education and the work place. We offer technology education in order to give our students an excellent, applicable, and thorough education.



## Late Work Policy

Good Shepherd's Lutheran School has a late work policy in place for the 5<sup>th</sup> -8<sup>th</sup> 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 sheet. Copies of this policy will be explained and handed out at the beginning of each school year.

## 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.

## Communications

### Calendars

A calendar of yearly events is sent home with each family in our summer registration packets. A monthly Google calendar is also available on our website [www.goodshepherds.net](http://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, athletics and singing schedules.

### School Newsletter

A school newsletter (a.k.a. "the school notes") will be published every Wednesday. The newsletter will be available on our website [www.goodshepherds.net](http://www.goodshepherds.net), through email, and through 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.

### Student Report Cards and Parent-Teacher Conferences

Report cards are issued at the end of each quarter. Good Shepherd's Lutheran uses FastDirect as our online grading system. All parents are issued logins to this system so that they may check their student's grades.

Parent-teacher conferences are held at the end of the first and second quarters. The first conference is mandatory while the second is an optional offering. 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.

### 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 some of the teachers have after school responsibilities (coaching, etc.), you



are encouraged to call, email, or send a note requesting a meeting to avoid any time conflicts. Since teachers may be greeting students, listening to memory work, and/or making final preparations for the school day, before-school consultations are not recommended.

## Extra-Curriculars

### 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' &amp; Girls' Softball</i>
<i>A-Team Cheerleading</i>	<i>B-Team Cheerleading</i>	<i>Boys Soccer</i>
<i>Boys' &amp; Girls' Cross Country and Track</i>		

It is a privilege to participate on an athletic team at Good Shepherd's Lutheran School. Our students are expected to use their God-given talents to their fullest in extracurricular activities, but their first responsibility is academics. Therefore the following standards have been established by the school in order for students to participate in athletics:

- A student having 3 'D's or 1 'F' at midterm or quarter grading periods would render a student ineligible to participate in any games.
- A student declared ineligible to participate in games may practice with the team, however.
- If a student continues to remain ineligible for games through the end of the second quarter report card, the student will be ineligible to practice or play for the rest of the season (basketball and cheerleading only).



- A student's eligibility status will be reviewed at each mid-term and end of the quarter by the Athletic Director and Principal.
- A student declared ineligible after the 4th quarter report card would be ineligible for the 1st quarter of the next school year. If the student continues to be ineligible for the first half of the first quarter of the next school year (up until the first mid-term), the student would be ineligible to practice or play for the rest of the season (soccer, cross country, and volleyball only).
- In cases where lack of academic ability, not lack of academic effort is the cause of the poor grades, the teacher, athletic director, and school administrator will make the final decision regarding the student's eligibility.

Students at Good Shepherd's Lutheran School are expected to conduct themselves in a manner which gives glory to our Lord, serves the best interests of the school, its students, and extra-curricular activities in which they are participating. Students "to whom much has been given by the Lord" through their participation in extra-curricular activities will be expected to reflect the highest standards of Christian conduct in and out of school. Failure to do so will lead to consultations with the athletic director or principal in cooperation with the coach. Violations may result in suspension or termination of extra-curricular eligibility.

***"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***

## **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.



## Parents

### Age Requirements and Grade Placement

All students must be 4 on or before September 1<sup>st</sup> of the year they enter 4K, 5 on or before September 1<sup>st</sup> of the year they enter kindergarten and 6 on or before September 1<sup>st</sup> 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.

### 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 School.

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 January)
3. Existing Families from our school and childcare (First School Day in January)
4. New Prospect Families that have met with the Principal (First School Day in March)
5. New Sister Congregation Families (First School Day in March)

Any Enrollment Decision Appeals will be voted on by the Board of Education of Good Shepherd's Lutheran School. This does not apply to waiting list considerations. This does not apply to families enrolled in MPCP or WPCP.

#### 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 in August.

Pay book and milk fees; set up education fee/tuition payments at Orientation/Registration in August. This applies to families not enrolled in MPCP or WPCP

## **Christian Education Association (CEA)**

The purpose of the Christian Education Association (CEA) is to promote positive 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 21<sup>st</sup> century. The CEA is also highly involved in planning different family activities throughout the school year. All school families are invited and encouraged to attend and participate in any or all of our meetings and activities!

## **Child Abuse Prevention Program**

Good Shepherd's employs a child abuse prevention program. Good Shepherd's will conduct background checks on people who volunteer at Good Shepherd's and have consistent contact with the students. Background checks will also be conducted for parent drivers on field trips. Those that meet the before mentioned level of contact will be notified by the school about the need for a background check.

## **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. No students should enter the building without a parent before 8:00am. In cases of severe cold or rain, students may be allowed to wait in the main entryway until 8:00am.
2. Students will line up by grade in predetermined areas outside the school's main entrance. These will be shown to the students on the first day of school.
3. Teachers will meet their students that arrive at 8:00am in the main entrance lobby and immediately escort them to their classroom.



Pick up after school:

1. Students (5K-8) should be picked up by 3:30pm or they will be sent to after school care.
2. Grades 5K-2 will be lined up in the gym entryway inside of the school and will be dismissed by the teachers to their cars.
3. Grades 3-8 will be lined up in the main entryway inside of the school by classroom and will be dismissed by the teachers to their cars.
4. Students attending after school care will be dismissed from the entryways (gym or main) upon the arrival of the childcare workers who will pick them up.
5. Grade 4K will be dismissed at 11:15am. Those not getting picked up will be taken to childcare until a parent or caregiver arrives to pick them up.

Parents should not park on the East side of 100<sup>th</sup> street when picking up or dropping off their students. This is a posted no parking zone during pick up or drop off times. Parking in the fire lane on the south side of the school building when dropping off or picking up is also prohibited.

## **Tuition Policy**

Payment of Tuition can be made through 3 payment options:

1. One full payment at Orientation/Registration
2. Two payments, one in September and one in January
3. Monthly payments. Monthly payments are debited on the 16<sup>th</sup> of every month 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 may 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 summer registration packet until payments can be arranged.



## Emergency School Closing

In the event of inclement weather that involves snowy or icy conditions 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 due to the impact of snow, Good Shepherd's will also cancel school. In the event of inclement weather that involves sub-zero temperatures 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 due to excessive cold, Good Shepherd's will consider the cancellation of school.

The cancellation of school due to excessive cold is at the discretion of the principal of Good Shepherd's Lutheran School. WISN – Channel 12 is our preferred channel to announce closings. You can also check the bottom portion of our school's website [www.goodshepherds.net](http://www.goodshepherds.net) to see if school has been cancelled. A text message will also be delivered to families who sign up for this feature on FastDirect. You are more than welcome to pick up your child at any time during the day of a weather emergency, however, we will not cancel school during the school day unless West Allis/West Milwaukee or Wisconsin Lutheran High School decide to cancel.

## Financial Aid

Good Shepherd's Ev. Lutheran Congregation recognizes that the cost of Christian education can be a difficult problem, especially for those with 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 30<sup>th</sup>.

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 fundraising activities within the church. However the Bible does put forth a number of guidelines 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 fundraising 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 fundraising 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 fundraising activity. Each new fundraising activity must get final approval as well as annual approval for ongoing fundraising activities.

## **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 30<sup>th</sup> day after admission or your child could be dismissed from school.

## **Insurance for Students**

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

## **Medications**

The administering of medication is not a function of our school faculty or staff. However, in some instances, a child may be prescribed medication for use during the school day. In these rare cases, it is necessary to have a safe and proper procedure to ensure that the child receives the prescribed medication at designated times during school hours. If medication must be given at school:



- Parents must assume responsibility for the administering of the medication.
- If the parents are unable to dispense the medication during school hours, school personnel may store the medication. The parents must file with the school a document entitled “Medication Authorization Form.” This document includes consent and written instructions for the distribution of medication. No medications (prescription or non-prescription) may be distributed without this document on file.
- If the parents authorize someone else to administer medication during the school day, a note must be sent to the school office. A prescription medication should have written directions from the physician, and should be in the original package from the pharmacy.

Good Shepherd’s Evangelical Lutheran School does not supply non-prescription drugs or pain relievers for student use. Any student requiring any type of non-prescription medication must have parental approval and bring the item from home. Please note that this does not include cough drops and throat lozenges. All drugs or medications (prescription & non-prescription) must be turned in to the office.

Wisconsin statutes require that if prescription or non-prescription drugs or medications are to be taken or administered at school, Good Shepherd’s must have written authorization from the parent or guardian. The written authorization must include:

- The name of the medication
- Dosage
- The time of day the medication is to be administered
- The duration of time the medication is to be administered
- Signature of the physician or parent.

Pre-printed forms are available from the school office and are available to be downloaded from the website.

Wisconsin statutes also require prescription and non-prescription drugs to come to school in their original pharmacy-labeled container or original manufacturer's packaging. Please make sure these containers are also labeled with your family name and contact information.

Inhalers and epi pens are not required to be turned in the office. However, a form is required to be on file if those products are needed. An “Asthma Inhaler Administration Authorization” form is required on file if a student utilizes an inhaler at school. Also, the “Health Concern Plan” Form is required for each student that may suffer from an allergy. Pre-printed forms are available from the school office and are available to be downloaded from our website.

## **Milwaukee Parental Choice Appeals Policy**

All schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP 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, not properly completing the enrollment procedures, 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.

## **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, loan, athletic and other school administered programs.

## **Conflict Resolution**

Good Shepherd's Lutheran School is committed to a God-pleasing partnership between home and school. If a disagreement arises, a resolution will be found in a God-pleasing way. Consider these encouragements from God's Word:

- Ephesians 4:3-4 "Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called."
- 1 Peter 3:8 "Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble."

In Matthew 18:15, our Savior *requires*, on the basis of Christian love, that parents and teachers speak with each other privately, and not to make their disagreements public. Courtesy and Christian love should dictate how each party will deal with each other. Additionally, parents must be especially careful about speaking about a disagreement with a teacher or school policies/decisions in front of their child(ren) nor make these disagreements public via any



means (e-mail or social media, etc.). Remember, the Eighth Commandment protects one's good name whether an accusation is true or not.

By His spirit, God empowers His people to approach each other humbly, peacefully, and harmoniously. In that spirit, God's people at Good Shepherd's Lutheran School have established a series of steps leading towards a God-pleasing conflict resolution.

In matters dealing with an individual:

1. Discuss the matter with the teacher or whoever was directly involved in the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
2. If the conflict has not been resolved, then discuss the matter with the principal along with whoever was previously involved in the matter. Again, more than one meeting may be needed. If the disagreement concerns the principal, then our Board of Education chairman can be contacted. If it is an issue of a spiritual nature, then one of the Church's Pastors may be contacted.
3. If the issue still has not been resolved, the matter can then be brought before Good Shepherd's Board of Education for final resolution.
4. The Board of Education is the governing body of the school, and their decision is the final word.

In matters dealing with school policy and/or procedures:

1. Discuss the issue with the principal.
2. If the issue still has not been resolved, then bring the issue to the Board of Education for final resolution.
3. The Board of Education is the governing body of the school, and their decision is the final word.

Consider this final exhortation from 2 Corinthians 5:17,18: "Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation."

Therefore, in all matters of conflict between fellow Christians, ultimately we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness of sins he won for us.

## **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 students are still 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.

## **Student Records**

Please see the website: <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.

## **Visitor/Parent Access to School**

Parent/Guardian partners in education are 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.

## **Parent Participation 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.

## Asbestos Notification

The government requires that Good Shepherd's Lutheran School parent/guardians know that the asbestos management plan for the school is available for their viewing. The school undergoes a periodic inspection by licensed inspectors. Our Church Board of Trustees serve as our asbestos coordinators.

## Students

### Attendance and Truancy

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, e-mail ([school@goodshepherds.net](mailto:school@goodshepherds.net)), or Fast Direct to the office. A conversation with a teacher (voicemail, email, text, etc.) about an absence does not replace a call, e-mail, or Fast Direct to the office.

An excused 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 for medical and dental appointments.**



### 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 an 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 may 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 may be retained for the next school year. Excessive absences (25 or more) may also be grounds for expulsion.

#### **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)***

## **Tardiness**

We believe that regular attendance is a prerequisite for satisfactory academic performance, and that school is a proper setting for students to learn the value of punctuality and reliable attendance. We further believe this value is taught by the model and expectations that we set for our children. Additionally, students arriving late:

- Miss morning devotions, the cornerstone of our Christian elementary school.
- Are disruptive to classroom teaching and the educational process for students who arrive on time.
- Develop behavioral patterns that are undesirable in school and later in life as employees.

For all of these reasons, we intend to start our school day and devotion promptly at



8:15 AM. All students who arrive after the 8:15 AM will be considered tardy. Recognizing that the education of their child(ren) is a joint responsibility of the parents and the school community, we require that parents accompany their children to the school office to sign the tardy log and the student will pick up a late pass from the school secretary. No student will be admitted by the classroom teacher without a late pass.

Parents, NOT children, are required to sign the tardy log. Parents should present a doctor's excuse if the tardiness is due to an appointment. It should be noted in the tardy log and the excuse given to the secretary. To keep classroom disruption to a minimum, parents may not enter the classroom after 8:10 AM.

Because tardiness is extremely disruptive to teachers and their entire classroom, the disciplinary action for tardiness is as follows:

- **1<sup>st</sup> tardy in the calendar month** no penalty
- **2<sup>nd</sup> tardy in the calendar month** 10 minutes off of a recess
- **3<sup>rd</sup> tardy of the calendar month** 20 minutes off of a recess
- **4<sup>th</sup> (or more) tardy of the month** no recess that day for the student and parents may be required to meet with the Board of Education.

Students under disciplinary action during recess will be with their class either outside or in the gym, but they will have to sit on the side and not be allowed to participate in the recess activities.

Since our goal is to maintain the best teaching and learning atmosphere for all of our teachers and students, chronic tardiness may be considered sufficient grounds for suspension, non-promotion or expulsion, at the sole discretion of the principal and Board of Education.

## 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.

In order to encourage parents in their church attendance, these are the steps the teaching staff of Good Shepherd's will take to address in person church attendance:

- If three Sundays are missed in a row the teacher will send out a friendly email encouraging attendance.
- If church attendance is below 50% at the end of the quarter, the teacher will give the name to one of Good Shepherd's pastors so they can contact them.

These steps will be reviewed yearly at orientation.



## Communicable Disease or Virus 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, varicella (chicken pox), flu, whooping cough, Covid19 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.

Christians admonish those who sin in order to lead them to repentance and a life which glorifies their Lord. Our disciplinary program has the same purpose. The law and the gospel are the means through which we carry out our discipline. When inappropriate behavior is identified, efforts are made to bring the student to an awareness of his/her sin and repentance of that sin. When that is achieved, the student is once again assured of God's love and forgiveness. The student will, however, still bear appropriate consequences as a result of his/her behavior. Varying degrees of disciplinary actions may be taken depending upon the nature and severity of the misconduct. Good Shepherd's Lutheran School reserves the right to contact parents and civil authorities and to discontinue the student's attendance depending upon the nature and severity of the offense.

**Inappropriate Behavior** - Behavior which is inappropriate for Christians is often also forbidden by state and municipal laws. Causes for disciplinary action will include, but not be limited to the following:

- alcohol or other illegal substances-possession of or use of;
- damage or destruction of school or private property;
- disobedience, defiance, or obstruction of a teacher's authority;
- disruption of school;
- fighting;
- harassment; physical or verbal threats;
- profane or obscene language or gestures;
- truancy or tardiness;
- possession of weapons or dangerous instruments including replica weapons.



The classroom teacher will communicate behavioral issues with the family of the student when necessary. When a classroom teacher feels that they have done all they can to discipline a student in the classroom or in situations where a child continues to demonstrate an unwillingness to comply with classroom rules and expectations, the disciplinary steps below may be followed in an effort to change a pattern of behavior. Disciplinary action may include but not be limited to the following:

- **Parent contact:** Good Shepherd's Lutheran School seeks to teach students they are responsible for their own behavior. Parents, however, are ultimately responsible for the conduct of their children and will be contacted whenever deemed necessary.
- **In School Detention** (a.k.a. loss of recess): In school detentions will be served during the school day. The length and day of the detention will be at the discretion of the classroom teacher.
- **After School Detention:** After school detentions will be served from 3:15-4:00 on a day that is mutually agreed upon between the parent and the teacher. Students should not expect to be excused from detention because of co-curricular practices or games.
- **Disciplinary probation:** Students may be placed on probation for a determined period of time. Failure to comply with the probationary terms will result in removal from school.
- **Referral to civil authorities:** Violators of state and municipal laws—including disorderly conduct (abusive, indecent, profane, boisterous, or unreasonably loud conduct that provokes a disturbance) may be referred to law enforcement officers.
- **Suspension:** The purpose of a suspension is to remove the student from the school environment and to provide time for the professional staff, parents/guardian, and student to discuss the matter and bring about an agreement on future conduct. Suspension prohibits a student from attending classes for a period of 1-5 days in most situations. Absences from class due to suspension are recorded as excused absences. Students who are suspended will be expected to complete all work missed because of the suspension. All suspensions will be served at home. Good Shepherd's is not appropriately staffed to allow for in school suspensions.
- **Expulsion:** The Board of Education reserves the right to dismiss a student who disrupts the learning environment, threatens the safety of students or staff, or has shown a frequent disregard for classroom and/or school policies.
- **Loss of Privileges:** A student who is academically ineligible or is on disciplinary probation may not be allowed certain privileges or be allowed to participate in any type of athletic program or other co-curricular activity during regular school hours.



Expulsion may be the recommended course of action, even from a single act of gross misconduct.

If a family feels that their student is being unfairly treated through this disciplinary process they should follow the procedure diagrammed in the “**Conflict Resolution**” section found in this Parent Handbook. The Board of Education will make the final determination on expulsions from school.

1. Expulsion

After an expulsion, re-admittance to Good Shepherd’s the following year may be considered if sufficient evidence is presented to the Board of Education that the student’s issues which resulted in expulsion have been adequately overcome upon receipt of a new enrollment form.

2. Due Process

Students who are expelled may appeal their disciplinary action. Appeals are directed toward the Chairman of the Board of Education. The appeal must be in writing within 5 days of the decision. The appeal should state reasons why the disciplinary action should be lessened or reversed. The Board of Education will then hold a parent appeal meeting within 3 working days of the written appeal being received. Failure to receive a written appeal within 5 days of the decision will result in the disciplinary action being upheld by the Board of Education.

## Dress Code

The faculty of Good Shepherd’s Lutheran School takes seriously its calling to help students learn and grow in their 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 one.

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. T-shirts and sweatshirts shall have no derogatory, liquor, beer, smoking, violence, unchristian pictures or wording on them. Students shall wear no clothing that is music-related (individuals, groups, concerts, album covers, etc.) except those associated with WLHS, GSLS, or WELS musical programs. Any shirt that exposes the waistline area or small of back when standing, sitting, or during physical activity to show are not permitted. Clothing which demonstrates inappropriate exposure (low waist, low neckline, etc.) is not allowed.
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 which display skin are allowed in the pants. **Sweatpants, athletic pants, joggers, or pajama pants are not permitted.**
3. **Legging/Jeggings:** In an effort to maintain Christian modesty leggings/jeggings in 5<sup>th</sup> through 8<sup>th</sup> grades should only be worn under skirts or dresses.
4. **Shorts:** Shorts are permitted at Good Shepherd's during certain months of the school year. However, cut offs, biking shorts and excessively tight 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.**
5. **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. Shorts or leggings should be worn underneath skirts in grades 4K to 4<sup>th</sup> grades.
6. **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" (roller skate shoes), flip flops (with or without a strap in the back), or crocks. Due to the potential distraction from the learning environment, shoes that light up will also not be permitted. Sandals must have a strap on the back to hold them in place.
7. **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:

1. A faculty member will speak with the student privately.
2. It will be determined whether or not the student can correct his or her clothing.
3. If the student can't correct his or her clothing, the school may provide an alternative item of clothing.
4. If a correction of clothing is not possible, a parent will be contacted to bring a proper change of clothes. Until that happens, the student will not be allowed to return to class or regular school activities.
5. Absence resulting from improper appearance may result in tardies or unexcused absences.
6. Letters are sent home after the first violation and any further violations may result in detentions and eventually a suspension from school.

Should repeated violations occur, the matter may 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.*

## **Electronic Devices**

Digital electronic devices are defined as, but not limited to: cell phones, I-phones, digital cameras, digital music devices, I-pods, I-pads, Chromebooks, and gaming devices.

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

Student personal use of digital electronic devices is not allowed before or during school hours. Good Shepherd's Lutheran Church and School is not responsible for any lost or stolen personal digital electronic devices. Students who choose to bring cell phones and other electronic communication devices to school must have them turned off during school hours. Students must turn 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.

Student cell phones may be used after school during dismissal hours in the main entryway of school and supervised by a teacher. This will be the only use on campus that will be permitted unless there are special circumstances. Parents are encouraged to communicate pick up plans ahead of time so that students will not need to call for a ride after school.



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 (or the device must remain in the school bag).

Students may not use personal cell phones or electronic devices for any purpose on the school site without individual teacher permission for each occasion. If 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.

## 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:

<b>A+</b>	100	<b>C</b>	78-82
<b>A</b>	95-99	<b>C-</b>	76-77
<b>A-</b>	93-94	<b>D+</b>	74-75
<b>B+</b>	91-92	<b>D</b>	72-73
<b>B</b>	90-87	<b>D-</b>	70-71
<b>B-</b>	85-86	<b>F</b>	69 and below
<b>C+</b>	83-84		

1. Report cards are issued quarterly.
2. Grades for students are available online through FastDirect
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 2<sup>nd</sup> 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 which are negative or embarrassing.



- Written- display or sharing sexually suggestive pictures and cartoons, messages through social media, 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 or Pastors. The reported complaint will be investigated and action taken as necessary in accordance with our Discipline Policy.

## Leaving School Grounds

Students are not allowed to leave the school grounds while under school supervision. Those who leave school grounds or do not assemble in the designated area upon dismissal while under school supervision may result in action taken as necessary in accordance with our Discipline Policy. Please indicate who is authorized to pick up your student from school on a special section on the bottom of the "Parent Information" page on Fast Direct. Students will not be dismissed to anyone has not been approved by you.

## 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 are discouraged. 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. Students will not be given access to a refrigerator during the school day. Microwaves are available for heating lunch items in grades 1-8.



## **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 at minimum 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. Violation of this policy may result in an 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.

## **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. 100<sup>th</sup> Street  
West Allis, WI 53214**

**School Office** 414-774-8520

**School Fax** 414-443-9947

Office Hours on school days 7:30am-1:00pm

- School Secretary** .....Mrs. Jessica Woller Ext 201  
[school@goodshepherds.net](mailto:school@goodshepherds.net)
- Principal/Grades 7 and 8** .....Mr. Michael Henning Ext 202  
[mhenning@goodshepherds.net](mailto:mhenning@goodshepherds.net)  
Home Phone: 262-309-7324
- Grades 7 and 8**.....Mrs. Ahnsharee Klusmeyer Ext 210  
[aklusmeyer@goodshepherds.net](mailto:aklusmeyer@goodshepherds.net)  
Home Phone: 920-539-3560
- Athletic Director/Grades 5 and 6** .....Mr. Timothy Hochmuth Ext 214  
[thochmuth@goodshepherds.net](mailto:thochmuth@goodshepherds.net)  
Home Phone: 262-212-4691
- Grades 3 and 4**.....Mrs. Rossi Zarling Ext 211  
[rzarling@goodshepherds.net](mailto:rzarling@goodshepherds.net)  
Home Phone: 608-286-0793
- Grades 1 and 2** .....Mrs. Emma Heyn Ext 212  
[eheyn@goodshepherds.net](mailto:eheyn@goodshepherds.net)  
Home Phone: 262-309-7324
- 5K (Mornings)** .....Mrs. Jennifer Wolfgramm Ext 206  
[jwolfgramm@goodshepherds.net](mailto:jwolfgramm@goodshepherds.net)  
Home Phone: 414-810-8677
- 4K (Mornings) & 5K (Afternoons)** .....Mrs. Rebecca Iles Ext 205/206  
[riles@goodshepherds.net](mailto:riles@goodshepherds.net)  
Home Phone: 920-941-0061



## Childcare Numbers

**Director** .....Mrs. Shelly Nardi Ext 203  
[childcare@goodshepherds.net](mailto:childcare@goodshepherds.net)  
Childcare Phone: 414-774-8596

## Church Numbers

**Church Office/Secretary** .....414-774-1184  
Church Secretary: Linda Veldman  
[church@goodshepherds.net](mailto:church@goodshepherds.net)

**Pastor Joshua Zarling** .....Office Phone: 414-774-1184 ext. 102  
[izarling@goodshepherds.net](mailto:izarling@goodshepherds.net)

**Pastor Tim Wempner** .....Office Phone: 414-774-1184 ext. 103  
[twempner@goodshepherds.net](mailto:twempner@goodshepherds.net)

## Board of Education

**Mark Kuether**.....Chairman/School Choice Representative  
E-mail: [markk@askpublishing.com](mailto:markk@askpublishing.com)  
**Mark Grepo** .....WLC Delegate  
**Eric Werth**.....WLC Delegate/Secretary  
**Chris Balke**.....WLHS Delegate  
**Andy Steinbrenner** .....WLHS 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.

Last Updated 6/2021





## **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”**

