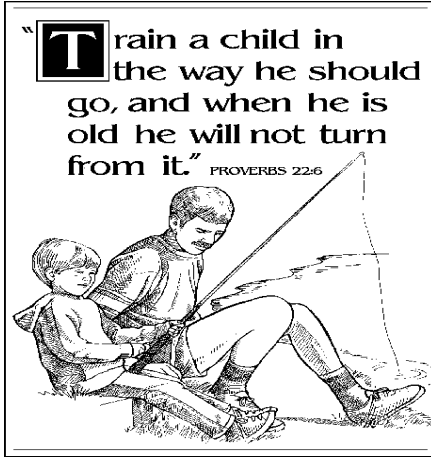


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## **THE PURPOSE OF THIS HANDBOOK**

This handbook has been prepared for several reasons:

1. To acquaint the reader with the program of Christian schooling offered at Good Shepherd Lutheran School.
2. To acquaint the reader with the philosophy which prompts the members of Good Shepherd Lutheran Church to promote and support a Christian school.
3. To acquaint pupils and parents with the functions and regulations of the school which they are expected to observe out of love for their Savior, their teachers, and their fellow students.

**Your questions are welcomed and may be directed to the school office.**

### **A BRIEF HISTORY OF THE SCHOOL**

The Good Shepherd Early Childhood Center is a ministry of Good Shepherd Lutheran Church. Classes opened in 1980 on the campus at 1300 Beltline.

Good Shepherd Lutheran School came into existence in 1984. The members of Good Shepherd Lutheran Church dedicated many months and countless hours of study, prayer, and consideration to such an important undertaking.

The goal then, as is now: to provide quality Christian education. It was found that many in the church and community were searching for this type of education.

Consideration was given to starting with kindergarten through grade 4, but as discussions evolved and the Holy Spirit worked it was decided to open for the first school year with all grades through eight. A building addition of four classrooms and two portable buildings were provided that year.

In 1986 the preschool classes moved to the spacious facility at 10 Chapel Court and Day Care was added.

In 1987 a second addition was dedicated which included a gymnasium, three classrooms, rest rooms, locker rooms, kitchen, and a school office.

In 1997 a new wood floor was installed in the gymnasium.

In 2003 a third addition was dedicated which includes 13 new classrooms, a computer lab, science room, media/library, music/band room, lobby concession area, a balcony for additional gym seating, and a new office addition. The existing building was also renovated.

In 2004 lighting upgrades of the facility, cafeteria, and kindergarten room were made.

In 2006 a full day kindergarten was adopted along with a half-day program.

In 2009 Good Shepherd Lutheran School was accredited by the NLSA as an Exemplary School. Computer up-grades in all classrooms with HPs and computer room with Macs.

In 2010 the lighting upgrades of the gymnasium and completing Promethean Board up-grades in all classroom's kindergarten through eighth grade. The Science room, Foreign Language room and Art room all have projectors for classroom teaching enhancements.

In 2012 Good Shepherd went to 1:1 Initiative using iPads for grades 7-8 and will purchase a cart for grades K-6. All teachers have received iPads and have been trained to enhance their classroom teaching.

In 2014 Good Shepherd began the process of building a new Early Childhood Center on the main campus to combine all of our ministries. The ECC Center will be completed for the fall of 2015 school year.

In 2015 Good Shepherd implemented 4<sup>th</sup> grade band as beginners and changed Grades 5-8 as concert band. The Band Program has added a marching band for grade 5-8 to participate in area parades.

In 2016 Good Shepherd implemented FLL and Jr. FLL STEAM groups.

In 2017 Good Shepherd went to 1:1 Initiative using Chromebooks for grades 6-8 and grades 3-8 will be using Google Classroom. We are 1:1 in Grades 4 – 8. A new baseball field was developed along with dugouts home games were reestablished.

In 2018 Good Shepherd designated a Learning Center for STEAM.

In 2020 Good Shepherd purchased 1:1 Chromebooks for grades 2-5 that will stay at school unless we would go to remote learning. Grades K-1 has 30 touch screen Chromebooks to share. All classrooms have webcams for synchronous learning capabilities. Google classroom platform is being used by Preschool, grades 3-8. Seesaw platform is being used by K-Gr. 2.

Good Shepherd provides quality Christian education for preschool through grade eight. The facility on Belt Line Road includes 17 classrooms, media/library, science room, and a music/band room and the Early Childhood Center for age 3 – gr. K includes 8 classrooms, activity room, and offices.

## SCHOOL PURPOSE

The purpose of Good Shepherd Lutheran School is to provide each student with a quality Christian education.

We recognize that this begins with the premise that Jesus Christ is our Lord and Savior and in Him we have eternal life. The curriculum and all activities are developed around this premise.

## SCHOOL GOAL

The number one goal of Good Shepherd Lutheran School is to see that each child develops to the fullest of his/her God given abilities. Each activity and program is dedicated to our Lord and Savior, thus inspiring each student to dedicate all they do to His service.

## PRINCIPLES OF CHRISTIAN TEACHING AND LEARNING

**WE BELIEVE** a Christ-centered school, in which all subjects, moral values, discipline, and extra-curricular activities are taught from a Christian point of view, can be more successful in developing a child's way of life, than any other agency except the Christian home.

**WE BELIEVE** Good Shepherd Lutheran School, with its foundation firmly established in the saving Gospel of Jesus Christ and empowered by the Holy Spirit, offers to all students the highest quality Christian education, allowing each student to reach his/her fullest development educationally, morally, socially, and spiritually.

**WE BELIEVE** the quality of Good Shepherd Lutheran School lies, to a great extent, with consecrated and dedicated teachers and their desire to love and nurture each student.

**WE BELIEVE** Good Shepherd Lutheran School must carry out the Savior's command to go and make disciples of all nations.

**WE BELIEVE** Good Shepherd Lutheran School follows the directive of our Lord; "Teaching them to observe all things whatsoever I have commanded you." and thus makes Him the focal point of its educational process.

**WE BELIEVE** that the school in all its teachings and practices subscribes to and supports the doctrines and doctrinal principles of the Lutheran Church - Missouri Synod.

**WE BELIEVE** that Good Shepherd Lutheran School should welcome children from different denominations and faiths or no faith at all as long as they are willing to learn what we believe. We respect the right of their personal belief, and we do not coerce anyone to accept our confession of faith. We look to the Holy Spirit to bring about the unity of faith that we know God desires.

**WE BELIEVE** that the future of the church, the community, and the country lay in the hands of the children.

Therefore, as a Christian school, our school is one of the best agencies to:

- Preserve children and their families to eternal life in the kingdom of God.
- Teach children their proper relationship to God and their fellow man.
- Develop in children the necessary skills and attitudes to make them responsible citizens of their community.

To those ends, Good Shepherd Lutheran Church operates, without profit, this elementary school to provide children quality instruction in all subjects in accordance with the tenets of biblical faith and in the interest of good citizenship.

### **SCHOOL OBJECTIVES**

As Good Shepherd School strives to help each child physically, mentally, emotionally, and spiritually, the following objectives have been established to fulfill the needs of the students and staff at this time.

The following objectives express the goals, which are necessary and important in providing for the total needs of the child in the Christian school.

The objectives of Good Shepherd Lutheran School are that each child may:

Become an active, equipped, professing Christian.

Develop good character and self-respect by enabling him to develop pride in work and a feeling of self-worth.

Learn to respect and get along with people with whom he comes in contact by learning about people, who think, dress, and act differently.

Develop the ability to make responsible moral decisions and to act according to them by helping him to learn about and try to understand the changes that take place in the world around him.

Learn how to be a responsible citizen through an understanding of democratic ideas and ideals.

Gain a general education by developing skills in reading, speaking, and listening; practice and understand the ideas of health and safety; and learning how to use and examine information.

Understand and practice the skills of family living.

Develop a desire for learning now and in the future through an appreciation of culture and beauty in the world, and learning how to use leisure time.

Develop skills to enter a specific field of work by gaining information needed to make job selections.

## **ORGANIZATION OF THE SCHOOL**

Good Shepherd Lutheran School is a ministry of Good Shepherd Lutheran Church, Collinsville, Illinois. The congregation has provided a Board of Christian Day School to provide for the management of the school and its programs on behalf of the congregation. The members of the congregation elect the chairperson of that board. The congregation's Church Council appoints board members. One member of the board is appointed from among school parents who are not members of Good Shepherd Church.

Board meetings are "open" meetings but the Board may go into "closed, executive" session when appropriate. Those desiring to address the Board should contact the Board chairperson at least one week before the meeting.

The congregation has established the position of school principal and delegates to that person the day-by-day management of the school's operation.

The Board's primary functions include:

- 1) Establishing policy,
- 2) Evaluating achievement of school goals,
- 3) Providing for financial support, and
- 4) Providing counsel and assistance to the principal.

## **SPIRITUAL NURTURE**

### **Daily Devotions, Bible Readings, and Prayers**

God's Word is highly valued at Good Shepherd. Each school day begins with school-wide, student-led prayer and the reciting of the pledges of allegiance to the American Flag and the Christian flag over the intercom. Classrooms gather at the beginning of the day for devotions, Bible readings, and prayer. Prayers are said at meal times, as the need and opportunity arise during the day, and at the close of the school day.

### **Midweek Chapel Services**

Chapel services designed for children are held each week. An offering is taken to benefit some worthy cause. Parents are welcome and encouraged to attend.

### **Attendance at Weekend Worship and Sunday School**

It is important the home and school share common values. It is important that students and their families attend worship services together regularly and faithfully. Attendance is taken for student church and Sunday school attendance.

## ACADEMIC PROGRAM

### Preschool

There are a variety of programs offered in our preschool. Classes are offered two, three, and five half-day sessions per week. Classes are offered two, three, and five school day sessions. Classes are also offered in two, three, four, and five extended full days. The calendar follows that of kindergarten through grade 8. We also offer School Days Out when school is not in session.

### Kindergarten

The kindergarten emphasizes phonics, reading readiness, developmental thinking, mathematical relationships, beginning science and social studies skills and concepts, and the overall development of a meaningful academic program for future formalized schooling. A half-day in the morning goes from 8:15-11:45 and a full day session are offered.

### Grades 1-8

Education of children in the elementary and junior high levels is based on the need for a firm foundation of basic knowledge to ensure tools necessary for children to function successfully in the broadening scope of education. All course work is presented in creative and meaningful ways. Each subject is approached from a distinctively Christian point-of-view. The full range of subjects includes:

**RELIGION:** Bible stories, history, Christian doctrine, Memorization of songs, Bible passages, and the fundamental teachings of the church

**MATH:** Concepts, Computation, Problem Solving, Pre-algebra, Algebra, and Practical application

### **MATH REQUIREMENTS FOR STUDENTS ENTERING THE SEVENTH OR EIGHTH GRADE (Pre-algebra or Algebra requirements)**

1. Student will show desire to be in the class and to do well
2. The parent(s) will be committed to the program
3. The student will have scored a 75 percentile or higher on the "Total Math" section of the Stanford Achievement Test during their sixth / seventh grade year.
4. The student will have achieved a minimum of a 3.0 grade point average in math for their sixth / seventh grade year.
5. The student must have the teacher recommendation.
6. The principal must approve the student for the class.

**Students who are in pre-algebra need to meet these requirements to be placed in algebra.**

**SOCIAL STUDIES:** Geography, History, Citizenship, Community, Government, and Illinois History, Regional and state history fair competition

**READING:** Phonetic Approach, Comprehension, Vocabulary, and Literature

**LANGUAGE:** Oral and writing skills, Grammar, Creative Writing

**SCIENCE:** Study of God's creation, Biology, Physics, Health and Safety, Local, regional, and state science fair competition

**HANDWRITING:** Manuscript, Cursive

**SPELLING:** Skills necessary for proper spelling

**PHYSICAL EDUCATION:** Development, Skills, Activities, Team and Individual Sports

**MUSIC:** Singing, Rhythm, Appreciation, Gr. 4-8 Band, and Choirs

**ART:** Creative Expressions, Elements of Art, Appreciation

**LANGUAGES:** Spanish – Grades K-8 and Latin – Grades 5-8

**COMPUTERS:** Use and Reinforcement, Beginning and Advance Skills, ChromeBooks along with iPads.

**STEAM:** Science, technology, engineering, and math are incorporated in the subject matters. Coding classes for upper grades.

The curriculum is under constant evaluation with upgrading as is appropriate.

### **Technology**

Good Shepherd seeks to provide technology and appropriate applications which are necessary for a quality education. The hardware and software available for teachers and students are regularly evaluated, upgraded, and expanded. All classrooms have Promethean Boards and Apple TV capabilities. The Jr. High – Grade 2 is 1 to1 platform with Chromebooks. The School also uses ChromeBooks and there are also iPads used in Preschool - grade 3.

## **RESPONSIBLE USE POLICY**

### **Good Shepherd Lutheran School**

1300 Beltline Road

Collinsville, IL 62234

[www.gslcs.org](http://www.gslcs.org)

<https://www.gslcs.org/student-responsible-policy/>

### **MISSION STATEMENT**

The purpose of Good Shepherd Lutheran School is to provide each student with a quality Christian education. We recognize that this begins with the premise that Jesus Christ is our Lord and Savior and in Him we have eternal life. The curriculum and all activities are developed around this premise.



## **Partnership**

It is important and valuable to use this initiative to further the partnership between home and school. As we partner together, our goal and prayer is that your child will be better prepared in this “digital world”.

## **Vision**

Good Shepherd Lutheran School recognizes that today's students learn and engage in education differently than students of the past. Technology is a tool to prepare students for their future. As a leader in academic excellence, Good Shepherd's vision is to assist our students to develop the necessary digital citizenship skills necessary for making wise decisions while using technology.

Our goal is to engage our students using a balance of traditional methods and supplementing learning with the proper usage of technology. Increasing access to technology is vital for our students' future. Some of the learning tools of these 21<sup>st</sup> century students are a means to empower our students to maximize their full potential and prepare them for their future. All technology will be used to create an environment of collaboration, presentation, assimilation, research and reporting. Every effort is made to filter and protect our students.

## **Technology Goal**

Good Shepherd Lutheran School is dedicated to promoting the use of technology as a tool for assisting teachers, staff, and students in all educational applications and in learning how to utilize their full potential in order to prepare them to function successfully in a complex digital world.

## **Policies for Technology**

The policies and procedures within this document apply to all technology that is used at Good Shepherd Lutheran School. Teachers may set additional requirements for use in their classroom. Access to the Internet at school is subject to the school's content filtering software and all rules and expectations.

Good Shepherd requires all students and parents, and/or guardians, to accept and follow the Technology Responsible Use Policy by signing the appropriate form before school begins. Users will be financially responsible for damages to any technology they are responsible for.

Good Shepherd provides training for use of technology, digital citizenship, and Internet access to promote educational excellence as a basis for personal development through which we can become an effective witness for Jesus Christ and strive to accomplish His will for us. Good Shepherd Lutheran School is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. Good Shepherd Lutheran School provides network access for students, faculty, staff and administration.

Our goal is to promote educational excellence by facilitating research, resource sharing, communication and innovation. All network access is expected to support education and research and to be consistent with the educational

goals of Good Shepherd Lutheran School. Teachers monitor student usage in grades 5-8 using GoGuardian. Reports are available to parent upon request. Parents of students in grades 6-8 are to monitor the use of the Chromebooks when not at school.

Students need to learn to respect the use of technology in their lives. The use of technology and access to the Internet is a privilege, not a right, and inappropriate use or use in violation of this policy will result in disciplinary action. Personal devices are not to be used at school. The Responsible Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of Good Shepherd Lutheran School technology at Good Shepherd Lutheran School. Consequences may include, but are not limited to loss of all usage and privileges or other disciplinary action. Loss of school computing privileges will not release a student from responsibility for computer related work in courses and consequently may also have a negative impact on academic grades. The underlying premise of this policy is that all members of the Good Shepherd Lutheran School community must uphold the values of honesty and integrity; thus, we expect everyone to use good judgment and to utilize technology with integrity.

### **Social Networking:**

- Social networking sites (Facebook, Instagram, Twitter, etc.) are not to be used.
- Using the school e-mail address on social networking sites is forbidden.
- Students will be taught about the possible dangers of social networking for young people as they are taught about Digital Citizenship.

### **E-Mail:**

- Good Shepherd has set up school email accounts (Google) that will be used by the students. Good Shepherd administers these accounts.
- Students are **NOT** allowed to use the school assigned e-mail address to sign up for anything other than school related uses.
- E-mailing during class is prohibited unless authorized by faculty or administration.
- E-mail services provided by the school are to be used only for school use.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.

### **Cell Phone/Personal Device Use**

- Cell phone use, texting, and etc. should not be used at school unless they receive permission and are under school supervision.
- Any student with a cell phone at school must have, on file, the cell phone form with a parent's signature.
- Cell phones must be turned off during school hours and kept in a designated location in the classroom.
- Personal Devices such as: Apple Watches and other devices similar to them should not be used while in school.

## Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Good Shepherd Lutheran School is not responsible for damaged or lost data transferred through our network or stored on Good Shepherd Lutheran School, computers, or on our file servers.

## Downloading and Loading of Software/apps

- All installed software/apps must be a legally licensed copy. The technology staff must approve additional software/apps installations.
- The downloading of music files, video files, games, apps, etc. through the school's network is **absolutely prohibited** unless it is a part of an assigned, in-class activity.
- The School reserves the right to remove any installed software/apps that impedes the educational purpose of Good Shepherd.

## Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material and neither should the staff.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material may be recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he or she is to notify the teacher as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- Recreational "surfing" or use for any purpose unrelated to academic or

school activities during school hours is prohibited.

- Teachers will determine appropriate technology usage for their classrooms.
- Students must adhere to all classroom rules and restrictions.
- Student use of the Internet is restricted to sites related to the assignment specified by the teacher.
- The use of all technology must follow the school's 'Covenant of Respect'. This includes cyber-bullying, electronic, or written communication.
- Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will not be tolerated. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying.
- Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Remember network activities are monitored and retained.
- Partnership is necessary for the safety of your child. Parents should monitor the sites their child visits when they are at home. Parents may want to place further restrictions on their home access.

### **OPERATING SYSTEM AND SECURITY**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is managed by Good Shepherd Lutheran School

- Teachers, Staff, and/or the principal will use monitoring software that allows them to view the screens and activity on student Chromebooks.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.
- Good Shepherd utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While at school, all Chromebooks, will have all Internet activity protected and monitored by the school. It is ultimately the parent's responsibility to monitor and filter content when students are not on school property.
- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried to school.

## **Chromebooks**

Students will use the devices:

- to organize and track assignments, homework, and class projects.
- to access the Internet to research information needed for class projects
- to learn and demonstrate 'digital citizenship'
- to learn to safely use the Internet as a tool and to discern what is appropriate or not
- to learn the appropriate use school email accounts, Google classroom
- to create presentations
- to use a word processor app for class papers and a presentation app for class projects
- to run a variety of applications to enhance their learning experience in class
- to read electronic books, including some textbooks
- to learn responsibility as they take care of technology devices
- When students are not using their devices, they should be stored where their teacher instructs them to.
- to bring their devices charged to school each day (grades 6-8)
- to conserve on paper use. Since Good Shepherd Lutheran School is encouraging an environment that uses less paper, many papers that relate to different subjects will be in PDF or electronic form so students can put them on the devices. When students need to print an assignment, they should talk to their teacher before printing.

## **Students will not:**

- Attempt to modify the devices, protective case in any way other than instructed by the administration.
- Share passwords and pass codes with other students
- Clear or disable browsing history or reset the devices or the pass code protection on the device.
- Disable the devices or its applications.
- Take the devices into the locker room or restroom.
- Use any feature on the devices unless instructed to.
- Users may not attempt to circumvent any protective schemes installed on the devices.
- Users may not attempt to modify any software or apps installed by Good Shepherd, including 'Jail breaking' and Power washing.
- No user may install any personal app on any school device without permission.
- Personal music is not to be put on the school's devices.

### **The Chromebooks are intended for school use.**

- Students will log into their Chromebooks using their school-issued Google Apps for Education account only
- Students should never share their account passwords with others. In the event of a compromised account Good Shepherd Lutheran School reserves the right to disable your account.
- Students should have a profile picture displaying his or her own likeness.
- Students should have the school issued background displayed or none at all on his or her chromebook or any browsers.
- Students with shared files must also include a teacher on the shared document.
- Student should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Good Shepherd Lutheran School may, without prior notice or consent, log, supervise, access, monitor, and record student use.
- Disciplinary action will be taken for any pictures, symbols, or messages deemed inappropriate and/or in conflict with our Christian values.

### **Additional Responsibilities for students in grades 6-8:**

Since students in grades 6-8 take their device home, they also need to:

- Keep the Chromebook battery charged - if students fail to recharge their device at home, work cannot get done at school.
- Remember to bring Chromebook school every day for all classes - if students leave their device at home, work cannot get done at school.
- Students need to accept responsibility for their Chromebooks and therefore may not use school devices
- Repeated violations of this policy may result in the student having other disciplinary action taken.
- A Wi-Fi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the internet.
- Students are bound by the Responsible Use, and all other guidelines in this document wherever they use their Chromebooks.
- Students may not alter how the Chromebooks are set up or try to bypass policies and monitoring software.

### **Technology Device Security**

- Devices should be in a student's possession or secured in a locked classroom at all times.
- Coaches, teachers and any other adult conducting an after school activity will provide a secure area for the devices during this activity.

### **Technology Care**

- Report problems to your teacher immediately.
- Students are responsible for the total care of the technology they use.

### **Chromebook Care**

- Students are responsible for the general care of the Chromebook they have will be using.
- The student will be responsible for any damages to their device as outlined in the Chromebook Usage Agreement.
- Students in grades 6-8 need to report any damage or malfunctions to be determined if it is covered under their extended warranty.

### **Consequences**

Consequences will be applied to student misuse of school technology, including, but not limited to, the loss of the use of the technology device for an amount of time determined by the administration and the technology department, disciplinary action including suspension and referral for expulsion, and possible legal action.

Students with devices containing illegal or inappropriate materials may

- be subject to having content removed from the device
- be subject to more frequent random checks
- be subject to having the device reimaged.

In the case of repeated device abuse and/or damages, the school has the right to revoke the use of the school's technology device.

Repeated RUP offenses or computer/electronic device abuses may lead to the loss of student privilege to use any devices on campus.

Additional action may be determined by the administration.

Consequences will be determined by the severity and frequency of the infraction.

### **Privacy and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently, the identity of someone on the Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty or administration to anyone outside the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as device access. This is important in order to protect the privacy of each user.
- Good Shepherd Lutheran School respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts.

However, if inappropriate use, including violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.

- The school will monitor computer activities that take place on campus during the school day, including logging website access, newsgroup access, e-mails, bandwidth, and network use.
- The school office should approve all postings of school activities on social media, since some student's pictures are not permitted on these sites.

### **Conclusion**

Computer technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Good Shepherd Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our members, families, students, and staff to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance the Christian education that Good Shepherd is able to provide to the members of the Good Shepherd Lutheran School community.

**Once you have read this document, please sign the Responsible Use Policy Form and return it to your child's teacher. There need to be a separate form for each child. Students may not use technology until this form is turned in.**

### **Good Shepherd Lutheran School**

[www.gslcs.org](http://www.gslcs.org)

#### **STUDENT AGREEMENT**

I have read the Responsible Use Policy. I agree to follow the policy while using any technology, including Chromebooks and iPads, and accessing the Internet at Good Shepherd. I understand that using Good Shepherd Lutheran School's technology and access to the Internet is only for school related educational purposes. I also understand that the use of these items is a privilege that can be revoked by my teacher if I do not follow the acceptable use guidelines. Following is a short summary of what is stated in the Responsible Use Policy:

#### ***Terms of Agreement:***

1. I agree to follow teachers' /school's instructions when using technology.
2. I agree to be polite, considerate, and to use appropriate language.
3. I agree to report and/or help prevent any bullying, abuse, or harm of others.
4. I agree to tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
5. I agree to follow all filters and security measures.
6. I agree to use technology carefully and wisely.



7. I agree not to share my passwords, except with my teacher or parent/guardian (Family Educational Rights and Privacy Act or FERPA).
8. I agree to use only my own files and folders. I will not access another individual's files and folders without his/her permission.
9. I agree not to reveal or post personal information belonging to myself or another person (i.e., passwords, addresses, or telephone numbers).
10. I agree to follow copyright laws.
11. I agree to follow the technology checkout process.
12. I agree to not make any changes to devices unless given permission.

Please turn this form into your homeroom teacher. Students may not use technology until this form is turned in.

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom teacher \_\_\_\_\_ Grade \_\_\_\_\_

We have read the Responsible Use Policy and will partner with the Good Shepherd Lutheran School in the following of this policy.

Parent's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Field Trips**

Each class will experience trips off the school grounds. These trips are for the extension of the learning process. Since field trips are part of the school day, students are expected to attend. All students are required to ride buses to and from the field trip destination and are expected to obey all of the bus and field trip rules.

Parents are invited to chaperon the trips. The Activity Fee covers the students' costs for the field trips, and adults cover their expenses, which include bus rental, admission charges, and other applicable costs.

Chaperones are seen as "volunteer teacher aides". All adults are given responsibility for a group of children. To allow thorough supervision, other children, including students' siblings are not to attend field trips.

School rules, including dress code, apply. Parents are asked to dress in accordance with the school dress code and are asked not to smoke.

Children who bring money are welcome to purchase souvenirs should the entire group visit a shop. To be fair to all children on the trip, chaperones are asked not to buy treats for any child (including their own).

All adults accompanying a trip shall read and sign the Field Trip Guidelines Form.

Chaperones are selected at random from a list of volunteers. Preference is given to parents of students. The number of selected chaperons is the number that can ride on the bus with the students. Additional adults must arrange transportation for themselves. All attending adults are given chaperon responsibilities.

### **Eighth Grade Class Trip**

The eighth grade takes an overnight trip of several days duration. The class works on various fundraisers to provide funding for their trip. The trip is considered a part of the school's curriculum and all students participate.

### **Outdoor Education**

The sixth grade participates in a program of outdoor education. The students experience what life was like for a 6<sup>th</sup> grader in the early 1800s – the time of Lewis and Clark. They spend a day farm steading at Thornhill Estates as they experience the daily chores of a child. They will learn to churn butter, split rails, make candles among other chores. This will help them understand the lifestyle of early explorers and how they interacted, survived, and progressed. They will also explore the historical village at Faust Park. This program relates to their social studies, reading, science, and art curriculums. An Activity Fee is assessed to help defray the cost.

### **High School**

Good Shepherd Lutheran Church is a member of the association of churches supportive of Metro-East Lutheran High School, which is located on Center Grove Road in Edwardsville. Graduates of Good Shepherd attend a variety of high schools in the St. Louis metro-area.

### **Instruction Regarding Sexuality**

Good Shepherd School believes it is best when parents provide their children with information and values regarding sexuality. During school, students will learn, as is appropriate for their grade levels:

- \* The benefits of God-pleasing relationships with others and the disadvantages of relationships, which are not in keeping with God's Word.
- \* Child development following conception.

The intimate actions and personal relationship associated with conception are not discussed in the classroom setting. This is best provided at home.

Worldly influences are strong but not overpowering when home, church and school work together under God's hand of blessing.

## **Memory Assignments – Learning By Heart**

As our children meet the challenges of life, we want them to make the right choices. God's "word is a lamp to my feet and a light for my path" (Psalms 119:105) and will guide them. In addition, the Bible, the words of God, is the one offensive weapon given us by our Heavenly Father to counter the works of the Devil. Through the Apostle Paul, God tells us, "Put on the full armor of God so that you can take your stand against the devil's schemes...take...the sword of the Spirit, **which is the word of God...**"

With this in mind, beginning in kindergarten, students memorize passages of scripture, Christian songs, and explanations of the scripture. Parents are encouraged to talk about this "memory work" to help the children understand and point out applications of the memorized passages in daily life.

## **Creation and its Relationship to Science**

The position of the Lutheran Church - Missouri Synod (LC-MS) and Good Shepherd Lutheran Church and School concerning how the world, the universe, humans, etc. came to be is reflected in the biblical teaching of the "Creation". It is best described in the "Brief Statement", the official doctrinal position of the LC-MS; which states:

*"We teach that God has created heaven and earth, and that in the manner and in the space of time recorded in the Holy Scriptures, especially Genesis 1 and 2, namely, by His almighty creative word, and in six days. We reject every doctrine, which denies or limits the work of creation as taught in Scripture. In our days it is denied or limited by those who assert, ostensibly in deference to science, that the world came into existence through a process of evolution; that is, that it has, in immense periods of time, developed more or less out of itself. Since no man was present when it pleased God to create the world, we must look for a reliable account of creation to God's own book, the Bible. We accept God's own record with full confidence and confess with Luther's catechism: "I believe that God has made me and all creatures."*

We believe it is important that students are informed of the belief in evolution so they are not caught unaware of this idea in later schooling, in personal reading, conversations, or the media.

Students who understand the belief in evolution and the facts of creation will better defend their faith and God's Word against popular opinion on this and other topics and can more effectively share with others their belief in God who is the creator of the heavens and the earth.

## **ENROLLMENT AND ADMISSION REQUIREMENTS**

### **Age Requirements**

Preschool - Young 3's: Children must have reached the age of three to be admitted.

Preschool – 3-4's: Children must have reached the age of three by June 1 of the year in which admission is desired

Preschool – 4-5's: Children must have reached the age of four by September 1 of the year in which admission is desired

Kindergarten: Children must have reached the age of five by September 1 of the year in which admission is desired.

Grade One: Students must have reached the age of six by September 1 of the year in which admission is desired.

Prior to attendance, students entering school for the first time must present a proper birth certificate or other acceptable evidence of birth date.

### **Health Requirements**

Physical Examination - Examinations shall be required of students as are required by Illinois State law. Verification of such must be provided to the school. As of this writing examinations are required of students entering preschool, kindergarten, and sixth grade and any student new to the school.

Immunizations - Immunizations shall be required of students as are required by Illinois State law. Verification of such shall be provided to the school.

Dental Examinations - Evidence of such examinations shall be required of K-8 students when entering the school for the first time and when entering kindergarten, second, and sixth grade. Verification of such shall be provided to the school.

Eye Examinations – Are required for the year the child is first enrolled.

Students shall be excused from these requirements if objection is made because of constitutional or medical reasons. A statement of such objection must be provided to the principal by the parent or guardian.

The home makes a vital contribution toward the child's academic success by:

- Providing a good breakfast and lunch. If lunch is brought from home, fresh fruits and healthy sandwiches provide much better "thinking fuel" than candy and desserts.
- Providing proper clothing according to weather conditions.
- Providing routines, which allow proper rest and sleep. Parents are encouraged to consider Sunday as a weeknight since a school day follows.

- Keeping children home from school when they are ill and keeping them home until their temperature has been normal for 24 hours. In the event of a highly communicable disease or condition, a doctor's written permission to return to school is required. In fairness to other students and the staff, a child who is found to be sick when at school will be sent home.

### **Acceptance of School Purpose, Goal, Tenets, and Objectives**

Students and parents or guardians must accept and agree to abide by the purpose, goal, tenets, and objectives of the school.

### **Needs of the Student**

The regular educational program of the school must be capable of meeting the needs of the student. This must be done for the good of the child.

### **Enrollment Forms**

The enrollment application form and other related forms must be completed in full before admission can be considered.

### **Enrollment Application Fee**

This fee must be paid in full before admission can be considered. It is not refundable.

### **Computer Fee / Activity Fee**

These fees are non refundable.

### **Pre-Registration Fee**

This fee is due upon acceptance of the enrollment application. Often, for the convenience of the parent, it is paid at the time of application. This fee serves to reserve the class opening for the coming year. It is refundable under very special circumstances. The full amount is shown as a credit toward final registration fees.

### **Changes to program**

If changes need to be made to a student's days of attendance or length of day, (half day Kindergarten- school day Kindergarten, Preschool), parents should request a Change of Program Form and submit it to the school office.

### **Advanced Standing**

Prior to attendance, students seeking admission into grades one through eight must present evidence of their advanced standing (grade placement). Acceptance into a particular grade shall be based on the student's academic success prior to making application for enrollment, the results of the entrance examination, and the recommendation of professional personnel.

### **Entrance Examinations**

Kindergarten - Before admission can be considered, an appropriate test of the child's developmental level will be administered.

Grades One through Eight - Before admission can be considered; an appropriate test of the student's academic ability will be administered.

### **Parent Interview**

Following application for admission of a K-8 student the parent(s) or guardian shall meet with the Principal. The purpose of this interview is to: 1) determine the reason admission is desired, 2) to communicate the distinctive nature of the school (quality Christian education), and 3) to answer parents' questions before the admission is considered.

### **Probationary Admission**

All students enrolling in the school for the first time are accepted on a probationary basis. This period ends at the end of the first full marking period following the first day of attendance.

### **Acceptance of Applications**

Students are admitted to the school by action of the Board of Christian Day School upon recommendation of the principal.

### **Policy of Nondiscrimination**

Good Shepherd Lutheran School admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic or other school-administered programs.

## **FINANCIAL SUPPORT**

The support of a large and important undertaking as a quality Christian school must be a team effort. At GSLS that team is composed of school parents, the membership of Good Shepherd Church, and other friends of the school.

### **Four sources of financial support:**

#### **1. The tuition and fees charged of all students.**

Tuition provides for the "operating costs" of the school including salaries, worker benefits, utilities, custodial service, etc.

Fees include the "book fee" for workbooks, hardcover book rental, current events materials, etc.; "activity fee" for field trips, class parties, yearbook, etc.; and other fees for optional activities such as the school band, computer lab, before and after school care, and lunch.

## **2. Financial support from the general fund of Good Shepherd Lutheran Church.**

This school is a ministry of Good Shepherd Lutheran Church. Most notable of Good Shepherd Church's many means of financial support are the buildings and grounds, the mortgage, which is paid by the church. Building additions, expansions, and remodeling are provided by the church. The congregation also provides repairs of the building. The tuition charge would increase significantly were it not for this generous financial support.

## **3. Fund raising events, donations, and other gifts.**

Events and sales are held each year to provide for the purchase of important supplies and equipment. School families are not required to participate in these events and sales. The guiding value is that since all students benefit, all families will determine how they will participate. The School Auction is the "biggest" fundraiser of the year.

Parents, members of Good Shepherd Church, grandparents, businesses and many others show their support for quality education by providing donations and gifts to the school. All such gifts are tax-deductible. Employers and fraternal insurance companies often match gifts to the school upon request.

## **4. Scrip Program – Charger Bucks**

Families and school share profit of gift card purchases.

### **Tuition**

Tuition is payable on the first school day of the month. It is considered past due after the 15<sup>th</sup> calendar day of the month. Late fees are assessed. Special payment dates can be made with the principal. Tuition is discounted if paid in full before the start of the school year. Tuition may be paid in 12 payments (June through May) or 10 payments (August through May).

Should a student be withdrawn from the school before the end of the school year, tuition is due to the end of the month of the last day of attendance. No records will be transferred until a status of "good standing" all fees are paid.

All tuition and fees must be paid up-to-date from the previous school year before a student may be registered at final registration in August.

The family of which the child is a part is responsible for payment of tuition. Payments are accepted from other parties but custodial parents are held financially responsible. Until all fees are paid, which results in a status of "good standing", the school will not release or issue Official Records, report cards, or graduating diplomas.

A limited amount of assistance is available. A scholarship service is used to help determine eligibility. Application forms are available at the school office.

Families, which are members in good standing of Good Shepherd Lutheran Church, may contact the church office for information regarding the congregation's tuition scholarship program.

All other families may contact the principal regarding tuition assistance.

## STUDENT EVALUATION

### Entrance Examinations

Prior to the consideration of the Application for Admission kindergartners experience a developmental screening and students entering grades one through eight are administered a brief achievement test.

### Standardized Tests

Standardized tests of achievement are given each year to all students, kindergarten through grade 8, to evaluate learning and instruction.

Tests of school ability, often called mental ability tests, are administered to children in grades three and seven each year.

### Other Tests

Other specialized tests are administered as the need arises. Such testing can be an important aid to the diagnosing of learning difficulties. Questions may be directed to the Resource Room Teacher.

### Grading System

Kindergarten: Grades are not given. Student progress toward specific goals is reported to parents.

### Valedictorian & Salutatorian and Honor Students

1. Student must attend GSLS during all of 7th and 8th grades.
2. All report card grades during 7th and first 3 quarters of 8th grade are averaged and sent to the school office each quarter.
3. Based on (A+, A, A-, B+, etc..) percentage to the thousandth place only (rounded).

Grades 1-8: Letter grades are used to indicate progress in "major" subjects. Number grades are used for other subject areas.

A+ = 99-100%      B+ = 91-93%      C+ = 82-85%      D+ = 71-74%

A = 96-98%      B = 88-90%      C = 78-81%      D = 67-70%

A- = 94-95%      B- = 86-87%      C- = 75-77%      D- = 64-66%

F = 0 -63%      3 = Acceptable progress

5 = Superior      2 = Improvement needed

4 = Commendable      1 = Unacceptable

Students are motivated and encouraged to do their best with the gifts with which they have been blessed by God.



## **EXTRA-CURRICULAR ACTIVITIES**

GSLs desires to provide a variety of activities and students are encouraged to participate in several, varied extra-curricular activities to experiment with and develop the talents they have received from our Lord. Individual activities are scheduled so as to support family life, worship, and academic development.

Parents have the opportunity to vary, adjust, and limit their children's schedules depending on the values of their family, and the abilities, interests, and needs of their children. Parents should feel free to limit their children's level of involvement should they feel it hinders family relationships, worship, or academic development.

Interscholastic Athletics:

Grades 2-4: Instructional Basketball

Grades 5-8: Girls Volleyball, Cross-Country, Basketball, Track & Field, Cheerleading (Grades 7 & 8); Boys Baseball (Grades 6-8), (Grades 5-8) Cross-Country, Basketball, Track & Field

Band: Lessons, contests, and concerts, Grades 4-8, Marching Band – Grades 5-8

Piano: Lessons are scheduled with a private instructor, Grades 2-8

Strings: Lessons are scheduled with a private instructor, Grades 1-8

Student Clubs: Photography Club, Yearbook Staff, National Junior Honor Society, and Authors Club

Peer Tutoring: Providing assistance to students after school - Tutors Grades 7-8

Spelling Bees: School, Local, Area, and National

Science Fairs: School, Regional (SIUE), and State

History Fairs: Regional (SIUC), and State

STEM: Jr. FLL and FLL Teams

Olympiads - Madison County – SIUE: Grades 7-8

Choir: Singing for the Savior Choir (Grades 7-8), Concerts, Contests, and Worship Participation

## **MEETING INDIVIDUAL NEEDS**

The needs of individual students are considered in this school, which emphasizes classroom instruction. Support to the students, parents, and teachers are provided through:

Counseling Services are available through the school's counselor. Referrals to the counselor may be made through the principal or classroom teachers.

Resource Room: a special education teacher staffs this room. It offers assistance to students having learning disabilities and to those in need of remedial work. Referrals are made through the classroom teacher.

Special Testing is available through the Resource Room Teacher for students who may have learning disabilities.

Tutors: Information is available through the school office.

## **SCHOOL ATTENDANCE**

### **Important!**

Because responsibility and self-discipline are so important to the growth of each child, parents are asked to cooperate with the school by seeing that children attend regularly and arrive at school on time. While students who have been absent can do text readings, workbook, and worksheet assignments, they miss the important class discussions, hands-on activities, simulations, and group work, which are integral parts of a well-rounded education.

### **Arrival and Departure**

To allow sufficient time for quality education, Good Shepherd does not make use of the bus transportation through the public school system.

Students may enter the building for before school care at 6:00 a.m.

Students may enter the K-8 classrooms at 7:45 a.m. Those arriving before that time are to go directly to the before school care program. After 7:45 a.m. students are to go directly to their classrooms, but may stop at the school office.

***Parents are asked to have their child at school by 8:00 a.m. so they can be prepared to begin at 8:15 a.m.*** The time before classes begin should be spent in preparation for the school day. Classes begin promptly at 8:15 a.m.

The ECC doors will be locked at 8:15 a.m. If you arrive after 8:15, you must go to the school's main front entrance to gain admission.

Students in half-day programs will be dismissed at 11:30 am in the ECC. All other students will be dismissed at the end of school at 3:15 pm.

**Signing In & Out:** Once you drop your children off for the day, we take responsibility for their care and whereabouts until we again return them to you at the end of the day. To maintain proper awareness of changes to a student's presence, you are asked to stop in the office to sign your child out if taking him or her early for some reason. If your child will be returning before the end of the school day, please stop in the office again to sign your child back in. We appreciate your assistance in keeping all Good Shepherd children safe and secure.

## Absences

Illinois law requires school age children to attend school every day that school is in session. Regular school attendance is important in order for students to have a successful school experience. The purpose of Good Shepherd Lutheran School's attendance policy is to encourage parents and students to make punctual school attendance and learning a top priority.

When a student will be absent from school, the parent should call the school before 8:30 a.m. on that day and state the reason for the absence. Students must make up any work missed during an absence.

The teacher and Principal must be notified **in writing** of any anticipated absence at least **three days** in advance. Failure to do so may result in students being unable to make-up missed work.

The student and parent will assume full responsibility for lessons missed due to absence. Students are responsible for checking with their teacher for extra work that needs to be made up after they return.

Good Shepherd Lutheran School has established the following policy for students who have been absent a significant number of days:

- When **7** absences are reached in one quarter or **20** days cumulative, a student will be placed on **Attendance Probation**.
- Attendance probation requires a conference between the teachers and/or Principal and parent in order to form an attendance action plan for the student. The action plan will include a discussion of the frequency and nature of absences, and the status of class work.
- Failure to comply with the action plan will result in consequences for the student, up to and including the student not being promoted to the next grade or not being cleared to re-enroll for the coming year.

The above procedures will be subject to the Principal's discretion, including the existence of special circumstances, such as a prolonged illness or significant medical condition. Our attendance policy is applied on an individual basis in order to properly address the individual needs of each child, and the greater welfare of our entire student body. **If a student is absent more than 30 days per school year, the student may be required to repeat the same grade.**

Make-up of missed schoolwork is expected when a child has been absent. Assignments are made available at the end of the school day. Students are given one day for each day of excused absence to make up the work. The schoolwork may be picked up in TRACKS – after school care

## Tardiness

Classes begin promptly. Tardiness is to be avoided, as it can become a habit, detrimental to the child's education and a distraction for the other students. A note should be sent with the student to explain special circumstances.

Good Shepherd Lutheran School has established the following policy for students who are tardy:

- Students should be considered as tardy if they are not in their classrooms and prepared for classes to begin when the tardy bell sounds. Students who are tardy MUST stop in the office to obtain a Tardy Slip before entering the classroom. Parents bringing children to school late must escort their child to the school office. Please do not interrupt class and expect the teacher to have a conversation.

**Seven** tardies in one quarter will result in a student being placed on **Attendance Probation**. Please see the above section on **Attendance** for a description of the Attendance Probation process. **If a student is tardy more than 30 days per school year, the student may be required to repeat the same grade.**

### **Vacation Trips**

While not preferable, vacations may need to be taken during the school year. The teacher and school office should be notified at least one week in advance of such an absence so assignments may be provided in advance of departure. *Students are responsible for all assignments missed upon return to school.*

### **Leaving School Grounds**

Students may not leave the school grounds without permission. A written note from the parent should be given to the school.

## **HOMEWORK**

Although homework requirements will vary through the grades, all students have assignments, which require work at home. Such work is designed to extend, enrich, or reinforce classroom learning. If a specific assignment is not made, the time can be used for review. Some assignments are not due for several days.

Study Tips:

- ❖ Organization is vital.
- ❖ Select a quiet place with few distractions.
- ❖ Select a regular time.
- ❖ Use an assignment book to record assignments.
- ❖ Anticipate assignments, which fall on regular days of the week such as spelling tests.
- ❖ Seek best effort, not perfection.
- ❖ Provide a folder for work to be done and another for completed work.
- ❖ Seek understanding of the concept, not just completion of the assignment.

Please note: Please check with the homeroom teacher if a student consistently reports that he or she has no work to be done at home or if the amount of work seems excessive.

**Homework:** Students bring assignments home for two different reasons. Some homework is necessary because a student did not complete class work that time was provided for during the school day (though other students may have finished). Other assignments are intentionally designed as homework in order to further enhance learning. Homework might involve structured practice, long-range assignments, projects, book reports, studying for exams, etc.

Parents have the responsibility to oversee that homework is completed and turned in when it is due. In addition, they have the responsibility to communicate any concerns regarding homework to their child's teacher. While a variety of activities exist that may interfere with a child doing homework, parents are entrusted with the task of teaching their children to keep their studies a top priority. Parents are encouraged to provide a special study area in the home and set a particular time that homework activities can be done. Parent support for homework activities is an excellent way of enhancing school/home relationships.

Each teacher will assign homework as appropriate to the respective grade levels. Teachers are considerate of the amount of homework assigned and the length of time involved in its completion. The amount of homework will vary somewhat from day to day and child to child. **Every child learns, studies, and works at a different speed; we cannot guarantee that our homework guideline below will be exactly how long completion takes for each child.**

**Average Homework Length:**

|     |                    |
|-----|--------------------|
| 7-8 | 1.5 – 2 Hours      |
| 5-6 | 1 – 1.5 Hours      |
| 2-4 | 30 – 60 minutes    |
| K-1 | 30 minutes or less |

**If students are in Band, home instrument practice is in addition to these homework guidelines. Also, some teachers assign an amount of pleasure reading each day. This also is above and beyond the homework guideline.**

*If you notice your child working far longer on a regular basis, please speak with his/her classroom teacher about the situation.*

Homework is not optional; academic achievement will fall if homework is not done or only partially completed. Additionally, homework is most relevant when done in a timely manner, so we hold students to an expectation that homework is completed and submitted when due. Each class has grade and age-level appropriate consequences for incomplete assignments. Good Shepherd is the right place for students (and parents) who believe homework is important and should receive the best possible effort.

**Homework Policy, Grades 5-8**

A special policy has been developed for the upper grade students to encourage the successful and timely completion of assignments.

### Late Homework Policy (grades 5-8)

If an assignment is not completed on time and/or to the teacher's satisfaction, then...

1. Ten percent (10%) will be immediately deducted from the grade (e.g. a perfect paper would receive a ninety percent, and a seventy percent paper would receive a sixty percent. No warning or check will be given. Parents will be notified.

2. The assignment must be given to the teacher of that subject BEFORE 8:15 a.m. of the next school day.

3. To avoid an excessive accumulation of assignments, students may not participate in recess until the late work has been completed to the teacher's satisfaction. If the assignment has been turned in before recess takes place, then the student may go to recess but the 10% deduction must be made.

4. If the assignment has not been handed in before 8:15 a.m. of the next school day, then

- a. The student must complete the assignment to the teacher's satisfaction.
- b. NO CREDIT WILL BE GIVEN. The student will receive 0%.
- c. The parents will be contacted.

The steps above are subject to modification by the teacher and/or principal dependent upon the special needs and circumstances of individual students.

## **SCHOOL RULES**

"Do all to the glory of God." is the basic philosophy of the school's rules. St. Paul wrote, "Love...does not behave itself unseemingly, that is, it is mannerly."

Good Shepherd Lutheran School exists for the education and welfare of children. Classrooms must be places where students can learn and teachers can teach. The building must be a place where students, teachers, and other personnel can live together in harmony.

The faculty strives toward positive relationships. Learning involves the whole child, and a child who makes a mistake must be dealt with in a loving, caring manner. The repentant child must be forgiven and given a chance to start anew. This kind of caring will make behavior change and self-discipline possible.

It is essential that the faculty and administration have the understanding and whole-hearted support of all parents in the area of behavior and discipline. Parents are encouraged to contact the school with questions whenever children report something questionable as having taken place at school. Children often have more respect for school personnel if they know that they will be disciplined at home if they require discipline at school.

For the safety of students and staff and to protect the learning environment of the school, students who do not respond to correction may be encouraged or required to transfer to another school. The actions of a few cannot be allowed to detract from the opportunities for many.

## Discipline Policy

### “Discipline” at Good Shepherd Lutheran School – Statement of Purpose

Our primary purpose for discipline at Good Shepherd is to help “make disciples” of the children entrusted to our care. As God first loved us, we strive to show love to one another through our thoughts, words, and actions. Christian discipline—growing in Christian discipleship—means guiding behavior so that a child:

- Demonstrates respect for one’s self, teachers, other students, and property
- Makes the best use of his/her God-given gifts and talents
- Communicates openly with teachers and peers positively and respectfully
- Receives and shows forgiveness for misbehavior
- Feels reinforcement for positive behavior
- Accepts responsibility for actions



Families who enroll children at Good Shepherd Lutheran School are encouraged to offer prayerful support for those who share Christ with their children. Parental support of teacher interaction helps build student respect for those in places of God-given authority. Communication, a vital two-way procedure, is important in the area of discipline.

### A Proactive Approach to Student Conduct and Bullying

#### A Statement of Faith

The faculty and staff of Good Shepherd Lutheran School understand the importance of a secure school environment, conducive to teaching and learning in an environment free from threat, harassment, and any type of purposeful mistreatment of other members of the school family. We acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual, and spiritual growth can take place.

The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

**Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’” Matthew 22:37-39**

At the heart of following Jesus’ command is a commitment by the faculty and staff of Good Shepherd Lutheran School to model the love that Jesus has shown to us and encourage all members of our school family to do likewise.

#### A Statement of Belief

It is the belief of Good Shepherd Lutheran School that the entire school community; students, teachers, parents, administrators, must be involved in the process of building a positive school climate in which caring and considerate interactions thrive and are encouraged while inappropriate conduct toward others (physical and emotional) is deemed unacceptable.

**Main Objective: Develop a climate within the school that promotes a pro-social, caring, Christ-like community.**

**Methods of Building a Positive School Climate**

- Intentional lesson plans created by teachers at each grade level that are intended to promote a positive school climate and clearly define bullying and the dangers it creates.
- Incorporate our six Respect Statements into the classroom and school-wide disciplinary procedures.
- Monday morning devotions centered on God's Word and the importance of building Christian character.
- All-school weekly chapel services, which allow our student body to worship together on a regular basis and receive a message based upon a Christian principles.
- A Buddy Program implemented throughout the school to encourage a sense of community and develop positive mentoring relationships between upper and lower grade students.
- Faith Family Activities designed to bring student representatives from each grade level (K-8) together to learn the scriptures/pray together in teams and work on service projects.
- Connecting Ministry Program was created to bring the Christian family together both church and school.
- Hold a Community Veteran's Day Service to reinforce the concept of Service.

**Our Sinful Nature**

We acknowledge that sin is a part of our human condition and is present in our school. One manifestation of sin is evident when those in our school family intentionally mistreat one another. Because of the grace shown to us in Christ Jesus, we emphasize the need to accept responsibility for our actions and to forgive one another.

**“If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness.” 1 John 1:9**

**“Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.” Col. 3:13**

It is important for all members of the Good Shepherd Lutheran School family to understand that bullying behaviors in school will not be tolerated. Students demonstrating bullying behaviors will be subject to School-Wide Disciplinary procedures as described in the School Handbook and summarized below.

Definition:

“Bullying” is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse. It may include, but not limited to, actions such as verbal taunts, name-calling, and put-downs, including ethnically based or gender based verbal put-downs and



exclusion from peer groups within school.

- A. Teacher will handle initial situation according to their classroom procedures. Parents who are aware of bullying in school should encourage their child to report such incidents to their teacher or administration. If the child is unwilling or unable to communicate with the teacher, the parent should inform the teacher of the situation.
- B. Teacher or other faculty member will issue a Conduct Report to formally notify the parents if classroom procedures have failed to resolve the bullying behaviors. Student will be required to visit the principal's office to discuss the dangers of such actions and the consequences for continued mistreatment of other students. Parents will be informed of the student/administrator meeting.
- C. When further action is necessary based on non-conformity, a Student Referral will be issued. A mandatory Parent/Teacher/Principal/Student conference will take place. A possible in-school suspension will be issued at a length determined by school administration.
- D. Referral: administration may recommend/require counseling.
- E. Proper authorities will be notified when criminal intent is obvious or when the situation warrants such action.

Each of the six areas of respect can be connected to Bible verses for continuous study and teaching in the classroom.

1. **Respect for God and His Word.** Deuteronomy 11:18-19 "Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up." Colossians 3:16-17, "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God."

2. **Respect for those in authority.** Hebrews 13:17 "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so their work will be a joy, not a burden, for that would be of no advantage to you." Titus 3:1-2, "Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men."

3. **Respect for our classmates and other people.** Philippians 2:3-5 "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus." Romans 12:10-11, "Be devoted to one another in brotherly love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord."

4. **Respect for our bodies and our God-given talents.** I Corinthians 6:19-20, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body." I Peter 4:10, "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."

5. **Respect for the learning process and the classroom environment.** James 3:17, "But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere." James 1:19, "My dear brothers, take note of this: Everyone should be quick to listen, slow to speak, and slow to become angry."

6. **Respect for our school and personal property, and the property of others.** Exodus 20:15-17, "You shall not steal. You shall not give false testimony against your neighbor. You shall not covet your neighbor's house." Acts 4:32, "All the believers were one in heart and mind. No one claimed that any of his possessions was his own, but they shared everything they had."

### **Procedures for School-Wide Disciplinary Action**

I. Classroom Policy – Minor discipline problems will be handled by each teacher according to the classroom policies established by each individual teacher based on the Statement of Purpose of Discipline of Good Shepherd Lutheran School.

II. Conduct Reports – Conduct Reports indicate a formal parental notification of an acute or recurring behavior problem and may be issued to the student when classroom policies are not effective. Conduct reports will be implemented as a documented teacher concern, which has not been successfully solved by previous steps. Conduct reports must be signed by the parent and returned to the issuing teacher. A copy of each conduct report will be kept on file in the school office. Accumulation of three student conduct reports will result in the issuance of a student referral form by the principal.

III. Student Referral Form – When further action is necessary based on non-conformity to the "Student Conduct" rules listed, accumulation of three conduct slips, or other inappropriate behavior, the teacher will complete a Student Referral Form.

a. The teacher, principal will complete a student referral form. A copy will be sent home. A meeting will also be set up involving the student, the parents, and the teacher.

b. If a second referral form is necessary during the school year, a copy will be sent home by the principal. A meeting will be arranged by the principal involving the student, the parent, and the teacher. A plan of action to address the problem will be developed and agreed upon.

c. If a third student referral form needs to be completed during the school year, the principal will notify the student, parents, and teacher that up to three-day suspension period from school will begin on the next school day. During the suspension period, the following will occur:

- 1) The student will complete all daily work assigned during the suspension

period.

- 2) A written contract for improving conduct will be developed by the student and parents.
- 3) A contract for desired behavior will be signed by the student, parents, teacher(s) and the principal before reinstatement will occur.

d. If the terms of the contract are not met, the matter will be reviewed by Administration/Board of Day School to consider the possibility of expulsion.

\*Certain actions, such as disrespect for students, teachers, and other adults, foul language, or fighting might require immediate contact with the parents and possibly suspension

The following misbehaviors shall result in an automatic suspension from school for up to 3 days and the consideration of expulsion from the school by the Board of Christian Day School:

1. The possession, sale, or use of alcohol, drugs or related substances at school or during school events;
2. The possession or use of any weapon at school or during school events;
3. The threat to do harm, the physical attack, sexual harassment, or verbal harassment (including "crank" calls to staff members) of any person at school or during school events.

It is the policy of Good Shepherd Lutheran School that corporal punishment (spanking) will not be administered by school personnel or volunteers.

All students of Good Shepherd Lutheran School are expected to conduct themselves in a God-pleasing, Christian manner, so all may see them as followers of the Lord Jesus Christ. "Your attitude should be the same as that of Christ Jesus..." Philippians 2:5

### **Athletic Eligibility**

Academic standards have been set to help uphold academic excellence as a core value of this school. Grades are checked at the end of each quarter and at each mid-quarter point. Student athletes having more than one "D", including D+, and D-, or any grade below "D-" are placed on academic probation until the next grade check. While on probation, student-athletes participate in practices and games. If, at the next grade check the student-athlete has more than one "D" or a grade below "D-" the student-athlete may no longer participate with the team for the remainder of that season. Parents may establish more stringent expectations in keeping with the values of their family.

## **SPORTS/STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles. Good Shepherd has Guidelines for Concussive Injuries developed in accordance with 105 ILCS 5/10-20.53, 5/34-18.45 and based on the recommendations from IESA and the Centers for Disease Control. Students with a concussive injury should not return to physical activity (PE/recess/practice/competition) during the same day of the injury. A physician's note and suggested activity progression should accompany a student and/or student athlete to return to school and or physical activities. More information can be found at

<https://www.iesa.org/activities/concussion.asp>

<http://www.ncys.org/safety/headsup.php>

<https://www.cdc.gov/headsup/youthsports/index.html>

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his/her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

### **Fan Participation**

When attending an athletic event, we gain much enjoyment from cheering on our teams. We seek to treat others, as we would like them to treat us - with respect and courtesy. To allow all (athletes, coaches, officials, and fans) to enjoy the games, the following guidelines have been developed:

- ❖ Please do not "boo" anyone: athletes of either team, coaches, or officials. We are all God's children and deserving of respect - even (especially?) when we make mistakes. Instead, please feel free to encourage everyone involved.
- ❖ Any spectator who is asked to leave a game for unsportsmanlike conduct will be banned from the next same level athletic event.
- ❖ So as not to distract other fans, please remain in the stands when the game is in progress
- ❖ For safety reasons, please do not go beneath the bleachers.

- ❖ Students should be accompanied by an adult. The school cannot accept responsibility for unaccompanied students.
- ❖ Students should remain inside the building.
- ❖ Students attending sporting events are expected to dress in modest, Christian attire.

Students and other fans that do not abide by these or other applicable rules must be asked to leave the grounds.

### **Other Rules**

Students will be instructed concerning other more specific rules concerning behavior in the classrooms and hallways and on the playground. Included are:

- ❖ Students may enter those rooms used for school purposes and with permission of a teacher.
- ❖ Students may be in the building with teacher supervision. Please see “Arrival and Departure” for further information.
- ❖ Quiet voices are used in classrooms, hallways, and rest rooms.
- ❖ Prompt and willing obedience is expected.
- ❖ Kind and courteous speech is stressed.
- ❖ Walking is expected inside the building.
- ❖ Radios, tape players, toys, cell phones are not allowed at school without special permission.
- ❖ Proper use of playground equipment is required.
- ❖ Throwing objects is not allowed except with teacher permission such as throwing balls when at recess.
- ❖ Gum chewing is not permitted.
- ❖ For safety reasons all visitors, including parents, must report to the school office upon arrival.
- ❖ Students should mark in and on textbooks and workbooks only as directed by their teacher.

**Parent Conduct Expectations:** The conduct of our school parents makes an important impact on our school environment. They are significant and powerful role models to all of our students. Accordingly, we ask parents to follow these guidelines in interacting with teachers, students, and other parents.

- ◆ Act in a manner that reflects the Christian values of Good Shepherd Lutheran School.
- ◆ Treat all staff and students with respect, even as you desire to be respected.

- ◆ In expressing questions, concerns, and suggestions, speak calmly and listen with an open mind to responses. Stay focused on our shared desire to meet the Christian educational needs of all students.
- ◆ If you wish for a teacher's full attention and a well-thought, comprehensive response, make an appointment to meet. Do not expect to receive the teacher's best focus or response if you approach them before school, in the midst of a crowd of students or people, or during other school activities.
- ◆ Our teachers are highly committed, and put in incredible hours, but there is only so much they can do at a time. Your understanding is appreciated when, for example, it takes longer than you'd prefer to receive a return phone call or when they share that they are not able to make a requested adjustment due to other factors they have to account for.
- ◆ Remember that everyone makes mistakes. Kind understanding of staff errors will always be appreciated, and you can expect the same treatment in return.
- ◆ Never directly confront or challenge a child (other than your own) while the child is under school supervision, unless as a volunteer you have been so empowered (such as chaperoning a field trip). If you observe or hear about behavior that you believe should be addressed, inform the proper school authority (such as the child's classroom teacher), and then trust the staff member to take action, as he or she believes appropriate to the situation.
- ◆ Please keep to the same standards of decent language to which the students are held. Please avoid foul and/or obscene language.
- ◆ The school is a drug free zone. No smoking or drinking on campus. This carries over to all school student activities as well, such as while driving for a field trip or attending an athletic event.
- ◆ Many families enroll their children at Good Shepherd appreciating our dress code, sheltering them from promiscuous influences of peer groups elsewhere. Please give attention to your own attire when involved with school functions, so that it might not make others significantly uncomfortable.

Your cooperation and support will help us maintain the Christian environment we all so value here at Good Shepherd.

## **DRESS CODE**

We believe you'll be pleased with the choices and expect this will be easy, affordable and comfortable! The code is written for things you can wear so if you don't see it, you can assume it is not permitted. Many of our local retailers regularly carry these items in both their stores and on line: (Other stores may also be used)

Dillards      ChoiceUniforms.com      Target      JC Penney  
justmeapparel.com      Wal-Mart      FrenchToast.com      Kohls      LandsEnd.com

The following dress code standards have been adopted by the Board of Christian Day School and apply to all school days unless otherwise directed by

the Principal. All clothing should fit the student properly, conforming to his or her body type.

**NOTE For Preschool Students:** We often do messy play indoors and out. It is suggested that you choose dark colors (Tops – burgundy, navy Bottoms – Navy, burgundy, black)

### **Tops**

- Solid plain color white, burgundy, gray, navy blue, light blue or light pink.
- Plain, short or long-sleeve polo-style (traditional 3 or 4 buttons), oxford-style, turtleneck or mock turtleneck. Turned down collar, tucked in, buttoned sleeves, only top button unbuttoned.
- Plain crew-neck, V-neck or button-down sweater, vest or sweatshirt (in same colors as above) may be worn with shirt as listed above.
- ¼ zip pullovers are allowed.
- Only Good Shepherd logos are acceptable.
- Students are asked to wear burgundy tops on school-sponsored field trips unless advised differently by the teacher

### **Bottoms**

- Solid plain color tan, black, navy blue, gray or burgundy.
- Plain or pleated, tailored-style pants, capris, walking shorts, skorts, skirts and jumpers in cotton twill, corduroy or similar-type fabric. (No denim or tight-fitting fabrics. **No cargo shorts or cargo pants.**)
- Pants, capris, walking shorts, skorts and skirts are worn at natural waist.
- Walking shorts, skorts, skirts and jumpers extend 3-4" above top of knee.
- Capris and shorts can be worn year-round.
- Bottoms with visible belt loops require plain, black/brown leather or solid color matching the student's bottom.
- Preschool – elastic waist suggested

### **Dresses and Jumpers**

- Solid color tan, black, navy blue, gray, burgundy, light blue or light pink.
- Plain or pleated, tailored-styled dress or jumper in cotton twill, polo mesh, corduroy or similar-type fabric. (**No denim or tight-fitting fabrics.**)
- Must extend 3-4" above the knee.
- Preschool must wear shorts, tights, leggings

### ***Hair, Accessories & Jewelry***

- Hairstyles are neat, not distracting, in good taste and out of student's eyes, above eyebrow.
- Boy's hair should be off the collar and not below the earlobes.
- Avoid unnatural hair coloring and hair attachments. Color coordinated hair accessories.
- Girls may wear up to two earrings per lobe and no longer than the lobe.
- Boys are not to wear earrings.
- Other pierced-body jewelry and tattoos are not allowed.
- Makeup is modest and discreet.
- Please do not wear scarves as a headband.
- Preschool no jewelry (necklaces, bracelets, rings)

### ***Socks & Tights /Leggings***

- Solid color socks or tights matching top or bottom.
- Shorts or tights under skirts and leggings under skirts and jumpers.

### ***Undergarments***

- Worn as intended and not visible.

### ***Foot Coverings***

- Heel of foot to floor at back of shoe may not exceed 1-1/2". Heel straps and non-marking soles.
- Solid color socks, tights or pantyhose with all footwear.
- Crocs are not allowed for safety reasons.
- Preschool Velcro shoes preferred

### ***Outerwear***

- Jackets, hooded or full-zippered sweatshirts, sweaters, etc., ponchos, hats, caps, scarves and gloves are worn outdoors.

### ***Exceptions***

- Extracurricular activities such as team sports, band, etc. may have additional guidelines set by the coach or director.
- Students are asked to wear burgundy tops on school-sponsored field trips unless advised differently by the teacher.
- The Principal may designate "Special Dress Days" for special events.
- Students attending after school events such as sporting events, school plays, etc. are expected to dress in modest, Christian attire.



- All employees and volunteers should wear modest, Christian attire.

### **Noncompliance**

The Board has placed its confidence in the Principal and teachers for final judgment on specific attire. Students, parents and guardians are asked to respect such judgments. Parents are asked to cooperate and partner with the school in carrying out the above guidelines when purchasing clothing that is to be worn to school. Students repeatedly wearing clothing not meeting these guidelines will receive a letter to be signed by the parent. Further violations to the dress code may result in additional disciplinary action.

## **COMMUNICATION**

An important component of a successful educational experience is the view of parents and teachers as partners. Effective two-way communication is vital to that partnership.

### **School Newsletter**

This weekly publication provides calendar information, updates on school activities, and helpful hints for parents. This is the school's primary means of written communication. It is on the school website at [gslcs.org](http://gslcs.org) under Charger News and is also emailed to families. Contact the school office if you are in need of a copy.

### **Classroom Newsletters**

Teachers prepare newsletters, which are emailed to parents.

### **Phone**

Messages can be left for staff members during and after school hours to help facilitate communication.

### **Video Surveillance**

The church owns all church and school buildings and grounds, both interior and exterior. All grounds, hallways, common rooms are subject to video surveillance, and the students are hereby notified of the school's intent to use such video surveillance throughout these locations.

Video surveillance: Video surveillance is conducted in all public areas of the school 24 hours a day. Recordings of the surveillance are stored for a limited time except in the case of specific reported incidents. These recordings are property of the school and may be viewed only by authorized school or law enforcement personnel. Because this footage shows more than just a single child, to protect the privacy of all people on school grounds, recordings will not be shared with parents or other parties except in special circumstances approved by the Board of

Education, principal, or specifically requested by law enforcement or other legal proceedings.

### **Internet – Web site**

The web site is another avenue to receive student's homework assignments. It also is a tool to communicate to the teachers through their e-mail.

### **E-Mail**

Email is best used as an effective means to communicate factual data. Examples of appropriate use of email include sending schedule information, or general information to an individual or a large group. Email is NOT an effective means to discuss items or issues where strong feelings, emotions, or sensitive content may be involved. Much of the content of interpersonal communication is conveyed through body language and voice inflection - neither of which is included in email. Therefore, parents are strongly discouraged from using email for such communication. Face to face communication is the best way and should be used to solve conflicts.

### **Parent/Teacher Visits**

Before the start of the school year the teachers of kindergarten through grade 5 schedule parent/teacher visits of students in their homerooms. The teachers of grades 6 through 8 will schedule several sessions of "Open House". A visit or open house helps establish open lines of communication and allows the opportunity for parents and children to get to know the teacher. Important information about the year to come is shared as well.

### **Welcome Back Night**

This is a night scheduled prior to the start of school. It allows the families to bring in school supplies, sign up for volunteering, purchase from the Resale shop, Charger Bucks available, and check out other groups in the school. The teachers will be in their classrooms for visiting and answering questions.

### **Parent-Teacher Conferences**

Conferences are scheduled for all students at the end of the first quarter. Conferences are optional at the end of the third quarter and may be scheduled at the request of parent, teacher, or principal. Other meetings may be held throughout the year as the need may arise.

### **Reporting Grades**

Grades K-8 are reported to parents by means of mid-quarter reports and end-of-quarter report cards. The mid-quarters are intended to share the student's progress at the mid-point of the quarter. Report cards share final grades and related comments. Parents are encouraged to contact the teacher to discuss their child's progress.

## **Questions and Concerns**

Disputes, difference of opinion, and conflict over ideas, purposes and values will occur wherever people gather together.

Constructive suggestions and concerns are welcomed. They offer the opportunity to explain why things are done a certain way. Suggestions and shared concerns also offer the opportunity to see the need for change.

The procedure below is based on Jesus' directives as found in Matthew chapter 18 verses 15 through 17 with regards to differences and conflicts between people at Good Shepherd.

As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in His sight.

The pastors of Good Shepherd Church may serve as counselors, mediators, or advisors. They may be contacted through the church office.

### **1. Jesus said to first go to the person with whom you have a concern.**

Please contact the person(s) directly involved. Most times a clarification is all that is needed. It is important that we seek factual information by asking questions before forming a conclusion. It does no good to speak with others unrelated to the situation unless we seek their advice.

Clarification of school policy and other decisions of the Board of Christian Day School may be directed to the principal or Chairperson of the Board of Christian Day School for explanation.

### **2. If the problem cannot be solved by going to the person, Jesus said to then get a responsible person to help solve the problem.**

Please contact the principal if step #1 has not helped to resolve a classroom problem. After seeking clarification from the principal, concerns about school policy and other decisions of the Board may be taken to the Board by contacting the Board Chairperson. The concern must be stated in written form.

### **3. If steps #1 and #2 have not resulted in a successful resolution, Jesus directed Christians to then go to a group of responsible people.**

At Good Shepherd that group is the Board of Christian Day School. Classroom problems may be directed to the Board Chairperson in writing if steps one and two have not helped to resolve the problem.

Concerns regarding Board policy and other decisions may be directed to the Church Council of Good Shepherd Lutheran Church by contacting the President of the congregation through the school office.

## **STUDENT SERVICES**

### **School's Out Club**

Extended care services are available for preschool students. These days are available when school is not in session, some days the center is closed. The Early Childhood Center is open weekdays from 6:00 a.m. to 6:00 p.m. Families of children picked up after 6:00 p.m. must be charged a penalty of \$1.00 per minute.

### **T.R.A.C.K.S. - Before and After School Care**

Care is available for children enrolled in kindergarten through grade eight before school at 6:00 a.m. and after school until 6:00 p.m. There is a charge for this service. Students may attend after completion of the appropriate registration form. All students arriving at school before 7:45 a.m. are to go to the before school care program. Families of students picked up after 6:00 p.m. must be charged a penalty of \$1.00 per minute. Fees are paid on a monthly basis through FACTS.

### **Early Childhood Summer Fun**

This program is for children 3 - 5 years of age. There are special weeks planned for student involvement with fun learning activities. A fee is charged for each day used. There is half day, school day and extended day sessions available.

### **Summer Fun**

Good Shepherd students may attend this care program for children entering grades 1 through 8. Bible lessons, library visits, indoor and outdoor play, use of computers, craft projects and other wholesome, worthwhile, and fun activities are scheduled. Camp operates on weekdays from early June through 1<sup>st</sup> week of August from 6:00 a.m. to 6:00 p.m. A fee is charged and additional activity fee is assessed.

### **Lunch Program**

Good Shepherd offers a well - balanced hot lunch program. A lunch count is taken at the beginning of the school day. The menu is available on the school website. Lunches must be prepaid to FACTS. If you have questions, contact the lunch program director.

### **School Pictures and Yearbook**

A photographer is made available to take pictures of the students. Several packet choices are available for purchase. All students have their picture taken in the fall for inclusion in the school yearbook. Activity Fee covers the yearbook cost.

### **Peer – tutoring**

A group of students will assist others students in academic areas. Our Resource teacher will direct this group. This program will take place before, during, or after class hours.

## **Junior National Honor Society**

This distinction is presented to 7th and 8th graders who have qualified under the following criteria for acceptance into this membership.

Students must:

1. Earn a G.P.A. of 3.3 or better during the three first quarters of the current school year.
2. Attend seventh and eighth grade at Good Shepherd Lutheran School.
3. Demonstrate the Characteristics as described by the NJHS
  - a. Leadership: Participation in other co-curricular activities, promotes school activities, exercises positive influence, attitude and behavior to others, a leader in the classroom, demonstrates academic initiative and upholds scholarship, maintains school loyalty.
  - b. Service – 10 hours in school, 30 hours out of school, totaling of 40 service hours.
  - c. Citizenship: Understands the importance of civic involvement, has a high regard for freedom, justice and respect for the American form of government.
  - d. Character: Demonstrates respect, responsibility, trustworthiness, fairness, caring and citizenship.
4. The teachers are polled to validate these characteristics. Students whose qualifications teachers express concerns will not be accepted that year. Seventh graders may be considered again during their eighth-grade year.

## **Student Information**

Please keep the office informed so your child's records may be accurate as to any change of address, telephone number, place of employment of father and mother, current telephone number, name, and address of the person to be called in case of emergency and the unavailability of a parent.

## **TELEPHONE CALLS**

When necessary, emergency messages can be taken for students. It is not always possible to deliver them immediately. Parents wishing to speak with teachers may call before school from 7:30 to 7:45, or after school from 3:15 to 3:45. Students are not to use the school office telephone except in cases of emergency or school-sponsored reasons.

Please provide current, accurate emergency telephone numbers. Contact the office immediately if a change in emergency, work, or home phone numbers should occur.

Cell phones are discouraged and shouldn't be brought to school, but if needed then a note from the parents stating why and it is used only when adults are around. This is not to be used as a toy, but for emergency reasons. Cell phones may be confiscated if these guidelines are not followed. GSLS assume no responsibility if a cell phone is lost or stolen.

### **Emergency School Closing**

Listen to KMOX radio for information pertaining to the closing of school. If closed due to weather conditions, then Good Shepherd Lutheran – Collinsville will be seen for closings. School events are cancelled if there is no school, unless there is a tournament. EDUCATE alerts will also be used to coordinate days off or other important situations.

### **Emergency Drills**

The safety of students and staff is a high priority at Good Shepherd. Drills are conducted for fire, earthquake, and tornado emergencies. The school is equipped with an early warning radio system. Preparations are made for other safety issues such as bomb threat, intruder, etc.

### **Transportation To and From School**

Students travel to and from school by private transportation. Students living near the school are welcomed to walk or ride bicycles to school. Most students arrive by car. The school office can assist families form car pools.

To allow sufficient time for quality education, Good Shepherd does not make use of the bus transportation through the public school system.

### **Asbestos**

The facilities have been inspected for asbestos containing materials. The complete Management Plan is available for inspection in the school office.

## **HEALTH TOPICS**

Medication may be administered at school when necessary. Parents are encouraged, when possible, to arrange medication periods so as to avoid this necessity.

Here are symptoms that mean your child must stay home: Fever. Any temperature of **100.0° Fahrenheit (38° Centigrade)** is a fever, and children shouldn't go to school with fevers. If a child has a temperature of this then the parents will be called to come pick up their child. Wait at least 24 hours **after** the **fever** has come down and stabilized without medication to consider **sending** your **child** back to **school**

Please do not send your child to school if he or she is ill. *Never send a child to school with an elevated temperature (100°F or more).* We will call you to come pick up your child if the temperature is above 100°F or vomiting has occurred while at school.

All prescription and nonprescription medication, except cough drops (which may not be shared with others), must be administered through the school office. All prescription and nonprescription medication is to be delivered to the school office upon arrival. Written directions must be provided. A signed Parent Authorization of Medication form is required prior to children receiving medication. A form may be found in the school office or by contacting the web-site [www.gslcs.org](http://www.gslcs.org)

Prescription medication must be in a labeled, original prescription container.

Notify the school if your child is found to have head lice. Children with head lice may not attend the school or any school class or activity until they have been examined by a staff member and found free of lice and larva (nits). We have a no nit policy. Once notified, the school will examine every child in the class and will notify by note the parents of all children in the class.

The school may provide non-aspirin pain relievers non-prescription, if a parent or guardian gives such permission for each instance.

### **Accident Insurance**

Accident insurance is not provided through the school insurance policy.

### **Lost and Found**

Students are encouraged to label all personal items for easy identification. Clothing, school supplies and other lost items are placed in the school office or in a box located in the gym. The school office often secures small and highly valuable items. Unclaimed items are periodically donated to charity.

## **SCHOOL VOLUNTEERS**

Parents, grandparents, and other friends of the school are welcome to show their support for the students and the school by serving as volunteers.

Volunteer Coordinators are appointed from any school activities and events. They help organize other volunteers to provide excellent opportunities for our students and their families.

Some of the volunteer opportunities include: Harvest Fest (October), Grandparents & Special Friends Day (March), Variety Show (March), Book It! Reading incentive program, Copy Crew (runs off copies for teachers and office).

The Athletic Booster Club supports the athletic teams and coaches of the school by staffing the concessions and admissions tables, keeping score, and generally assisting with home games along with our track meet. The 6<sup>th</sup> grade class organizes the Annual Athletic Banquet in May.

**Volunteering:** Volunteers bring something special to a school. They provide extra services for children, assist the teachers, help with special events, and bring a real sense of satisfaction to the volunteer. Volunteering is also a terrific way to get in touch with what is going on at GLS. We would like to make good use of your talents, whatever they are. Please let us know how you wish to contribute. We appreciate the gift of time and talent of each of our volunteers.

### **CHARGER BUCKS – SCRIP PROGRAM**

SCRIP is a simple program that can become a huge source of revenue for our school if it is used by a majority of our families and their extended families and friends. Participants do not need to have a child enrolled at Good Shepherd. We strongly encourage all Good Shepherd families to purchase their groceries, gasoline, clothing, and other goods and services using SCRIP gift certificates.

Everyone, regardless of means, can participate because you are not being asked to spend money on anything more than you already do, nor are you being asked to “sell” anything. You simply order gift certificates to pay for things you would normally be purchasing anyway. There are no application or membership fees associated with participation

SCRIP orders to be processed for each week must be received no later than 9:00 a.m. each Monday morning. You will receive your order the following Friday, either by delivery through your child or you may pick up your order between 2:45-3:30 p.m. at the school. You may also pick up your order between church services on most Sundays. There is also a limited supply of SCRIP gift certificates kept on hand for sale on a walk-up basis –including groceries and several restaurants. Walk-up sales are available during pick up times.

Good Shepherd families share an extra benefit by participating in Charger Bucks because they earn credits, which can reduce the cost of their tuition payment based on their individual spending. Participating families will receive statements two times per year summarizing their individual SCRIP purchases and will receive 50% of credits earned toward the reduction of their tuition, while the other 50% will go to Good Shepherd. By participating in the SCRIP program our school will have a constant source of revenue to continue to offer a “Quality Christian Education”.

### **EXCELLENCE IN EDUCATION**

Excellence in Education is a supportive way parents, families, and friends can help support in a financial way the many programs we have at Good Shepherd Lutheran School. We have many opportunities for individuals to help there are as follows:



- Charger Bucks - Scrip – purchase gift certificates to earn awards for your family and GSLS
- General Mills Box Tops for Education – clip box top logos, shop at Box Tops Marketplace or charge with the Box Tops Visa card
- Newspaper and Magazine Recycling – help clean up our environment by recycling paper products
- Golf Classic – takes place in the summer, all proceeds go to various needs of the school.
- Fundraisers
  1. Pizza orders – takes place in the Fall

## **WELLNESS POLICY**

At Good Shepherd Lutheran School, we desire healthy students in all aspects of their lives: spiritually, physically, emotionally, intellectually, and socially. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices. To accomplish goal, Good Shepherd Lutheran School will develop this policy to encourage and educate students on the benefits of maintaining healthy choices throughout life.

### **Nutrition Education Goals**

- Students in all grades, pre-K through 8 will receive nutrition education that is interactive and teaches the skill they need to adopt healthy eating behaviors.
- The message of making healthy choices will be consistent throughout the school, classrooms, lunchroom, and other areas where the message can be presented.
- The curriculum for health education will include nutrition and use special health programs and presenters when available.
- Health education and making healthy decisions will be infused as appropriate throughout the other curricula areas.
- The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
- Staff who provides nutrition education will be offered appropriate training opportunities.
- Increase awareness of the need for physical activity and healthy living both at school and at home to students, staff and families.

### **Physical Activity Goals**

- Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the academic curriculum.
- Students will be given opportunities for physical activity through before and/or after school activities such as the athletic programs.

- The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities in family events.
- The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities.

### **Nutrition Guidelines for All Foods and Beverages Available at School**

- Food and beverages in the food service program will represent good choices for a balanced and nutritional diet.
- All food service meals must meet all regulations for reimbursable school meals as set by federal, state and local regulations, standards and requirements.
- All Kindergarten snacks must meet USDA Smart Snacks Standards.
- During school-sponsored activities, healthy alternatives will be offered in the concession stands, so that parents and students can make choices.
- Healthy choices and nutritional food value will be a consideration in selecting school-sponsored fundraising activities. Physical activity fundraising alternatives will be considered when planning the yearly fundraising events.
- When school parties and classroom activities include food, efforts will be made to promote nutritional alternatives to high calorie, low-nutrition snacks

### **Goals for Other School-Based Activities**

- The school will maintain the lunch area to insure that it is a clean, safe, and enjoyable meal environment.
- The school will arrange a lunch schedule that provides adequate time for serving meals, for students to eat, and for cleanup following the meal.
- Drinking fountains will be available in the school buildings and students will be given opportunity to have water throughout the day.
- Students will be encouraged to participate in the meal program. The staff will monitor lunches brought from home and encourage families to provide nutritious meals.
- The identity of students who receive free or reduced lunches will be protected.
- Lunch periods will be scheduled near the middle of the school day with adequate time for students to eat before needing to leave the lunch area.
- Withholding food will not be used as a punishment in the school. Children who have been removed from the classroom for disciplinary reasons will be provided with an opportunity for lunch.
- Teachers will be encouraged to provide all students with physical activities at recess and other times when physical education or activity is scheduled.
- Foodservice staff and teachers will receive proper training in nutrition and physical education.
- It is encouraged to include wellness information and invite suggestions and comments concerning the improvement of the wellness policy in the weekly school newsletter.
- The staff will strive to be role models in practicing healthy eating habits.

## **Implementation and Evaluation**

- The schoolteachers and staff will implement the wellness policy at Good Shepherd Lutheran School.
- The principal will be responsible for overseeing the implementation of the wellness policy.
- The principal will develop with the assistance of the teachers, staff and Board measurable factors to evaluate the efforts and success of the wellness program.
- Through observation, and reports from the teachers, the principal will provide a status report (at least quarterly) of the wellness policy, implementation and results to the Board of Education.
- The Board will review and evaluate the Policy and the School's compliance on an annual basis.

## **LIFE THREATENING FOOD ALLERGY POLICY AND PROCEDURES**

### **Background Information**

Food allergies affect 4% of children under 18 and 2.5% of adults. Allergy prevalence has increased significantly since 1998. Every food-allergic reaction has the possibility of developing into life-threatening reaction and even with proper treatment can be fatal. A life-threatening reaction can occur within minutes or hours after exposure to the allergen. Some individuals may react to just touching or inhaling the allergen while for others consumption of a miniscule amount of an allergenic food can cause death.

The emotional, as well as the physical, needs of the child must be respected. A student's behavior may be drastically altered by their fears of a reaction. Students with food allergies are "at-risk" for eating disorders and/or teasing. For example, a student may choose not to eat rather than risk embarrassment of a reaction in front of a peer.

### **Purpose Statement**

Good Shepherd Lutheran School recognizes that student food allergies may be severe and potentially life threatening. The school administration has adopted and implemented this policy and procedures document to minimize the risk of exposure to allergens that create a life-threatening situation. This document will also educate members of the school community on management of student allergies and to plan for the needs of students with life-threatening allergies

Good Shepherd cannot guarantee that a student will never experience an allergy-related event. However, the school is committed to student safety, and therefore has created this policy to reduce the risk that children will have a life-threatening allergy-related event.

The main focus of this policy and procedures will be peanuts and tree nuts allergies.

# Preschool Addendum to Student Handbook

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## **PHILOSOPHY OF THE EARLY CHILDHOOD CENTER**

Good Shepherd Early Childhood Center is a developmental program, which enhances the child's overall development. We are dedicated to the philosophy of helping children reach their God-given potential by creating a loving educational atmosphere in which children experience a nurturing of their Christian faith. We also wish to assist parents with the total development of their children.

The Center's objectives focus on the five aspects of children:

1. Spiritual: It is our desire to help each child in the knowledge of the Triune God and faith of Jesus Christ as their loving Savior and Friend.
2. Social: It is our desire to help each child learn to respect and love their peers, teachers, families, and environment.
3. Intellectual: It is our desire to foster the development of each child's cognitive skills and provide enrichment activities of benefit to the intellectual development of each child.
4. Physical: It is our desire to help each child develop large and small motor coordination and to practice good personal hygiene.
5. Emotional: It is our desire to help each child develop self-control and to continually gain self-confidence and self-worth as a child of God.

## **STATEMENT OF SERVICES**

Through group and individual experiences children develop their abilities and attitudes toward themselves and their peers. Each child is taught basic educational concepts. The children, through experiences in art, music, Bible stories, science, literature, phonetics, social living, and physical activities will achieve many goals. Through these experiences we hope the child will develop a sense of independence and self-approval.

The program has been designed to provide a wholesome atmosphere in order to instill fellowship with God, acceptance of self, and love for one another.

All activities will be integrated throughout each session. The learning readiness aspects of the program will be coordinated with the full curriculum of Good Shepherd Lutheran School. This will enhance proper transition for children desiring entrance into the Good Shepherd kindergarten.

## **BIRTHDAYS**

Birthdays may be celebrated by bringing a special snack (we will try to make the birthday child the "Star of the Day" (see below) on or near his/her

birthday). A cookie cake is a good choice – less messy than cupcakes! Please check with your child's teacher about any food allergies in the class.

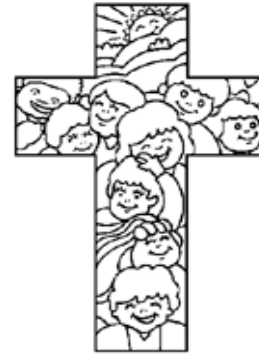
Birthday party invitations may only be passed out at school if the entire class is invited. If the entire class is not to be invited, please send invitations to individual children in the mail.

## CALENDAR

The school term begins toward the end of August with the other Good Shepherd classes and follows the same holiday schedule as the remainder of the school. Classes conclude in May.

School-wide days off are not included in ECC tuition. **The ECC will be open on the following days for School's Out Club if there is sufficient enrollment:**

September 1 (School Improvement Day)  
October 9 (Columbus Day)  
October 26 - 27 (Parent-Teacher Conferences)  
November 22 (Day before Thanksgiving)  
December 21- Jan 2 (Christmas Break)  
January 15 (MLK Jr. Day)  
February 19 (President's Day)  
March 22 (School Improvement Day)  
March 25- April 1 (Easter Break)



The charge for each day will be \$47 for School Day and \$47 for Extended Day paid in advance. The charge will be billed on FACTS for the month in which the days occur.

A form will be sent home near the middle of each month with information for the following month. This form must be filled out and returned before the given deadline. If there are not sufficient students signed up for a given day by the deadline, School's Out Club will be cancelled for that day. Students may sign up after the deadline, up to 1 week before the date of School's Out Club, but will be assessed a \$5.00 late fee.

**The ECC will be closed** on the following days during the school year:

Labor Day  
Thanksgiving Day and the day after Thanksgiving  
Christmas Day  
New Year's Day

## DAILY ATTENDANCE

### Half – day and School Day Sessions

These sessions begin at 8:15 a. m. Children may enter their classroom no earlier than 7:45 a.m. Plan to arrive shortly after 8 in order for the child to be ready

for class promptly at 8:15. Arriving later is stressful for your child and disruptive to the rest of the class. To make a smooth and safe transition from home to school, please bring your child to the classroom. Never drop your child off in the parking lot. **Note: The ECC doors will be locked at 8:15 a.m.** If you arrive after 8:15, you must go to the school's main front entrance to gain admission.

Parents are asked to pick up children at the session's ending time. Dismissal will be from the ECC lobby. If you are picking up your child prior to dismissal, please call the school office first. Children will be dismissed with their parent or guardian. Please notify the school staff if changes are made.

### **Extended Day Session**

The Center is open from 6:30 a.m. – 6 p.m. Students who arrive before 8 a.m. and leave after 3:15 p.m. will use the door into the Extended Care room from the parking lot, not the front ECC doors. Children are to be signed in immediately upon arrival and signed out at the time of departure. Please notify the workers of your child's arrival and departure. Assist your child as they put their belongings in the appropriate places. Students who arrive before 7:45 may bring breakfast. Follow the Nut-Free policy. We will not heat up breakfast.

### **Changes to program**

If changes need to be made to a student's days of attendance or length of day, (half day- school day- extended day), parents should request a Change of Program Form and submit it to the Director. There will be no changes made until a form has been received.

## **CLASSROOM PARTIES**

Classroom parties are held for Thanksgiving, Christmas, Valentine's Day and Easter. Room parents coordinate the party activities. All parents are invited to attend. No siblings please.

## **CLOTHING**

See the standardized dress requirements under Dress Code. Please put your child's name on all coats and boots.

Children should wear socks and tennis shoes or rubber soled shoes. Please no sandals, flip-flops, "crocs" or open-toed shoes. This assures their safety during all indoor and outdoor activities.

Extra clothing should be provided including underwear, shirts, pants, and socks. These do not have to be standardized dress. On the first day of school please place this clothing in a bag with your child's name attached. Wet or soiled clothing will be sent home and should be replaced the next day. Since spills and other accidents can result in the need for other clothes, it is important to have a change of clothing even if your child does not have toilet accidents. Clothing will be returned at the end of each semester.

We play outside every day except under the following conditions:

- \* Heat index above 95 degrees.
- \* Wind chill below 0 degrees.
- \* Rain
- \* Lightning

There is no such thing as bad weather, only bad clothing. Make sure your child has a coat, gloves, a hat and snow boots for cold weather. If it has rained and the playground is muddy, provide rain boots. You might choose to keep the rain boots at the ECC rather than cart them back and forth from home.

### **COMMUNICATION**

In the case of school to home communication, please look in your child's school bag **at the end of each school day** for newsletters, notes and information.

If you need to get a message to the teacher, please either call on the phone or write a note rather than giving a verbal message to your child to pass on to us.

In the event that a significant change occurs in your home, please consider informing the school as soon as possible. Common causes of distress for children are either parent being away from home for an extended period of time, illness or death of a friend, family member or pet, a new sibling or pregnancy, a new person living in the home, etc.

Please feel free to talk about your child with your child's teachers. We care about meeting your child's needs. If a formal discussion is desired, feel free to make an appointment. Parents are welcome to observe at any time. Parents wishing a conference should feel free to arrange it by phone or personally with the teacher. The teachers will confer with the parents whenever necessary.

### **DISCIPLINE**

Teaching with Love & Logic is a guide our teachers have been trained to foster positive relationships with students as they grow in understanding consequences and choices in life. Love and Logic is basically a process by which children grow through their mistakes and learn from the consequences of their choices. There are 2 basic rules in Love & Logic: Adults set firm limits in loving ways without anger, lecture, and threats or repeated warnings. Set limits using enforceable statements, regard mistakes as learning opportunities, and resist the temptation to nag. When children misbehave and cause problems, adults hand these problems back in loving ways. Provide empathy before describing consequences, use few words and more loving actions, delay consequences when necessary, and give kids the gift of owning and solving their problems.

The following are not used at the school: corporal punishment (spanking), verbal abuse, or punishment for toilet accidents.

It is important that the preschool workers support the parents and that the parents support the preschool workers. Parents will be notified of any problems and the steps taken to eliminate them.

Repeated or extreme disobedience will result in the termination of the child from the preschool program.

### **STEPS FOR DEALING WITH DISCIPLINE PROBLEMS**

1. Take the child from the group and identify the problem.
2. Coach the children involved to reconcile and offer repentance and forgiveness.
3. Coach the child on how to solve the problem in a better way next time.

### **FIELD TRIPS**

Classroom learning is extended with field trips throughout the year. Buses are rented to transport the children. One adult may accompany each child as a chaperon. No siblings are allowed on field trips. Students are asked to wear burgundy tops on school-sponsored field trips.

### **ILLNESS**

#### **Please keep your child home if he or she has:**

- Fever of 100.4 degrees F or above
- A skin rash that has not been identified
- Diarrhea and/or vomiting two or more times in a day
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Sore throat or difficulty swallowing
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- A moist or open cold sore

**Children who have a fever, diarrhea or vomiting must be symptom free for 24 hours before returning to school.**

If your child has contracted a contagious or communicable disease or illness (e.g. strep throat, viral infection, infected ears and/or glands, measles, mumps, chicken pox, head lice), please notify the school. Parents must be informed of the possible spread of such illnesses and conditions.



If your child should become ill during the school day, he/she will be placed in a quiet area away from the other children and the emergency contact will be called and requested to take the child home.

Notify the preschool if your child is found to have head lice. Children with head lice may not attend the preschool or any school class or activity until they have been examined by a staff member and found free of lice and larva (nits). Once notified, the preschool will examine every child in the class and will notify by note the parents of all children in the class.

### **NAP**

Each child should have a cot sheet (must be purchased through the school) and small blanket (no larger than 40 x 48") to use during naptime. A small pillow is optional. Your child may also bring ONE special stuffed toy or doll to aid in his/her comfort in sleeping away from home. Please mark these belongings, as they will be stored at school. During naptime, the children use cots, which are provided by the center. Nap items will be sent home weekly for laundering.

### **PROGRESS REPORTS**

Progress reports will be given to all preschool students at the end of each semester.

### **SNACKS**

The ECC will provide a mid-session snack in both the morning and afternoon. The Star of the Day has the option of bringing a morning snack for his/her class. Please check with your child's teacher about whether there are any students with food allergies. In the case of a student having food allergies, a list of acceptable snacks will be provided to any parent who would like to provide a snack.

### **TOILET TRAINING**

Students in the ECC who are 3 years or older are required to be able to toilet independently when school starts. If the child is not trained, we will give a 2-week grace period of trying to remind the child to potty periodically during the day. The child should wear underwear, NOT pull-ups, and bring 2 – 3 changes of clothes. If the teacher believes the child is trained or at least making progress at the end of the 2 weeks, he or she may stay in the program. If the child is not making any progress, they will need to stay out of the program until they are fully trained. Parents can choose to not pay their tuition (in which case we may make their slot available for another student) or continue to pay the tuition to save their spot until the child is ready.

### **YOUNG 3'S TRANSITION**

Students who are in the Young 3's class because of a summer birthday and meet the September 1 cutoff date will be evaluated by the parents, teacher and director about their transition to either the 3/4 class or the 4/5 class for the following school year.