

Good Shepherd Lutheran School

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Parent Handbook

For Grades

Kindergarten through Sixth

This handbook is a statement of policies and procedures for grades Kindergarten through Seventh. It is very important that all parents and students be familiar with the contents of this handbook. Parent support of the school and its policies is vital to its proper functioning. This handbook has been published with the approval of the Good Shepherd Lutheran School Board. While the day-to-day procedures may be modified by Administration as necessary, no policy may be changed without the approval of the School Board. Questions regarding this handbook should be directed to the Principal.

AFFILIATION

Good Shepherd Lutheran School is sponsored by the Good Shepherd Lutheran Church; a non-profit corporation of the State of California. Our school is governed by the Voter's Assembly and the Church Council; through the School Board.

Good Shepherd Lutheran School is affiliated with the Pacific Southwest District of the Lutheran Church - Missouri Synod and the Board of Parish Services of the Lutheran Church - Missouri Synod.

We are members of the Region IV Lutheran Principal's Conference, the Lutheran Education Association, the Lutheran Educators' Conference of the Pacific Southwest District as well as the California Association of Private Schools Organization.

Good Shepherd Lutheran School is listed in the Directory of Private Elementary and High Schools in California which is published by the State and which lists all schools that have complied with Education Code Section 290095 of the California Education Code.

Our school does not exist in opposition to the local public schools, whose work we greatly respect, but rather for the purpose of offering a Christian education and environment that the public school, by its very nature, is unable to offer.

PURPOSE

Good Shepherd Lutheran School exists to share the Gospel of our Lord and Savior, Jesus Christ. Our mission has always been a simple but vital one: To proclaim the gospel of Jesus Christ throughout the world as commissioned by Christ, our Lord (Matthew 28:19-21). In order that we may be enabled and equipped to share the glorious message of salvation and the love of God in the world, we feed on God's Word and Sacrament. As we do, we forgive, nourish, love and support one another.

To that purpose, we are committed to meeting the needs of all students as they grow spiritually, intellectually, emotionally, socially, physically and artistically. Students are given the opportunity to learn from dedicated professionals, in an environment characterized by Christian love, positive reinforcement and professional excellence. We encourage and assist students to work to their potential, to demonstrate responsible behavior, and to live according to God's will.

OUR EXPECTATION OF PARENTS

Our teachers and staff at Good Shepherd Lutheran School work hard to create a positive learning environment for your child. For us to accomplish that we also rely on your support and the support of your child. Together we can make the school experience productive and enjoyable. Along with your child's teacher, you play a key role in teaching your child social, communication and learning skills. By working as partners with the staff, you can help your child develop positive attitudes and contribute to his or her success.

Whenever possible:

- Worship and pray regularly with your child.
- Read as often as you can with your child.
- Be a role model by demonstrating support and respect for the school, staff and the school's rules and regulations.
- Ensure your child is rested, nourished and demonstrated good hygiene.
- Take an interest in your child's work and encourage their efforts.
- Encourage your child to complete their homework and school assignments.

OUR EXPECTATIONS OF STUDENTS

Good Shepherd Lutheran School's goal is to help develop skills, knowledge, and values that will last a lifetime for your child. Your child has a responsibility to cooperate with their teacher's, staff and classmates to help create a positive learning environment for everyone. Help your child understand what is expected of them by emphasizing the need to:

- Complete your school/home study on time, making sure work is neat and complete.
- Use appropriate language at all times.
- Treat other students, faculty, staff and other parents with the respect that God expects of his children.
- Be respectful towards other students, staff and school property.
- Attend class regularly and on time arriving at school in sufficient time to be in class, at desk, ready to begin work by 8:30 a.m.
- Talk with your parents about your school activities.
- Follow school rules and dress code which promotes responsibility and self-discipline.
- Do your best to model your life after that of Jesus.
- Know the rules and regulations and be ready and willing to follow them.

ZERO TOLERANCE POLICY ALCOHOL, SMOKING, DRUGS, AND WEAPONS

The following are considered violations:

1. Bringing any kind of alcohol, drugs or drug paraphernalia, cigarettes or tobacco products or any kind of weapon on campus and then concealing or storing of any of these items in clothing, or in any container or placing them in desk or locker is forbidden.
2. Asking another student to keep, conceal or store these items on campus.
3. Using any kind of alcohol, drugs paraphernalia, cigarettes or tobacco products or any kind of weapon.
4. Trying to purchase or sell to anyone on campus alcohol, drugs or drug paraphernalia, cigarettes or tobacco products or any kind of weapons.

VIOLATIONS OF ANY OR ALL OF THE ABOVE POLICIES MAKES A STUDENT
SUBJECT TO EXPULSION BY THE SCHOOL BOARD OF GOOD SHEPHERD
LUTHERAN SCHOOL!

Good Shepherd Lutheran School student and staff work and learn in
a smoke-free environment.

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STUDENT GUIDELINES

BEHAVIOR GUIDELINES

SPEAK respectfully to teachers, support staff and other students. Profanity or abusive language are examples of inappropriate speech and will not be tolerated on campus by adults or students alike.

GUM CHEWING is not allowed on campus due to the damage it causes to school property.

EATING is allowed only during snack and lunch periods, and only in designated snack and lunch areas. Exceptions will be made for approved class parties, celebrations, etc.

RESTROOMS are to be left as neat and clean as possible.

RULES AND PROCEDURES have been developed by the School Board and followed by the principal, teachers and staff for the efficient management of your child's classroom, playground and campus. These rules and procedures are to be followed and obeyed at all times.

BULLYING

Harassment is any unwanted behavior that interferes with a person's legitimate right to feel safe, secure, and comfortable. A particularly serious form of harassment is bullying. Bullying is repeated, deliberate, hurtful behavior in a situation where the victim feels a lack of power to be able to prevent the behavior or deal with it effectively.

Bullying takes many forms. It can be

- *physical* such as unwanted touching or hitting
- *verbal* such as, name calling, rumors, threats, or racist remarks
- *social* such as excluding from groups
- *property* such as damaging or taking belongings, extortion

Bullying and harassment are contrary to the Christian ethos of Good Shepherd Lutheran School, which emphasizes care and respect of others. Bullying and harassment have immediate damaging effects on the personal well being of the victim as well as on the social and educational fabric of our school. Research also indicates that bullying can have long term damaging effects for both bullies and victims.

For these reasons, Good Shepherd Lutheran School takes harassment and bullying very seriously and commits itself to programs and procedures designed to minimize their occurrence and deal effectively with them when they arise.

CAMPUS AND PLAYGROUND RULES

Our school has a safe, supervised playground for use during recess, lunch period and daycare. It is not the right or responsibility of any parent to discipline another family's child while on campus at anytime. Please direct any concerns to faculty and staff.

Expectations of Students:

- Students are expected to obey any teacher's or staff on duty.
- Students may not jump out of swings or swing on their stomachs.
- Students are not to climb on railing, gates or fences.
- There is no jumping off any playground equipment or tables.
- Throwing of sand, rocks or stones is prohibited.
- Students are not allowed to play between or behind building where they are not in full view of teachers and staff
- Bullying and bad language are not permitted.
- No running on blacktop.
- Drinks and food are kept at tables only.
- Fighting or play fighting are forbidden at any time on campus.

Conflict Reasoning:

- Talk to each other expressing your feelings.
 - Find a solution that is agreeable to all parties.
 - Accept forgiveness.
 - If the problem can't be solved, go to an adult and work together until the conflict is resolved.
- In some cases a cooling off time is needed for all parties involved.

CAMPUS SECURITY

In order to provide a safe campus for our students the principal and teachers have the right to check desks, lockers, backpacks, etc. at their discretion. Items in pockets or other parts of clothing will be emptied at the administrators or teacher's request.

CELL PHONE

Cell phones are to be turned off during the school day from 8:30 a.m. to 3:15 p.m. Use of the phone in daycare is permitted as long as the students ask for permission. Should a cell phone go off during the school day for any reason, the phone will be confiscated by the teacher and taken to principal's office. Only parents of guardians may pick up the phone from the principal at the end of the day. If parents of guardians need to reach their child during the school day because of an emergency, they should call the school office or Daycare. If a student needs to make a call on his/her cell phone while at school it must be done only with the permission of the principal, teacher or office staff.

- We are also asking **parents** to refrain from using cell phones while they are driving on campus to drop off or pick up their child. Concentration is directed to the phone conversation instead of the other children crossing into the school entrance and cars driving on the campus.

DISCIPLINE POLICY

We acknowledge that every classroom and age level is different, but all teachers operate under the same premise; that all children are entitled to the kind of discipline, which results in self-control and emotional stability. We also acknowledge one discipline plan is not enough to meet the needs of every student and that different approaches are necessary for different students. Corporal punishment is never used as a punishment by our staff/faculty and may not be used by the parent on school grounds.

We believe that our school must be an orderly environment in which disruptions do not interrupt learning. Students must be given opportunities to show responsibility and be held accountable for their actions. We affirm that good education cannot proceed without good discipline, fairly and consistently applied. Student misconduct in the school buildings, or on the school grounds, and at school related activities would be cause for discipline. The teachers and principal will hold students accountable for their failure to obey school rules.

SUSPENSION AND EXPULSION

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed, or a serious offense is committed. A suspension typically will be served away from campus at the child's home. When a student is suspended, the parents will be notified of the suspension and the reason for the disciplinary measure. The use and degree of suspension will be administered at the discretion of the principal. The following criteria will be used for suspension and expulsion:

1. Causing or attempting to cause damage to school or private property.
2. Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault and battery upon another individual while on school premises or while under the authority of school personnel at any time or place.
3. Possession, use, or sale of illegal drugs or substances, tobacco, or alcohol on school premises.
4. Possessing, selling, or otherwise displaying any firearm, knife, explosive, or other dangerous object.
5. Good Shepherd Lutheran School may suspend or expel students for misconduct when other means of correction fail to bring back proper conduct.
6. Continued bullying or harassment.

DRESS CODE

At Good Shepherd Lutheran School, we believe that a student's appearance has an impact on his or her attitude and behavior. Respect for the school community, for the students themselves and for what the school is giving to the students is manifested by an attitude of "dressing up" rather than "dressing down for school. Our dress code is also designed to help students maintain a sense of Christian modesty and decorum. French Toast is the official supplier for Good Shepherd Lutheran School, toll free phone number is (800) 373-6248. You can order online at www.FrenchToast.com. Please include our Source Code # QS5WBLV. This earns our school 5% of the profit for every uniform purchased. Orders typically take 5-9 business days to deliver.

Kindergarten – Third

Girls

White Peter Pan blouse, short/long sleeve (Page 4) (*Required for Chapel Days)
White pique polo short/long sleeve shirt w/ knit collar (Page 9)
Blue/Red plaid cross tie (Page 24) (*Required for Chapel Days)
V-neck pleated Blue/Red plaid jumper (Page 23) (*Required for Chapel Days)
Blue/Red plaid skirt (Page 22)
Navy pleated pant or navy flat front pant w/belt (Page 16)
Navy or black belt (Not required for Kindergarten) (Page 25)
Navy pleated or flat front short with belt (Page 19)
Navy below the knee length Bermuda short (Optional) (Page 18)
White, navy or black tights or socks (Page 25)
Navy or black leather Mary Jayne type dress shoes, loafers with heels no higher than one inch
Navy, black, white leather or canvas tennis shoes (No patterns)
Navy or black cardigan sweater (Page 27)
GSLs sweatshirt/jacket (Optional)

Boys

White pique polo short/long sleeve shirt w/ knit collar (Page 29)
White oxford short/long sleeve shirt (Page 30) (*Required on Chapel Days)
Navy pleated or flat front double-knee pant w/belt (Page 32)
Navy or black belt (Not required for Kindergarten) (Page 25)
Navy pleated or flat front short w/belt (page 33)
Navy solid tie for boys (page 24) (*Required on Chapel Days)
Navy, black white leather or canvas tennis shoes (No patterns)
Navy or black dress shoes (Optional for Chapel Days)
Navy, black or white socks (Page 25)
Navy or black jersey v-neck cardigan sweater (Optional) (Page 20)
GSLs sweatshirt/jacket (Optional)

Fourth – Fifth

Girls

White Peter Pan blouse, short/long sleeve (Page 4) (*Required on Chapel Days)
Blue/Red plaid cross tie (Page 24) (*Required on Chapel Days)

Blue/Red plaid pleated skirt (Page 22) **(*Required on Chapel Days)**

Blue/Red plaid skirt (Page 22)

White pique polo short/long sleeve shirt w/knit collar (Page 9)

Navy pleated pant or navy flat front pant w/belt (Page 16)

Navy below the knee length Bermuda short (Optional) (Page 18)

Navy or black belt (Page 25)

Navy pleated or flat front short with belt (page 19)

White, navy or black tights or socks (Page 25)

Navy or black leather Mary Jayne type dress shoes, loafers with heels no higher than one inch

Navy, black, white leather or canvas tennis shoes (No patterns)

Navy or black cardigan sweater (Page 27)

GSLs sweatshirt/jacket (Optional)

Boys

White pique short/long sleeve polo shirt w/knit collar (Page 29)

White oxford short/long sleeve shirt (Page 28) **(*Required on Chapel Days)**

Navy pleated or flat front double knee pant w/belt (Page 31)

Navy or black belt (Page 25)

Navy pleated or flat front short w/belt (Page 31)

Navy solid tie for boys (Page 14) **(*Required on Chapel Days)**

Navy, black white leather or canvas tennis shoes (No patterns)

Navy or black dress shoes (Optional for Chapel Days)

Navy, black or white socks (Page 25)

Navy or black jersey v-neck cardigan sweater (Optional) (Page 26)

GSLs sweatshirt/jacket (Optional)

Sixth - Seventh

Girls

White Peter Pan blouse, short/long sleeve (Page 4) **(*Required on Chapel Days)**

Blue/Red plaid cross tie (Page 24) **(*Required on Chapel Days)**

Blue/Red plaid pleated skirt (Page 22) **(*Required on Chapel Days)**

Blue/Red plaid skirt (Page 22)

White pique polo short/long sleeve shirt w/knit collar (Page 9)

Navy pleated or flat front pant w/belt (Page 16)

Navy or black belt (Page 25)

Navy pleated or flat front short w/belt (page 19)

Navy below the knee length Bermuda short (Optional) (Page 18)

White, navy or black tights or socks (Page 25)

Navy or black leather Mary Jayne type dress shoes, loafers with heels no higher than one inch

Black or white leather or canvas tennis shoes (No patterns)

Navy or black cardigan sweater (Page 27)

GSLs sweatshirt/jacket (Optional)

Boys

White pique short/long sleeve polo shirt w/knit collar (Page 29)

White oxford short/long sleeve shirt (Page 28) **(*Required on Chapel Days)**

Navy pleated or flat front double knee pant w/belt (Page 31)

Navy or black belt (Page 25)

Navy pleated or flat front short w/belt (Page 31)
Navy solid tie for boys (Page 14) (***Required on Chapel Days**)
Navy, black white leather or canvas tennis shoes (No patterns)
Navy or black dress shoes (Optional for Chapel Days)
Navy, black or white socks (Page 25)
Navy or black jersey v-neck cardigan sweater (Optional) (Page 26)
GSLs sweatshirt/ jacket (Optional)

Formal Uniform Days (Chapel Days)

Girls

Blue/Red plaid jumper (Kindergarten-Third)
Blue/Red plaid pleated skirt (Fourth-Seventh)
White Peter Pan Blouse
Blue/Red plaid cross tie
Navy or black cardigan sweater (Optional)
White socks

Boys

Navy pleated or flat front pants
White oxford shirt
Navy solid tie
Navy or black cardigan sweater (Optional)
Black or navy dress shoes (Optional)

Personal Appearance For All Students

The following are not permitted at Good Shepherd Lutheran Elementary and Middle School (includes free dress days):

- Extreme hairstyles or hair dyes.
- Hoop, dangle, or large earrings.
- Make-up includes eye shadow, eyeliner, perfume and dark nail polish, etc.
- Colored lip gloss, (including colored chap stick), or lipstick.
- Watches with beeping devices or other sounds.
- Baggy or oversized clothing.
- Tight or revealing clothing.
- No spaghetti strap tank tops.
- Skirts, shorts and skorts should be no higher than 4" inches above the knee.
- No thong type sandals or open toed shoes.
- No platform shoes or high healed shoes. Anything higher than one inch is unacceptable.

Uniforms must be kept in good condition. They should be clean, neat, and in good repair (i.e. all buttons attached and hems intact.) Shirrtails should remain tucked in for chapel.

Good Shepherd Lutheran School reserves the right to regulate against unbecoming fads or fashions that are in conflict with the spirit of the dress code or are in conflict with the Christian values for which the school stands.

DRESS CODE VIOLATIONS

Children who fail to come in the appropriate uniform will receive a dress code violation slip which will outline the nature of the violation. This will serve as a gentle reminder to the parent that the item of clothing in question does not meet our school uniform requirements. After 3 infractions the child will lose their privilege to participate in "Free Dress Friday" which is the last Friday of each month.

Children who continue to receive dress code violations will be asked to change into "loaner" clothing. "Loaner" clothing must be laundered and returned to the school office the next day. If dress code violation persists your child may be asked to stay out of school and a conference with the teacher, principal and parents made to resolve the problem.

Hat/Caps may not be worn indoors unless medically required. Any emblem on a hat, cap or shirt must be appropriate and not bear any words, images, offensive or crude, vulgar, profane or be sexually suggestive. Clothing which advocates prejudice of any sort or favors the use of illegal drugs, alcohol, weapons, or a particular musical group is not permitted on free dress day. Working together we can help children make wise, godly decisions in all areas of life, including what to wear.

ELECTRONIC DEVICES, GAMES AND TOYS

Toys, radios or "Walkmans", tape and CD players, electronic games "Game Boys", MP3 players and headsets are not allowed on campus or in our Extended Daycare except for special occasions stated by the classroom teacher or daycare supervisor and never taken out of the classroom of daycare area. Items such as these will be immediately confiscated and parents will be asked to pick them up in the office. NOTE; The school assumes no responsibility for personal items in this section that are lost or stolen when brought to school.

MONEY AT SCHOOL

Students are discouraged from bringing large amounts of money to school. The school is not responsible for money that is lost or stolen. If, for any reason, a child needs to bring money, he/she should turn it in to his/her teacher or daycare supervisor. Children should not leave money in lunches, backpacks, clothing, or desks.

SCHOOL AND PERSONAL PROPERTY

All books, materials and personal property of others is to be treated with respect. Any student who writes on, defaces, or damages the property of the school such as furniture, equipment, or walls takes something without the permission of the owner will be required to pay for it and is subject to disciplinary action. Pupils must replace all text or library books that are

misplaced, destroyed or lost during the school year. A fee will be assessed at the end of the year for damage beyond normal wear and tear. This fee will be determined by, the principal based on the age and cost of the book, and the damage present.

THREATENING BEHAVIOR

Threatening behavior, through or including the following, will not be tolerated:

1. Notes, essays, e-mails or conversations.
2. Physically aggressive behavior.
3. Intimidation.
4. Rude or disrespectful behavior.
5. Swearing.
6. Threats to harm church or school property.
7. Failure to follow church, school policies and procedures.
8. Inappropriate use of text messaging, instant messaging or web sites.
9. Excessive arguing.

PARENT GUIDELINES

APPOINTMENTS WITH TEACHERS/PRINCIPAL

We encourage you to discuss any problems concerning your child with the teacher. Please consider, however, that the teachers have extra-curricular duties. We ask that you set up all appointments directly with the teacher. Spontaneous conferences on the school grounds or in the after school car pick up line, are not in the best interest of the student and do not allow proper time for discussion.

CHAPEL

The school conducts weekly Chapel Services in the church for all children of the school. Services are held on Wednesday of each week at 9:00 a.m. These weekly services are, conducted throughout the school year by the Pastor, faculty members, and individual classes. Offering envelopes are provided for each child for his/her weekly offering. Offerings collected are given to Christian institutions selected by the faculty. Parents and friends are welcomed and invited to attend.

EMERGENCY KITS

One of the most important things we require for each child is a survival/emergency kit. The kits will be kept in our emergency sheds and can easily be accessible if an emergency occurs.

EXTENDED DAYCARE

Extended Daycare is offered as a service to parents who need care for their children beyond the school hours. Student's who arrive on campus before 8:00 a.m. or who remain on campus after 3:15 p.m. will automatically be placed in the extended day care program. Parents will be billed at the end of each month at the hourly rate of \$4.00 or a flat rate of \$160.00 a month for 10 months.

Morning Extended Daycare begins at 6:30 a.m. and ends at 8:00a.m. On no occasion are children to be left at the school before 6:30 a.m. Our staff begins promptly at 6:30 a.m. and any child arriving early would be unattended. For the safety and well being of your child, we cannot allow arrivals before that time. It is required that all children coming to morning Extended Daycare be, signed in by their parent. Repeated failure to sign your child in to Extended Daycare will result in the child's removal from Extended Daycare.

When a child is picked up from Extended Daycare he/she must be "signed out" by a parent or their representative. Parents must list, in advance, all persons authorized to pick up their children. No child will be released to persons not authorized by parents. All persons who pick up the child must be able to produce a photo I.D.

Afternoon Extended Daycare begins at 3:15 p.m. and ends promptly at 6:00 p.m., and all children are to be picked up by that time. If an emergency should arise that would keep you from picking up by 6:00 p.m., please make arrangements for a neighbor or friend to pick up your child. The closing staff is instructed to place children not picked up by 6:30 p.m. with the Riverside Sheriff's Department after all emergency numbers have been exhausted. After four instances of picking your child up after 6:00 p.m. the family may be dropped from Extended Daycare.

Late Policy: These charges will be assessed according to the clock in the EDC room. Please be sure that all emergency numbers are kept current.

- 1-5 minutes late: \$10.00
- 6-10 minutes late: \$20.00
- 11-15 minutes late: \$30.00
- 16-20 minutes late: \$40.00
- 21-25 minutes late: \$50.00
- 26-30 minutes late: \$60.00

We understand that emergencies do occasionally arise. Your child will be safe in our care until your arrival. We believe these fees are a small amount to pay for the comfort of knowing your child is being safely cared for.

FIELD TRIPS

Field trips will be educational in nature and will be relevant to the curriculum as offered at Good Shepherd. Field trips are scheduled by the teacher; with the advice and consent of the principal. Field trips are a required part of the curriculum, and all students are expected to attend with their classmates.

All students are required to have a signed permission slip in school before leaving on a field trip. **Handwritten notes and phone calls granting permission to go on a field trip are not acceptable.** Parents are requested to volunteer as drivers and/or chaperones for field trips. Before driving to any event, drivers are required to have a copy of their driver's license and current proof of auto insurance on file in the school office.

Younger children or siblings may not accompany a class on a field trip. Chaperones are expected to assist in the monitoring and supervision of the students in the class. Small children divert the attention of the chaperoning parent and put our students at risk.

FUND-RAISING AND VOLUNTEER SERVICE

Fund-raising is a fact of life for all religious and private schools. Good Shepherd sponsors a variety of fund-raising events throughout the year. While we appreciate and encourage the participation of all families in our fund-raising activities, participation is on a strictly volunteer basis. Good Shepherd Lutheran School has no required fund-raising or fund-raising fee and no requirements for volunteer service. It has been our experience to enjoy the overwhelming support of our parents when volunteer help has been needed. You will be informed of the purpose of each activity and what the funds are to be used for prior to its scheduled starting date.

GRADING

Students will be evaluated based on the following scales:

Kindergarten - 2nd grade

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
/	Not Assessed

3rd through 6th grade

90%	Superior
80%	Above Average
70%	Average
60%	Unsatisfactory
0%	Failing
I	Incomplete

GRIEVANCE POLICY

The education policy at Good Shepherd Lutheran School is a cooperative endeavor of students, parents, staff and administration; however, on occasion, grievances, complaints, or concerns will arise between individuals.

In the interest of continuous improvement toward the goal of positive relations, grievances should be expressed according to the following guidelines:

First, taking our guidelines from the Bible (especially Matthew 18), participants in a grievance have an obligation to communicate honestly and directly with each other. Rather than focusing on a singular viewpoint, every effort should be made to understand the other person's perspective. Communication between the involved parties will promote the most direct and effective solution.

Second, if the concern is not resolved satisfactorily, the matter should be brought to the school administrator (principal), who can help process and mediate the situation. The principal will strive to bring resolution to the matter. If the initial grievance involves the principal, then the matter should be directed to the School Board Chairperson who will help process the matter.

Third, if the concern remains unresolved by the principal or the school board chairperson, the grievance will be brought to the School Board. The School Board will direct a decision between the parties by processing the concern with all involved persons, consulting with the Senior Pastor, or directing the matter to the Church Council.

It is essential to maintain an atmosphere of mutual respect, trust, and open communication in this endeavor of education. An initiated discussion about grievances with other persons without full understanding of the pertinent facts promotes misunderstanding, misrepresentation, and gossip. All persons have the right to be respected and treated as human beings and forgiven as children of God.

If your child is having difficulty with another student, contact the classroom teacher first then if necessary the teacher will ask the principal for assistance. It is not appropriate for parents to confront other parents about their children's behavior or to confront the child involved. This is a matter for our staff to handle.

HOMework

Learning doesn't stop when your child leaves school but continues when they arrive at home. Homework teaches self-discipline, good work habits and positive attitudes toward learning. When your child has homework, please be available if possible to help encourage them. Homework can consist of special assignments, long range projects or just nightly curriculum items. It is expected that their work is turned in on time, neat and complete.

LOST AND FOUND

Every article that could possibly be lost by a student should be plainly marked with the child's name. All articles found are to be turned in to the school office where they can be claimed. Those articles not claimed will be donated to the Salvation Army.

LUNCHES/SNACKS

Students are responsible for their own lunches and morning snacks. A supervised lunch period is set aside each day for students to eat their lunch. All lunches must be ready to eat and not require heating. Permission will not be granted for children to leave campus to buy a lunch.

If a child forgets their lunch, an attempt will be made to contact the parent. If a parent can't be contacted or a lunch is not provided at their appropriate meal time, Good Shepherd Lutheran School will provide your child a sandwich lunch at a fee of \$10.00 which will be added to your account. Students with a repeated habit of missing their lunch will require a parent conference with the principal.

MEDICAL INFORMATION

CONTAGIOUS DISEASES/CONDITIONS

Parents are required to keep at home any child/ren afflicted with a contagious disease. The child/ren may return to school upon complete recovery. The school may require a medical release form as required by State Health Department regulations.

If, in the opinion of the principal, the disease appears to be a significant threat to other students, the parents of all the students in the afflicted child's classroom will be notified. If deemed necessary, the entire student body will be notified of the presence and identity of the disease.

The following common diseases are considered contagious and require a written consent from either a physician or Health Department to return to school or be subject to the principal's approval for re-admittance.

Chicken Pox	Impetigo	Measles	Mumps	Pneumonia
Pink Eye	Pinworms	Scabies	Ringworm	Whooping Cough
Strep Throat	Fifth's Disease			

Students with fevers or vomiting must be free from symptoms for a period of 24 hours before returning to school.

HEAD LICE

Students found to have head lice will immediately be separated from the other students and sent home. Other students in the class will be examined to determine the extent of the infestation. If more than one case is discovered, a notification will be sent home to all parents of the class.

Students with head lice may return to school 24 hours after treatment, provided they are completely nit-free. Returning students must be re-inspected by the principal to certify that they are indeed free of nits, viable or not.

MEDICAL ADMINISTRATION

Upon the advice of medical authorities, the following regulations will be observed regarding giving medications to students:

1. The teacher or designate may administer medication – prescription or over the counter – to a student only if a signed medication request form is on file in the school office. This includes Tylenol, Aspirin and Motrin. All medications must be in the original container, properly labeled with the student's name, dosage, times of administration, name of physician and name of pharmacy. All medications must be immediately turned into the office upon arrival of the student with a written request form from the parent.
2. Never send medication of any sort along with the student's lunch. Even aspirin in the incorrect dosage can be lethal to a child finding lost medication.
3. If your child has an allergy to peanuts or bee stings please see that a Epi-pen is available in the health office with your child's name and staff is made aware of this allergy.

MEDICAL EMERGENCY PROCEDURES

At the beginning of each school year, all parents are required to fill out an Emergency Card. This card includes a section for listing people to be notified in the event of an emergency. It also includes related medical information (name and phone number of family doctor, special health considerations, permission to transport, etc.). This information may be used prior to consultation with the family should it be deemed necessary by the school personnel. This information **MUST BE KEPT CURRENT.**

In the case of minor scrapes and bumps, we will administer ice packs and Band-Aids only.

In the case of non-emergency illnesses, the family will be contacted by phone and parents will be requested to come to school to pick up the ill child. Children will not be released to anyone but a responsible adult who has been pre-approved by the parent or guardian in writing.

OFFICE HOURS

School business may be transacted from 7:30 a.m. to 4:00 p.m. Monday thru Thursday and 7:30 a.m. to 3:30 p.m. on Friday on school days.

PARENT CLASSROOM VISITATIONS

We invite and encourage parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates. The following helpful hints will aid you in observing:

1. Arrange your visit with the teacher/principal.
2. Check in with the front office when you arrive on campus.
3. Small children should be left at home when you visit.
4. The teacher will be occupied with their class. If you wish to discuss your visit, please arrange a mutually agreed upon time with the teacher.
5. A thirty minute visit is generally best. If necessary, come for several short visits rather than one long one.

PARENT-TEACHER CONFERENCES

As a parent, you play the key role in the education of your child. Through ongoing communications with the school, you can support the staff and thus insure your child's success. We always welcome your questions and concerns. Parent-Teacher Conferences are held to provide the opportunity to meet the teacher and discuss your child's progress and are held after the first academic quarter.

Specific conference times are scheduled in advance. We will make every effort possible to meet your scheduling needs. Should you be unable to schedule a conference, or if you miss your conference time, it is your responsibility to reschedule a conference with your child's teacher within two weeks. First quarter report cards will not be released until you have met with your child's teacher.

In addition, conferences will be required after the second and third grading periods for any student who performed below average the preceding quarter, or who is achieving below average for the current quarter.

At any time, you are welcome to contact the school and arrange for a meeting with your child's teacher.

PARENT TEACHER LEAGUE

As part of its support for our school, this organization plans fun activities and major fundraisers each year. This league consists of our school principal, a board member, teachers and parents of our students. The principal, board member or any teacher will not hold any offices on the league. They will be on the league for support and guidance in achieving the goals

that the league sets. Limit for officers of the league will be 2 years maximum. We strongly encourage you to join this league and be an active part of the school. Meetings will be once a month at a time designated by the league.

SCHOOL BOARD

The School Board of Good Shepherd Lutheran School consists of members of Good Shepherd Lutheran Missouri Synod Church. Members on the board are, approved by our church council for a term of 2 years. The Board oversees the continuing operations of this school ministry and generally the school's business affairs. The Board is responsible for but not limited to; making policy, acting on matters of personnel, establishing tuition and fees, promoting Christian education in the community and praying for the ministry of our school. We are always available to answer your questions and concerns.

SCHOOL HOURS

Kindergarten and First Grade students are in class from 8:30 a.m. to 2:45 p.m. Second through Seventh Grade students are in class from 8:30 a.m. until 3:00 p.m. Student's are not permitted in their classrooms until 8:15 a.m. Children who arrive at school before 8:00 a.m. should report to the morning daycare supervisor and will be subject to Extended Daycare regulations and fees.

There will be no loitering on the premises after 3:15 p.m. Students on campus more than 15 minutes after the end of school will be signed in to Extended Daycare and will be subject to daycare regulations and fees.

Children are not permitted to leave the school grounds on there own during school hours.

SCHOOL PHOTOS

At different times during the school year there will be occasions where students will be photographed for different reasons, such as yearbook, school flyers, school newsletters, field trips etc. If you do not want your child/ren photographed, please contact the front office 951-672-6675 Ext. 227.

Each year, Good Shepherd Lutheran School also has a professional photographer, Life Touch which takes class and individual photographs. You may wish to purchase these photos as a souvenir of your child's school year.

SCHOOL SUPPLIES

We at Good Shepherd Lutheran School provide many of the supplies for our students. A general supply list is included in our packets sent out before the start of school. Teachers may sometimes ask you to provide additional supplies for art classes and special projects. If you have a question regarding the need for these purchases, please contact your child's teacher.

SCHOOL YEARBOOK

Each year, our school produces a yearbook with the help of students and faculty members. These yearbooks are available at the end of the year for you to purchase.

STUDENT ASSESSMENT

Students at Good Shepherd Lutheran School are tested each year beginning the 1st grade. The Lutheran Schools of the Pacific Southwest District test their student using the Iowa Test of Basic Skills (ITBS) to determine progress. Parents will be notified when testing is scheduled, and test results are available to parents in late May. The results, while important, are only one to evaluate your child's progress.

ENROLLMENT, ATTENDANCE AND TUITION

ACADEMIC REFERRAL

When parents with a student at Good Shepherd Lutheran School refer another student to our school and that child registers with our school between July 1, 2008 and October 1, 2008, we offer a Referral Discount of \$100 which will reflect on your December tuition bill and if you refer another student between November 1, 2008 to April 1, 2009, we will offer a Referral Discount of \$50.00 which will reflect on your May tuition bill. This discount is not available to staff or teachers at the school. We know that word of mouth is our best advertisement and we would like to thank you for your continued support of the school and its mission.

ADMISSION AND ENROLLMENT

Good Shepherd Lutheran School is a private Christian school for the children of Good Shepherd Lutheran Church and for parents desiring a Christian education for their children. Application for admission and enrollment are considered in the following order of preference:

- A. Children whose parents are active communicant members at Good Shepherd Lutheran Church.
- B. Children previously enrolled at Good Shepherd Lutheran Elementary or Preschool.
- C. Children of the community.

ATTENDANCE POLICIES

ABSENCES:

Punctual and regular attendance is expected and is extremely important. All absences must be explained in writing, including the reason for absence, due on the day the child returns to school. Since education is so important, unexcused absences due to vacations and long weekends are to be avoided if possible. Teachers will not be required to provide assignments ahead of time for such absences, and students will be allowed a maximum of 2 days for every day of excused absence to make up their work. Any assignment, tests, or quizzes given during an unexcused absence must be made up within the time period allowed for make-up work.

EXCESSIVE ABSENCES:

Numerous absences will reflect in the child's progress in school. It is generally impossible for daily school experiences to be "made up". For this reason, failure to attend will be seen as a serious problem and dealt with as such. Students who miss an excessive seven days in any given quarter or 11% can result in a conference between the principal and the parent. A "Letter of Possible Retention" may be given to the child's parents due to his/her excessive absences. Further absences may result in GALS notifying the Menifee Valley School District Attendance review board.

EXCUSED ABSENCE: The following absences are considered excused:

- 1.) Student's illness or injury. Parents should not bring a student to school if the student is feeling ill in the morning. **Any illness or injury where the student is out of school for more than three days requires a doctor's note to return.**
- 2.) Student's medical appointments. If a student is absent due to medical/dental appointments, a doctor/dentist note needs to be provided to us the day the student returns.
- 3.) Funeral for a relative or close friend.

UNEXCUSED ABSENCES:

Any absence is automatically considered unexcused if it is for any reason other than the three reasons outlined previously. If the parent fails to provide the school office with a written explanation as to the reason for an absence, the absence will be recorded as truancy. Truancy is defined as an absence without an explanation to the school office for the student's file.

TARDINESS:

Arriving after the 8:30 a.m. start time creates a disturbing and unnecessary disruption of the school day for both teachers and students. For this reason, all parents are expected to ensure that their children arrive at school before 8:25 a.m. to allow time to unpack and prepare

for the day. In the event of a late arrival, parents are expected to walk the child to the office and sign in the student.

EXCESSIVE TARDINESS:

Children are allowed up to 4 tardy days per quarter. When a child has reached the 4th tardy, the principal will notify the parents. Persistent tardiness may be notified to the Menifee Valley School District Attendance review board.

EARLY RELEASE FROM SCHOOL

Any child who needs to leave school prior to the regular dismissal time must be picked up by an adult, pre-authorized in writing by the child's parent to do so. We request that the parent come to the school office to sign out the child. Parents are requested to notify the office and teacher in advance whenever possible when early release is necessary.

MEDICAL RECORDS/IMMUNIZATIONS

Students entering Good Shepherd Lutheran School for the first time must bring a record of immunizations. Riverside County Department of Health Services regulations require each Kindergarten student, and any new student, to have a California Immunization record on file. Failure to provide the requested verification of immunization and/or health examination will result in non-attendance of school until the necessary information is provided.

NON-DISCRIMINATION POLICY

Good Shepherd Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, sex, national and/or ethnic origin, or disability in the administration of its educational policies, scholarship requests and other school administered programs. Likewise, Good Shepherd Lutheran School does not discriminate against any applicant for employment on the basis of sex, disability, race, color, age, or national and/or ethnic origin.

Entrance Requirements

A child entering Kindergarten must be 5 years old by September 1st of the year enrolled.

A child entering first grade must be 6 years old by September 1st of the year enrolled.

All new students are enrolled for a probationary period of one quarter.

All newly enrolled students who are transferring to Good Shepherd Lutheran School must present their last report card from the school previously enrolled and a copy of their birth certificate.

All immunization requirements of the State of California MUST be met.

Good Shepherd Lutheran School is not equipped to serve as a special education or disciplinary school.

We believe these policies are in agreement with our Lord's directives concerning the church's responsibilities to its own children and with the Lord's missionary command to "teach all nations".

TUITION AND FEES

Tuition and fees payments are to be made payable to Good Shepherd Lutheran School (or GSLS). Payments may be brought to the school office and or placed in the tuition box outside of the Elementary School reception office, or mailed to Good Shepherd Lutheran School, 26800 Newport Road., Menifee, CA 92584. While we do not reject cash payments, checks or money orders are a safer means of remitting payment.

A NON-REFUNDABLE REGISTRATION fee of \$175.00 is collected each year. It is due during the registration period for returning students and immediately upon acceptance for new students.

A NON-REFUNDABLE MATERIALS FEE of \$225.00 is due by July 19th or upon enrollment if after July 19th.

The EMERGENCY KIT FEE of \$20.00 is due by July 19th or upon enrollment if after July 19th.

Tuition is an annual fee, and may be paid in one lump sum or in 10 equal installments. Payment installments may vary depending on enrollment date. A monthly statement of your account will be issued throughout the year.

A late charge of 20% of the delinquent amount will be added to your account if tuition payment is not received by the 15th of each month. Tuition is due no later than the 15th of each month. Children will not be allowed to attend school on the 25th of the month if tuition and fees are not brought current. Delinquency may result in termination of the child's enrollment and if back due tuition is not paid or workable arrangement have not been made with the school principal uncollected account balance will be sent to a collection agency. At the end of the school year, 2008-2009 we ask that all balances on you account be paid in full before your child starts school again in August. If you have any questions please call Leslie Rodríguez at 672-6675 Ext. 227.

Checks returned for NON SUFFICIENT FUNDS will incur a \$25.00 charge to the account and all further payments must be made via cash or money order.

GENERAL POLICY AND PROCEDURE

ACCIDENT INSURANCE

Your registration fee pays for accident insurance for your child through Guarantee Trust Life Insurance. This is secondary coverage insurance. You will be asked to bill your personal insurance carrier first; the school insurance will then pick up the excess. Forms are available in the school office.

BAPTISM

In Matthew 28:19 our Lord Jesus commands us "to make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you". We at Good Shepherd are committed to the process of making disciples and teaching the students to observe all that Jesus has commanded. Baptism is an integral part of the disciple-making process. Jesus says in Matthew 19:14, "Let the little children come to Me, and do not hinder them, for the kingdom of heaven belongs to such as these."

If your child has not been baptized, we invite you to consider the possibility of having him/her baptized at Good Shepherd. It is even possible to have him/her baptized during a special chapel service. If you would like to inquire further about the blessings of baptism or how to go about having your child baptized, please contact our Principal or our church office.

CHILD MALTREATMENT REPORTING OBLIGATIONS

In accordance with the State of California (California Penal Code 11166), our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made whenever there is reasonable suspicion of abuse.

CUSTODY NOTIFICATION

By law (Ed. Code 49061), if parents are legally separated or divorced, each parent has legal equal rights to the custody of the child. Unless a parent has a court order indicating which parent has sole legal and/or physical custody or a restraining order that is active and in order, the school cannot act as an intermediary. The school must have a copy of the most recent court order on file; otherwise either parent may check the child out of school at any time with proper identification.

DISASTER PLAN

GSLs has a disaster plan to care for the well being of the students should an impromptu disaster occur during school hours. For detailed information please contact the front office.

STAFF AND FACULTY

Good Shepherd Lutheran School is proud of the dedicated people who work together for the benefit of your child. They assist the administration and teachers and are committed to providing your child with an outstanding education. These people include Daycare workers and Aides in the classroom, Office and Financial staff and Custodial staff. These individuals have been screened, fingerprinted and must maintain CPR and 1st Aide Certification.

WORSHIP SERVICES

A vital part of a child's spiritual development is regular attendance at Church and Sunday School. If you do not have a church home of your own, we warmly encourage you to join us for worship. Please contact Pastor Scott Ganas if you would like to join our church. A contemporary service is held each Sunday at 8:15 a.m. and during that service we offer Children's Church for children 5 and older. The traditional service is held at 11:00 a.m. Sunday School classes are held at 9:45 a.m. and Adult Bible study is held at the same time in the church with Pastor Scott teaching Bible Touring. Nursery is available from 8:00 a.m. to the end of the second service for parents with children under 5 year of age at no charge.

HANDBOOK AGREEMENT

We, the parents/legal guardians of _____,
Child's Name

have read this parent handbook and agree to the following:

- All the terms and conditions stated in this handbook
- Keep our account current and be financially responsible for paying all the fees associated with Good Shepherd Lutheran School.
- Cooperate with the general policies and procedures and to abide by the rules and regulations of the school

Our signature below also indicates these terms and conditions have been explained to us, and all of our questions have been satisfactorily answered.

Signature	Relationship	Date
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Signature	Relationship	Date
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Principal's Signature	Date
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