

Good Shepherd
Parent Handbook
Lutheran School



2023-2024

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Purpose of This Handbook

This handbook is intended to provide parents with a handy reference on matters pertaining to the overall program of our school. By using this book, we hope that you are better able to understand the aims, policies, and practices of our school. This book does not contain all nor does it stand in place of the policy manual of Good Shepherd Lutheran School.* It does contain many procedures, administrative detail and "helpful" advice about what happens at school, which is either based on the policies of Good Shepherd Lutheran School or has developed as our day-to-day practice.

*Please see the Good Shepherd Lutheran School Policy Manual in the office for complete listing of school policy.

Mission Statement

The mission of Good Shepherd Lutheran School is to proclaim the Gospel of Jesus Christ to the children and families whom we touch, encouraging a continuing relationship with their Savior and to provide a quality, relevant education, which will prepare children to become lifelong learners and successful adults.

Statement of Purpose

The primary purpose of Good Shepherd Lutheran School & Child Care is to lead children to Christ. The school is one arm of the congregation's educational process. As such, it is an integral part of the total parish program.

Staff Directory

- Pastor..... Rev. Timothy Prince
- Principal..... Miss Elizabeth Clonkey
- 3K & 4K Teacher..... Mrs. Janice Rachul
- Kindergarten, 1st & 2nd Grade Teacher..... Miss Elizabeth Clonkey
- 3rd, 4th & 5th Grade Teacher..... Mrs. Michelle Prince
- 6th, 7th & 8th Grade Teacher..... Mr. Nick Bladow
- Child Care Program Director..... Mrs. Janice Rachul
- Administrative Assistant..... Mrs. Debbie Jensen

What We Believe

About the Child. . .

1. A child is God's special creation, created to live eternally for Him and for the purpose of glorifying Him.
2. The child, being born in original sin, is by his/her very nature separated from God.
3. The child, through the redemption won by Jesus Christ, has again, in baptism, become God's unique creation and once more has the power to live to the glory of God through the love and mercy of Jesus, his/her Savior.
4. By the power of the Holy Spirit, the redeemed child of God experiences God's love and can thereby live a life of love toward God and his/her fellow man.
5. The child of God, being constantly under pressure from the forces of evil (Satan) and at the same time seeking to serve God with his/her whole being, needs to be nurtured spiritually, physically, mentally, emotionally, and socially in a Christ-centered atmosphere.
6. The child needs to be guided to a deeper understanding of the changing world so that he/she can better relate his/her faith and love to the needs of people in a constantly changing society.
7. The child grows in his/her responsibility toward God and man as the teacher and students relate to each other within a fellowship — a communion of saints — where love and forgiveness are practiced daily.
8. Within this fellowship, each child remains a valued and respected person, not because of his/her intellectual or social status but because he/she is a redeemed child of God.

About Education. . .

1. The Triune God — our Creator, Redeemer, and Sanctifier — is at the center of the way in which a child of God is to be educated.
2. God's purpose in education is to lead people to Christian faith, to a life of Christian discipleship in this world, and to eternal life in heaven.
3. The Lord wants us to place Him in all of our time and in every area of thought, life, and learning.
4. Complete education is achieved:
 - a. Through the application of the Word of God (Law and Gospel) and the power of the Holy Spirit.
 - b. Through the active involvement of the members of the Body of Christ as the Spirit motivates them to share, participate, and interact with one another.
 - c. Through the work of Christian professional teachers, who, reflecting Christ's love for them, have a Christ-like love and concern for children.
5. The Lutheran school gives every child reason to develop his/her God-given abilities to be better equipped to serve God and man.
6. The family has the prime responsibility for the child's total education, and the church and school can help equip adults for their important roles through Christian education.
7. The Lutheran school provides a foundation for every child to learn how to live life.

Worship Life and Church Attendance

Worship is an important aspect in developing and expanding your child's relationship with Jesus. As a small fire unattended will soon go out, so a faith un nurtured in the Word will go out. Regular and frequent attendance in worship is a way to nurture your and your child's faith. It also reinforces the Christian training the children receive in our school.

Be regular and faithful in your church attendance.

Delegation of Authority

Good Shepherd Lutheran Church owns and operates Good Shepherd Lutheran School. Good Shepherd Lutheran Church is the owner of the property. The voting members of the congregation have the authority to approve all actions taken by its various boards including the operation of the school and the child care. The congregational constitution and bylaws outline matters requiring action by the voting members of the congregation.

Good Shepherd Lutheran Church has delegated the role of the operation of the school and child care to the School Board. The School Board's duties and policies are outlined in the Policy Manual.

Non-Discrimination Policy

Good Shepherd Lutheran School is dedicated to the purpose of offering a Christian education to the children of the members of Good Shepherd Lutheran Church. It further desires to educate students of other Lutheran churches and also children of other Christian families, in harmony with our school's goals and objectives, if space is available.

It is the policy of Good Shepherd Lutheran School to admit students of any race, national origin, ancestry, sex, age, disability or parental status to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. In addition, Good Shepherd Lutheran School will make no discrimination in the administration of educational policies, scholarship and loan programs, and athletic and extracurricular programs.

It is the policy of Good Shepherd Lutheran School and Child Care not to exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions and privileges of Good Shepherd Lutheran School because of race, color, or national origin. This racially nondiscriminatory policy in no way limits or restricts the policy of the school to limiting enrollment or giving preference on some occasion to an applicant.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET

Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Washington, D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Admission and Enrollment Policy

Qualifications

3-Year-Old Kindergarten (3K) (3 year-old program)

Children enrolling must be 3 by September 1st of the school year in order to be eligible to register for the 3-Year-Old program. All 3K students must be toilet independent.

4-Year-Old Kindergarten (4K) (4 year-old program)

Children enrolling must be 4 by September 1st of the school year in order to be eligible to register for the 4-Year-Old program. All 4K students must be toilet independent.

Kindergarten (K) (5 year-old program)

Children enrolling must be 5 by September 1st of the school year in order to be eligible to register for the Kindergarten program.

First Grade and following

Children enrolling must be 6 by September 1st of the school year in order to be eligible to register for the 1st grade. Age for entering any of the grades following 1st grade is based on the child's previous grade attended. Exceptions will be considered when parents provide and pay for any testing, have such results reviewed by the prospective teacher and Principal, and the teacher and Principal are willing to recommend an exception.

Enrollment Priority

Registration Fee

The date the registration fee is received in the office is used to determine enrollment priority.

Students Presently Enrolled

All students presently enrolled will automatically be eligible to re-enroll the following year (see [Re-Enrollment Process](#)).

Members of Good Shepherd

A member of Good Shepherd Lutheran Church is defined as a baptized member. All members of Good Shepherd Lutheran Church will have priority in the registration process

over non-members. Registration for the members of Good Shepherd Lutheran Church will be held in early spring. Registration for non-members will follow, with priority given to non-members who presently have children attending Good Shepherd Lutheran School.

Siblings, Children, and Grandchildren of Good Shepherd Members

Siblings, children, and grandchildren of members of Good Shepherd Lutheran Church are automatically eligible for enrollment on a next-in-line priority to members.

Waiting Lists

Waiting lists are developed for each class as registrations come in which place more students in a class than current class limits allow (see [Class Size](#)). Enrollment priorities apply to waiting lists.

Applications for Admission and Non-Discrimination Policy

Our nondiscriminatory policy in no way limits or restricts the policy of the school to limit enrollment or give preference on some occasion to an applicant.

Enrollment Process

The registration form is to be used along with the \$100 registration fee to place your child on a class list at any time. (see [Enrollment Priority](#) regarding waiting lists for full classes.) You will receive the enrollment packet following registration of your child. Return enrollment paperwork as soon as possible.

Parents must complete and return the appropriate forms before their child may begin attending the program. These forms are required:

1. **Enrollment Form**
2. **Physical Examination** - This form is to be filled out by the family physician and submitted no more than 30 days following the first day of Kindergarten. (or first day of school if new to school in 1st – 8th grade)
3. **Immunization Record** - The student immunization record or a waiver signed by a parent or guardian is required for entry into the program.

Re-Enrollment Process

The re-enrollment forms are mailed about mid-February. Re-enrollment for students in good standing, already attending Good Shepherd, is automatic until April 15. Following that date, general enrollment is open to Good Shepherd Lutheran Church members until April 30 and then is open to the public. All students whose tuition, lunch, and childcare accounts are current and who are not on academic or behavioral probation are considered to be in good standing.

Class Size

Class size (classroom maximums) will be determined by the GSLS Board. Current class maximums are as follows:

3K – 4K.....	12 (15 w/PT teacher aide)
Kindergarten, First & Second.....	15 (20 w/PT teacher aide)
Third, Fourth, & Fifth.....	18 (20 w/PT teacher aide)
Sixth, Seventh & Eighth.....	18 (22 w/PT teacher aide)

Tuition

Christian education is an investment in your child's future. Providing a Christian education for your child very often means that financial priorities must be carefully planned.

Those who wish to make monthly installments toward their tuition must set up a payment schedule at the beginning of the school year with the tuition supervisor. Tuition payments are due on the first of each month and should be made by check or money order payable to Good Shepherd Lutheran School.

Please **DO NOT** send payments to school with your child.

To insure proper payment to your account, tuition payments should be dropped off in the office or mailed to:

Good Shepherd Lutheran School, 1936 Emery Street, East Troy, WI 53120

Delinquent School Fees

A monthly late charge may be assessed on any tuition account if payment becomes delinquent. Any family whose account is thirty (30) days delinquent will be notified to bring the account current. If no arrangement is made and the account becomes sixty (60) days delinquent, the family will receive notification from the School Board outlining remedies which can include termination of enrollment until the account becomes current or written arrangements have been made with the principal or tuition supervisor.

Checks returned by our bank, for any reason, may be subject to additional fees.

All past due school fees from previous years must be paid in full prior to the first day of school, or the child will no longer be enrolled and school records will be held pending completion of financial responsibility.

Wisconsin Tuition Tax Deduction

Good Shepherd Families,

Are you aware that you can claim private school tuition on your taxes for children in grades K and up? Information from the Wisconsin Department of revenue:

<https://www.revenue.wi.gov/Pages/FAQS/ise-privscht.aspx#privscht1>

*For taxable years beginning on or after January 1, 2014, a subtraction from income is allowed for the amount paid to send your dependent child to an eligible private school. The subtraction is limited to \$4,000 for tuition paid for an elementary pupil and \$10,000 for a secondary pupil. **Note:** The subtraction is not allowed for amounts paid for private school tuition which were withdrawn from an Edvest or Tomorrow's Scholar college savings account.*

Find more information from the Wisconsin Council of Religious and Independent Schools.

<https://www.wcris.org/school-resources/k-12-tuition-tax-deduction/>

Helping Families with Tuition Program

The Helping Families with Tuition Program began in 2002 with the intent to assist families with the cost of tuition in order to enable **all** children to access a Christian education. If you are able to donate money to this program or are in need of some tuition assistance, see the principal for more information on this wonderful program.

Hours of Instruction/Operation

3-Year-Old Kindergarten.....3 days up to 5 days/week..... 8:00 a.m.–11:00 a.m.

4-Year-Old Kindergarten.....3 days up to 5 days/week..... 8:00 a.m.–11:00 a.m.

Kindergarten – 8th Grade..... Monday through Friday..... 7:50 a.m.–2:45 p.m.

Child Care..... Monday through Friday..... 6:00 a.m.–6:00 p.m.

Note: Child Care will not be open on legal holidays such as New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. There may be occasions on certain other days that coincide with school vacation, i.e., the Friday after Thanksgiving, when the school will be closed. (Please refer to a copy of the [current school calendar](#).)

Arrival and Dismissal Procedures

Please remember that classes start **promptly** at 7:50 a.m. (PK at 8:00 a.m.). Students are to be in their classroom at the beginning of the class period. Any students not in the classroom will be marked tardy. (see [Tardiness](#))

3- and 4-year-old Kindergartners arriving early should check in at Child Care.

Kindergarten – Eighth grade students should not arrive before 7:35 a.m. unless they are using the Child Care Program. Children must be picked up within 10 minutes of dismissal. Students who are not picked up will be checked into Child Care. Childcare minimum use fees will apply.

All 3K, 4K, and Kindergarten parents are required to walk to the classroom with their child. At dismissal, the teacher will walk children to the entry area and dismiss them to their parents’ vehicles.

Transportation

Bussing

The names of all students living in the East Troy School District in the grades of PK, Kindergarten, and above will be given to the East Troy School District for scheduling their bus pick-up each year.

Parents of students outside the East Troy School District should contact their school district’s administrative office about transportation eligibility for their children. Transportation arrangements for children residing outside the East Troy School District are the responsibility of the parent.

Parking Lot, Drop-off and Pick-up Rules

For the sake of student safety, the following guidelines have been established for pick up and drop off of non-bused students:

The front of the school is to be used for drop-off or pick-up. **Do not leave your vehicle unattended in the pick-up/drop-off line.** If you need to leave your vehicle, you must park in a designated parking spot. Please do not leave your vehicle running.

1. Children will not be allowed to enter vehicles until the car is at a stop in the designated pick up zone in front of school. Drivers should remain in their vehicles with the vehicles in park.
2. Please cooperate with the teachers. They are there to protect everyone.
3. If your child(ren) are in 3-8 grades, please leave the spots at the front open for those with shorter children, especially if you have a bigger vehicle.
4. Please remember that there are spots we cannot see you from, especially when the bus is present, and we may not send your child to you right away.
5. Keep in mind that students cannot see what is coming when they are in between cars, and although we teach them to treat the lanes in the parking lot like streets and look both ways, they may not remember, and as pedestrians they have the right of way.
6. Remind your younger children to stick with an older sibling, and your older children to slow down for the younger ones.

Pick-up List

It is the responsibility of the custodial parent(s) (see [Custodial Rights](#)) to identify responsible relatives or other adults who will be picking up a child(ren) from school, and add that person's name, contact information, and relationship to the child(ren) to the Pick-up list at registration, to be kept on file by Good Shepherd. It is the responsibility of the custodial parent(s) to also provide names, contact information, and relationships to the child(ren) of any person(s) who they do not want picking up their child(ren). If it becomes necessary to update any of the above information, it is the duty of the custodial parent(s) to notify the school with such information in a timely fashion to avoid misunderstandings.

Bikes on School Property

Students who ride a bike to and from school must park their bikes in the designated bike rack from the time they arrive until the time they leave. In case of inclement weather, students may be given permission to store their bike under cover.

For parking lot safety students must seek permission to leave with their bike, and they must leave directly rather than ride around the parking lot or playground.

Students of Good Shepherd should seek to set a good example for others when riding their bikes by not cutting through others' property without permission and following East Troy bicycle rules which can be found at <https://ecode360.com/28012216>.

School Attendance

By state law, all school-age children (age 6 on or before September 1) are required to attend school every day that school is in session. Exceptions are made only because of illness or by special permission of the teacher in advance. Regular attendance is vital in order to meet the educational goals of the school. Students who are absent miss important instruction, labs, and other such activities. Missed work can be made up, but the above experiences cannot, which means an important component of the education we offer at Good Shepherd would be missing. Parents are asked to **call the office** in the event their child is ill and will not be in school. Leave a message with the secretary or on the recorder. If your child will be absent due to an appointment, please give the teacher advance written notice. Absence due to appointments is discouraged, but it is understood that many appointments can only be scheduled during the day.

Good Shepherd will maintain records of students attendance, excused & unexcused absences, and tardiness.

An excused absence shall consist of the following:

1. Personal illness
2. Serious illness in the family
3. Death in the immediate family and /or a funeral for a family friend
4. Medical, dental, chiropractic, optometric, or other pre-approved professional appointments which shall not exceed one half day.
5. Family trips that can be taken only during the normal school term. Parents or guardians are required to notify the school prior to the vacation. Student vacation trips without parents, guardians, or legal custodian's accompaniment are not excused absences.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine imposed by a public health officer
8. Attendance at special events of educational value approved by the principal.
9. Special circumstances that show good cause and are approved in advance by the principal.

Unexcused absences shall consist of all absences not defined above as excused absences.

If a child is absent more than 10 days in a semester, the School Board will be notified.

If a child is absent on consecutive days for a period of 2 weeks, the child may be automatically unenrolled. You will then have to re-enroll your children at the discretion of the School Board.

Tardiness

Two very important concepts which can be learned at school are promptness and accountability. This means getting to school on time and being where you belong at all times. These two qualities will be important to a student's career and relationships in life. Arriving on time for school also eliminates distraction in the classroom setting and loss of quality learning time.

A student will be considered tardy if arriving late or leaving school before the end of the school day.

Notification of Absence and Tardiness

On a semester basis, if a child is absent from or arrives late for school more than 6 times, a simple reminder letter (not punitive) stating the number of times absent/tardy (excused and unexcused) will be sent to your home. This letter is to be signed and returned to the school office. A second notice (non-punitive) will be given following 6 additional occurrences. These letters will be included in the student file. Notification of tardiness and absence is a matter of Wisconsin State law and student record.

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Vacations

The [school calendar](#) is published at the beginning of the school year. Parents are strongly encouraged to plan their vacation trips during normal school vacations. Please note the following guidelines if you plan to take an extended trip during the academic year:

1. Notify the student's teacher and the school office as early as possible prior to the trip.
2. Explain the reason for the trip and give the dates of departure and return.
3. It is the obligation of the parent and student to procure all missed work and make sure it is completed in a timely manner. Students have one (1) day per each day missed to make up work. After the allotted time, credit may not be received although the work still must be made up.
4. It may be necessary for the student to stay after school in order to get teacher instruction for missed work.

When a student will be absent for extended periods of time due to vacations, the teacher may help the student determine what academic work will be missed, but will not provide daily assignments ahead of time.

Parents should carefully weigh their decision to remove a student from school for extended vacations during non-vacation times. Many times such absences can prove detrimental to the educational progress of the student. While a death in the family, a student illness, or occasional medical appointments are acceptable and understandable reasons for absences, absences for other reasons should be avoided.

Health Procedure Policy

Medication & Prescriptions

All medication must be accompanied with written parent authorization. Prescriptions must be in the original container, labeled from the drug store and bear the child's name, doctor, date, medication and dosage. OTC medication and cough drops may be in a ziplock type bag or original container with written instructions including the child's name, name of OTC and dosage. A medication consent form (see [Medication Consent Form](#)), specifying the exact amount and time the medication is to be given, must be completed if parents wish the staff to administer medication. Medication administration will be logged on the form and kept on file in the office.

Illnesses

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the school or child care setting until

1. a physician has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at our facility.

OR

2. the symptoms have subsided.

Your child should not be in school when showing one or more of these symptoms.

- Fever of at least 100°
- Vomiting, nausea (two or more episodes within previous 24 hours)
- More than two diarrhea stools within a two hour time period
- Sore throat, especially when fever or swollen glands in the neck are present.

- Glandular swelling about the neck
- Earache
- Communicable illness, i.e., chicken pox, influenza
- Open sores which might indicate communicable illness (Herpes Simplex)
- Rash or skin disorder which is undiagnosed or might be contagious. This includes infected sores (crusty, yellow or green drainage which cannot be covered by a bandage.) A doctor's note should be provided upon returning to school.
- Certain other symptoms such as profuse nasal discharge accompanied by "barking" or "croupy" cough and/or discharge from the eye or redness indicating pink eye,.

For the mildly ill child, short-term arrangements for exclusion can be made in the lobby area. This is done to give parents a chance to make pick-up arrangements.

If your child's illness is serious, please let the school or Child Care staff know so that appropriate measures may be taken to ensure the safety of the other pupils.

When returning to school, children are to be free from fever, vomiting or diarrhea for 24 hours prior to returning **without** the use of fever reducing medication. A child prescribed an antibiotic must be on it for 24 hours prior to returning.

Chicken Pox

The state recommends that children with chicken pox should remain out of school approximately seven days. Children may return to school if they have dry scabs and no pustules (boils) that are forming. These pustules form, scab, and reform for three to four days, so care must be taken not to return too soon. Please check your child over carefully.

Injuries and Illness

When a child is injured on the school premises, or when a child becomes ill during the school day, staff members observe the following procedures:

1. All injuries and major illnesses are reported to the principal immediately after they occur. All such injuries will be documented.
2. For illness or injuries other than minor cuts or bumps, the child's parent, or a designated person when the parents cannot be reached, shall be contacted by the child's teacher to make arrangements for the child to be picked up from school or child care if necessary.
3. If the injury is such that first aid is necessary, the principal or program director shall be contacted and the child's injuries shall be cleaned and protected using the supplies from the first aid cabinet. The injury will be documented.
4. In cases of injuries requiring medical attention, the principal is notified immediately and he/she will contact the child's parents, or designated person if the parent cannot be reached, in order to make arrangements for the child's care. Authorization allowing school officials to contact a family physician or a particular hospital in cases of an accident or emergency is granted through the enrollment form.
5. In case of serious injuries or trauma requiring medical attention the principal or the teacher will notify the East Troy Rescue Squad and notification to the parents of the child will take place as soon as practical after an emergency.

Chapel

Chapel services are held Wednesdays at 8:00 a.m. Parents and friends are invited and encouraged to attend chapel with the students. Chapel offerings are designated to a variety of mission opportunities.

Singing in Church

All children, grades Kindergarten through 8th will be singing or participating on occasion in our congregation's worship services during the school year. *Student participation and parental cooperation is vital. Please support this important extension of your child's school program.*

Communication

We form a partnership with parents so together, in cooperation, we may meet the needs of the whole child. Parents and teachers pledge to support, communicate, and work together for the good of each child. To this end, parents and teachers must accept, encourage, understand and respect each other as we share the responsibility of training children for the purpose God has for them in life.

Proper and regular communication greatly enhances the educational program. We feel that it is of utmost importance that parents feel comfortable contacting the school and/or the teacher as problems and concerns arise. Parents may contact the school at any time and arrange for a conference with the teacher. While teachers will not be called out of the classroom except in case of emergency, parents may call the school office (262-642-3310) between 7:45 a.m. & 2:45 p.m. and leave a message for the teacher.

In order to discuss an issue with a teacher or a member of the staff, parents are asked to follow this procedure:

1. Speak first to the teacher or staff person involved, multiple meetings may need to be held. **If no resolution:**
2. Speak to the administrator about the problem, multiple meetings may need to be held. **If no resolution:**
3. Speak to the chairman of the school board for final resolution.

Again, we encourage and stress home-school communications. Never feel that your concerns are too small or too frequent. Your child's wellbeing is our first concern.

A parent requesting time before the school board must notify the school office prior to the meeting date of their intent to offer comment at a school board meeting. (A copy of any written statements/documentation/materials from the parent or the staff member needs to be copied and distributed to each board member before the meeting proceeds.)

Newsletter and Notes to/from School

As regularly as possible, an email will be sent to the email address on file. **Please be sure to read the email since important information is communicated to you in this manner.** Also, please read the school news each month in the Church Newsletter for additional information. Important communication is also included in classroom notes which are sent to you by your child's teacher.

Report cards and conferences

Report cards are prepared quarterly for Kindergarten through Eighth grade students so that parents can follow the progress of their child(ren). Parent-Teacher conferences are scheduled approximately one to two weeks following the end of first quarter for child progress evaluation. A similar conference is held at the end of the third quarter for progress review and evaluation of pupils as selected by the teacher, or requested by parents. Further conferences are held during the course of the year as the situation may demand. Preschool and Pre-Kindergarten conferences are held on a somewhat different schedule as determined by the teacher. Parent-Teacher conferences are important. The school can be effective only when it has the full cooperation of the home.

Discipline Policy

Every effort will be made to make discipline educational – to help the student understand the purpose and benefit of the disciplinary process. Narrowly defined, the purpose of discipline is to correct misbehavior. In the wide sense, our understanding of discipline should be defined as the foundation for making choices in life.

General Classroom Management

1. As often as possible, suggestions or directions are given in a positive rather than a negative manner.
2. Children are presented with good role models through their teacher, principal and volunteers.
3. Children are kept involved in acceptable behavior patterns through curriculum and activities.
4. The classroom/school environment allows for areas specifically assigned for quiet and active movement.
5. Directions are stated simply and in proper sequence, taking into consideration the child's developmental level.
6. Activities follow one another in an orderly fashion preventing long waiting periods.
7. Redirection of children is done in a way that relates to a student's motives or interests.
8. Suggestions are made effective by reinforcing them when necessary.

Managing Disruptive and Inappropriate Behavior

A child who is disruptive to activities or equipment or engages in inappropriate action will receive sufficient warning. If the misbehavior continues, the child will be removed from the group and be spoken to about the problem behavior. If necessary, the parent(s) will be notified as soon as possible regarding the behavior.

In the event that a teacher encounters a student who is continually exhibiting a discipline problem and is disrupting learning in the classroom, and the teacher is finding it difficult to maintain acceptable control with the child, the following steps are taken:

1. Communicate concerns with parents.
2. Consultation with the principal to seek solutions to the problem.
3. If the above does not work, the teacher will hold a parent-teacher conference; multiple meetings may need to be held.
4. Meeting of teacher, child, parent, and principal to find a solution.

5. Meeting of the teacher, parent, child, and the School Board.
6. If the above steps prove ineffective, the child will be expelled with approval from the School Board.

Through all of the school's administering of discipline the development of self-control and respect for rights of others will be a priority. To accomplish this, the following techniques or principles are employed:

1. Natural, firm and serious tones of voice are used when disciplining.
2. A child is not motivated by making comparisons to another, or on the basis of competition.
3. The child will be given the minimum of help in order that he may have the maximum chance to grow independently, but the help the child needs will be given.
4. Children are encouraged to express their feelings in a way that is not harmful to others.
5. A child who is physically hurting another child will be immediately removed from the situation and a discussion about the behavior and how it occurred shall follow.*
6. Limits are clearly defined and consistently maintained.
7. Children may be allowed to give ideas for discipline that involves them.
8. Children will be aware of rules by means of discussion and input.

***Discipline Procedures if a Student is Involved in Physically Hurting Another or Using Violent Language**

1. Any student who physically hurts another, or uses language about hurting others or using weapons will be removed from the situation immediately. The student will be spoken to about the incident by the teacher or sent to the principal's waiting area to await discussion.
2. The teacher or principal will use the discussion to discover what has occurred and why, to lead the child to an understanding that physical violence is not a solution, and to make an apology to the person they have hurt.
3. If a student will not take responsibility for their words or actions, the following steps may be taken:
 - a. Loss of privilege, as determined by the classroom teacher, which may include recess, computer time not related to school work, work time in locations other than classroom at desk, exclusion from group lunch time, not attending fun school functions.
 - b. Timeout/In-school detention held either in the classroom at lunch time with the teacher, or in the conference room under the supervision of the administrative assistant and/or Pastor Prince with frequent check-ins by teacher/principal.
 - i. The duration will be determined by the student's age and at the discretion of the teacher/principal.
 - ii. Students will be expected to use the time to write down information about their hurtful behavior, and encouraged to create a formal apology. They may also be given a further assignment.
 - c. Parent Conference with teacher and/or principal
 - i. The teacher will set a goal for the meeting, outline the behavior for the child and parents, and together make a plan for change/behavioral contract

- d. Suspension for 3 days
 - i. Students will be responsible for making up the work for the time they are suspended
 - ii. If the behavior is repeated suspension will be lengthened.
- e. Referral for counseling

If a student continues to hurt others physically or use violent language, they may be referred to counseling with Pastor Prince, their own church's pastor, or to the Walworth County Health Dept. [Resources for Parents & Students | Walworth County, WI](#)

The student will need to have a note signed by the counselor stating that he/she has been consulted about counseling for the behavior issue before returning to class.

Bullying

Bullying/Intimidation will not be tolerated at Good Shepherd Lutheran School. If a student is engaging in this type of behavior he/she will be

1. Given a warning to stop and parents will be contacted.
2. If the student continues the behavior a meeting with the teacher, principal and members of the school board will be held with the parents, and the student will be suspended from school for 3 days.
3. If the behavior is repeated after suspension, the student will be expelled from Good Shepherd.

The best source for children to learn behavior is by the example of their parents, their first teachers. Therefore, Good Shepherd expects all parents to display the behavior we want to encourage. Just as students may be asked to leave for bullying behavior, parents also may be asked to leave the premises for bullying behavior.

Regarding Punishment

1. Any child shall not be spanked, hit, pinched, shaken, or receive any other type of corporal punishment, nor be treated verbally in a way that is humiliating to them or their family.
2. Withholding of food or naps will not be used.
3. Lapses in toilet training are not punished.
4. All children of all ages shall be disciplined with their age and self-differences in mind.

A Word About Self-Esteem

What makes a Lutheran School unique? *Christ is at the center.* This applies in all areas but is fitting to discuss in regard to discipline. The Lutheran School teacher attempts to use an equal measure of Law & Gospel when disciplining a child. There is really only one way we find self-worth or self-esteem: recognize that by our own efforts we fail, but that through the clear Gospel message we are forgiven and receive the ability to live without the feeling of guilt or shame for the mistakes we make. As children live and learn and apply this in their lives, the search for self-esteem is replaced by Christ-esteem. We are made right with God, forgiven because of what Christ has done for us. Now our lives are really worth something and everything we do centers on our joyful response to Jesus our Savior.

Bus Conduct

Riding the bus is a privilege and must be regarded as such. Pupils are to conduct themselves as they would when riding in anyone's car. Misbehavior or misconduct on the bus may lead to loss of the riding privileges.

The East Troy School District assembles a bus conduct handbook. A copy may be obtained through the East Troy Administration office. Keep the handbook as a handy reference.

Playground Conduct

The playground/play area consists of the equipment and grassy area to the southeast of the building. Bicycles are to be parked when the children arrive and left in the designated area until school is dismissed.

Prohibited playground conduct includes:

1. Harmful or rough play, including but not limited to wrestling, tackling, kicking, hitting, and the like; throwing materials, including but not limited to snow, ice, woodchips, dirt, leaves, etc.
2. Unsafe use of equipment, including but not limited to standing on or twisting swings, swinging other than forward, jumping off swings, walking on slides, going up slides, throwing balls on the equipment, returning the 4-square ball by kicking it, being outside or on top of out-of-bounds areas on equipment, etc.

Gum, Cell Phones, and Toys

No gum may be chewed at school because of the maintenance problems it produces. Various electronic devices, toy guns and knives, whistles, etc. that create nuisances will be confiscated.

Cell Phones

Cell phones can be a useful tool but can also be a distraction, especially at school. Cell phones which are brought to Good Shepherd will be given a home by each classroom teacher for the duration of the school day. It is at the teacher's discretion whether they will be used. No cell phone is to be used in the restrooms. Any phone that is used outside of these parameters will be confiscated by the teacher and returned to the parents.

Toys

Your child's toys should not be brought to school. On occasion, your child's teacher may announce a show-and-tell day. If your child wishes to share a special toy, it should be brought in a backpack or a separate bag for that purpose. The school is not responsible for any toy brought to the school by your child.

Dress Code

What children wear to school need not be fancy or costly. It should be neat, clean and in good taste. On rainy and snowy days, be sure your child has on protective outer clothing (boots, snow pants, winter jackets, hats and mittens) for outside play. When the outside temperature is below 50 degrees Fahrenheit, students will be required to bring a coat outside with them to recess. It will be at the classroom teacher's discretion as to whether the students must wear their coat. A child who does not come with appropriate outdoor clothing will not be able to participate in outdoor activities.

Not allowed

Any messages, words, or graphics conveyed which would not be in line with Christian attitude or conduct. This includes messages which would make fun of someone or something or send a message of disrespect toward school, parents, and others; any printing or image related to alcohol, drugs, or sex; any message with sexually suggestive words or

inappropriate placement of words on clothing. In general, we discourage shirts with printing or logos but they may be worn given the above criteria. Exceptions are made for Christian art, patriotic theme or message, sports or team logo/number or small graphic/logo fitting the above criteria.

Specifications

Tops must have sleeves which cover the shoulders. No sleeveless, tank top or straps. Tops must also cover the midriff when arms are raised overhead. No skin may show from neck to mid-thigh. This includes low-cut shirts or blouses for girls.

Pants or shorts must fit in a way that is proportional to the student. The waistline must be worn on the waist. Pants or shorts which are extremely baggy or which do not stay on the waist are not allowed. Low-rise pants are not allowed. Short, tight shorts are not allowed. The hem of shorts, dresses or skirts must be below the fingertips when arms are at sides.

Shoes should fit well and provide good foot support. Soles should be non-marring and should not be slippery. Shoes should not have heels of more than one inch. Shoes inappropriate for the playground or p.e. class are flip-flops, open-toe sandals, or shoes with little or no foot support.

All students should wear a good pair of athletic shoes on Physical Education class days. Students without appropriate footwear may not be allowed to participate.

Field Trips

Field trips during the school year will be planned by the individual classroom teachers. Since these trips are part of the daily instruction, all children are expected to participate. Generally, the expense of the field trip will be borne by the student. The field trips vary in cost depending upon the distance traveled and admission charges. Although it is not possible to predict exact costs, teachers will try to notify parents well in advance of the projected costs of their trips. Parents will be asked to sign and return a permission slip for each field trip. School bus transportation is provided through the East Troy School District. If a bus is reserved, all students are expected to ride on the bus.

Parents may also be asked to take their turn in driving to various trips when distance or class size does not warrant using a bus.

For all trips, the following regulations apply to all volunteer drivers:

1. Each driver must hold a valid driver's license, adequate insurance coverage and be over the age of 25.
2. Seat belts must be worn by all children in the vehicle during transit to and from the class trip. Wisconsin state law regarding age, height, weight applies.
3. Doors will be locked at all times while the vehicle is moving.
4. Children may not be left unattended in the vehicle.
5. Children must remain seated while the vehicle is in motion.
6. Smoking is prohibited.
7. Children under 13 must be seated in the back seat in accordance with Wisconsin safe practice.

Chaperone duties require the parent to assist teachers and be responsible for school children.

Safety Drills

Fire drills are held monthly at various times of the school day. Other safety drills are held at regularly scheduled times.

Gift Donations

Gifts of money and equipment may be made to Good Shepherd Lutheran School. All gifts are accepted through the principal's office and may be tax deductible. The school office will be available to give donors a receipt for tax purposes. Gifts donated become property of the school and may be utilized as the staff deems appropriate. Because of space and other limitations, Good Shepherd reserves the right to respectfully decline a gift.

Library

Good Shepherd Lutheran School operates a library for the enrichment and enjoyment of our student body. All classes are given the opportunity to use the library and its resources. Students may check out and use materials from the library, the length of time students can keep the resources will be established by library staff. Each classroom also has a number of books geared to the reading level of that grade. We encourage parents and students to make use of their local libraries as well.

Volunteers, under the direction of a designated teacher, staff the library. If you are interested in helping with the library, please let your teacher know.

Students are responsible for any material checked out. Checked out books must be returned before more books can be checked out. Fines are assessed for books that are overdue and for library materials that are damaged. The fine for an overdue book will be 5¢ per day after a two week grace period. Damaged, lost or defaced materials will be assessed at replacement cost. All library fines need to be paid by the end of the school year. Notices of overdue books will be sent automatically via email.

Food Policy

Lunch

Good Shepherd provides a hot lunch program which is available one or two days per week (see [Hot Lunch Info](#) for weekly schedule) for \$2.80/lunch. We strive to give children a healthful meal to keep young bodies strong. A menu is sent home monthly and is available on <https://gslet.org/>. Students are welcome to bring a cold lunch, and parents are encouraged to send nutritious foods. Cold lunch food items should be easy for the student to open. Some microwaves are available for students to heat items. Please ensure that your child has instructions on reheating. Milk is available for purchase to students with cold lunches.

Snacks and Milk

Pre-Kindergarten snacks are provided by the school for a nominal per-snack charge. Milk is available to children at snack time and is purchased at the beginning of the year for the entire year. Kindergarten – 8th grade students may bring a nutritious snack from home or purchase a snack through the school. Milk is also available to students at snack time. Snacks and milks are

purchased by putting money on your lunch/snack/milk account. Your child can order a snack and/or milk from the teacher when attendance is taken in the morning. The lunch/snack/milk statement will reflect milk and snack purchases. Snacks should be nutritious – please, no candy, soda or candy bars.

Good Shepherd offers milk at a reduced price through the Special Milk Program (SMP). The U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in the SMP for children whose disabilities restrict their drinking cow's milk. GSLS must provide a milk substitute for children with disabilities on a case-by-case basis when requests are supported by a written statement from a state licensed medical practitioner. The licensed medical practitioner's statement must identify an explanation of how the child's physical or mental impairment restricts the child's consumption of cow's milk and specify the recommended milk substitute which meets the nutrition standards of milk. Medical statement form available in office.

Birthday Treats

Birthday treats are welcome. They should be ready to serve, require minimum clean-up, and not need preparation on the part of the teacher. *Please* make arrangements with your child's teacher, in advance, prior to bringing the birthday treat.

National Emergency

In the case of National Emergencies and other local declared emergencies students will be kept at school until their parents or designated person can pick them up. In the event of an emergency, Good Shepherd will follow policies outlined in our Crisis Manual or as directed by local law enforcement.

Custodial Rights

It is the goal of Good Shepherd Lutheran School to work in the best educational interests of each student while working in partnership with the student's parents/guardians. The District recognizes that while the parents of some students may be divorced, separated, or otherwise not sharing the same household, unless otherwise provided by a court order or other legally required reason, both parents have a right to be informed of and involved in their child's educational program.

In order to maintain a collaborative relationship with both parents/guardians, Good Shepherd will maintain strict neutrality between parents/guardians who are involved in an action affecting the family, unless otherwise directed by a court order, a parenting plan, subpoena, or other court document. School employees, in their official capacities, will not voluntarily participate in family law court proceedings or related matters.

It is important for the school to have the information necessary to make appropriate decisions regarding the student's school programs and the parent's/guardian's involvement with the schools, particularly where the parents/guardians have been involved in family law matters. Upon enrollment or when issued by a court or agency, the parents/guardians shall provide the school with:

1. The most recent court-related documents that provide information on residency, legal custody, physical placement arrangements, educational decision-making authority, and other matters relevant to the school so that the school may abide by those decisions and orders
2. Any legal action affecting the family that might have an impact on parent involvement and participation in the school
3. Any court order that may define or restrict a parent's rights in relation to children enrolled in the school

Parents/guardians who share legal custody may each make educational decisions for their student. Unless the parent/guardian has been denied periods of physical placement with the child or a court order, parenting plan, or other court document or law provides otherwise, parents/guardians may

view their child's records, receive school progress reports and mailings, attend parent/teacher conferences, and visit their child at school and remove their child from school grounds.

When initially enrolling a student at Good Shepherd Lutheran School, the parent/guardian completing the enrollment process must designate the primary household in which the student will reside. In circumstances where divorced, separated, or parents/guardians not residing within the same household share physical custody (50% with one parent/guardian and 50% with the other parent/guardian), one parent's/guardian's household must be designated as the primary household. Once designated, the student's primary household shall remain as originally designated unless altered by a court order indicating that the student's primary household has changed to the other parent/guardian.

Each parent/guardian is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent's/guardian's interactions with Good Shepherd. The following guidelines shall apply to the enforcement of such rights, obligations, and restrictions:

1. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and agreements by involving law enforcement and/or the courts.
2. If parents/guardians disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.
3. Good Shepherd will not be responsible for monitoring, interpreting, and/or enforcing any physical placement order/schedule. If a dispute occurs on school premises regarding physical placement, the school will contact law enforcement authorities to assist the parents/guardians in the dispute.

In the event that the parent/guardian advises Good Shepherd that a court order restricts parental rights in relation to students enrolled in the school, the parent should provide the school with the court order providing such restriction(s). The school may also ask the other parent/guardian to provide the court order if the parent/guardian asserting that a court order restricting parental rights exists fails to provide the court order to the school. Any relevant information from a court order restricting parental rights shall be entered in the student's records and shared with the student's classroom teacher(s) and other relevant staff. Should neither parent/guardian provide the school with a copy of a court order restricting parental rights, neither parent/guardian shall be deemed to have rights superior to the other with respect to any student enrolled in the school or with respect to parent/guardian participation in school-related activities.

Absent a court order setting forth restrictions on parental rights, both parents/guardians will be presumed to have the ability to visit their student(s) at school. If the school has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following shall apply:

1. A custodial parent/guardian or joint custodial parent/guardian or a parent/guardian with physical placement rights may visit their student(s) at school during school hours in accordance with the school's visitor policy, unless the visitation is prohibited by a court order provided to the school, without the written authorization of the custodial or joint custodial parent/guardian. Unless expressly prohibited by a court order, it is not a violation of school policy for such a parent/guardian to, for example, volunteer in his/her child's class, eat lunch with his/her child, or chaperone a school field trip on a day when the parent does not have physical placement of the student.
2. Pursuant to the school's visitor policy, the school may prohibit either parent/guardian (regardless of custodial status and the language of a court order) from entering the school during school hours, or otherwise participating in school sponsored activities, if the parent/guardian disrupts the educational environment or the parent/guardian's presence is

detrimental to the health, safety, academic learning or productivity of students or others at school.

3. A parent/guardian who has been denied physical placement with the child is not permitted to remove a child from school grounds. Where a parent/guardian who has been denied periods of physical placement attempts to remove a child from school, the school shall contact law enforcement.
4. Any person who is prohibited from having contact with a student of Good Shepherd under a court order is prohibited from entering onto school grounds or into school buildings where the student/child may be present.

Recess

Students will go outside for recess and should bring appropriate attire (see [Dress Code](#)) for the weather. Exceptions include rain and below-zero windchill. This determination will be made by the teacher at the time of recess.

Retention of a student

The classroom teacher would advise the principal and the parents of any concerns about a particular advancement of a student as early as possible. No child will be retained at the same grade level unless the parents, principal, and the classroom teacher mutually agree to such a placement.

In the event that all parties agree that a retention is in the best interest of the child, a retention form will be signed by the parents, teacher, and principal. This form will be filed in the principal's office, and the student's permanent file.

In the event that the parents disagree with the recommendation to be retained and do not feel it is in the best interest of their child, the parents will sign a waiver form assuming full responsibility for the decision not to retain their child. This form will be filed in the principal's office and the student's permanent file.

In addition to academic concerns, any student who misses more than twenty (20) days in an academic year may be considered for retention in their grade unless adequate proof can be provided regarding mastery of materials presented. Any student who misses thirty-five (35) or more days will be retained in their present grade regardless of mastery levels. Administration retains the right to make exceptions regarding this policy in the case of prolonged illness, injury or the like.

School closing

In the event of inclement weather, the announcement of school closing will be heard on WTMJ - Radio 620 and on WISN - Radio 1100 or any of the local broadcast television stations. **Good Shepherd Lutheran School will close if the East Troy Public School system closes.** Even if Good Shepherd Lutheran is not listed specifically we are included in the East Troy Schools. If the Good Shepherd School Faculty, in consultation with the School Board, determines that weather conditions are hazardous and the East Troy school remains open, we reserve the option to close our school. In this case, you would be notified on the above stations. Other closure notifications would be by phone or text.

School pictures

School picture day will be scheduled and placed on the school calendar. Information regarding these pictures will come to the parents prior to picture day. Watch the school newsletter for the picture date and further details.

Testing

Standardized Tests

Good Shepherd Lutheran School may administer tests which are scored according to national norms and averages. The tests measure the child's competence in skills of reading, language, and mathematics. Parents will be informed of their child's performance during the following fall parent/teacher conferences or upon special request by the parents.

Special Testing and Assessment

In the event that a classroom teacher on the staff of Good Shepherd suspects a very real and serious learning disability in one of his/her students and seeks formal diagnostic testing of such child in the form of a psychological profile or other educational assessment, the following procedure should be followed:

1. The classroom teacher will meet with the principal to discuss the reasons for such concern and the possible diagnostic format to be implemented.
2. If both the classroom teacher and the principal agree that further diagnostic measurement would be helpful in better serving the student's educational needs, the parents, the classroom teacher, and the principal will meet to discuss a formal diagnostic testing procedure.
3. If the parents agree to the testing, a schedule will be set up by the principal and the teacher for this testing to take place. The parents, principal, and the classroom teacher will then work in all ways necessary in order to ensure proper coordination and summary of test data.
4. After the testing has been completed, the parents, principal, teacher, and/or members of the assessment team (if such a formal testing process is chosen), will meet to discuss test results and recommendations in order to ensure the student's success in the classroom.
5. The parents, principal and the classroom teacher will then work together to implement the recommendations as prescribed by the assessment.

Technology Use Policy

Good Shepherd Lutheran School provides computers (Chrome books, tablets, etc.), networks and the internet as one way of enhancing its goal to teach skills, knowledge, and behaviors that students will need as successful and responsible adults in the community as a whole. The school's computers and network connections provide opportunities to explore and use a varied and exciting set of resources including computer programs, CD's and the internet.

Good Shepherd Lutheran School provides these technology tools under the supervision of school personnel to support and enhance the curriculum. In order to make these resources and tools available to everyone, the school requires that students who use the school's computers and networks will do so in a way that is consistent with its educational and spiritual mission. Students are taught and expected to display good digital citizenship.

Students will use these tools for educationally appropriate activities that are directly related to the curriculum of Good Shepherd Lutheran School. Students will be held responsible for their actions and activity while using technology at school.

1. Technology will be used in ways consistent with our school's philosophy and the Christian faith.
2. Technology will be used to support and enhance the curriculum.
3. Technology resources may be used only with the teacher's permission and under the supervision of school personnel.
4. Students will follow the directions of the staff regarding use of technology materials and networks.
5. Students will be assigned an email address for school-related use.
6. Social media of any kind may only be accessed with the permission of the supervising teacher provided that parents have given prior, specific written permission.
7. Technology may not be used to harass or harm others. Examples of such behavior would include such things as creating harassing or degrading messages, bearing false witness or spreading rumors, using obscene or inappropriate file names, sharing personal communications without permission.
8. Students may not interfere with others' computer work. Examples of this action would include degrading or disrupting equipment software or system performance, vandalizing the files of others, and changing system settings.
9. Students will store files only as directed and approved by the teacher.
10. Students may not invade the privacy of others such as accessing someone else's files.
11. Personal devices – phones, tablets, laptops, etc. – are to be used only as permitted by staff.
12. Any material transmitted on the internet must follow these guidelines:
 - a. No personal information about a student will be allowed. This includes phone numbers, addresses, social media names, and personal email addresses, as well as information regarding the location of any student at any given time.
 - b. All student work must be signed with the student's full name.
 - c. Individuals in pictures, movies, or sound recordings will not be identified. No personal information of students or staff members will be listed. No reference will be given to individuals in any image, movie, post, or sound recording.
 - d. No text, image, movie, or sound that contains obscene material, or language that offends or tends to degrade others will be allowed. Any such infraction will be regarded as harassment, and it will be dealt with as such.
13. Students may not download software or files onto the school's computers without the teacher's permission.
14. Technology may not be used to steal. Examples of this would include violating copyright laws or other contracts and using someone else's work and calling it their own.
15. Students and their families are responsible for any financial expenses resulting from the improper use of technology. This includes unauthorized purchases and repair charges due to negligent or intentional damage.
16. The school retains the right to review file content at any time without prior notice.

Violation of this policy will result in the loss of technology privileges and possible detention or suspension.

Security Cameras

Video cameras have been installed at Good Shepherd Lutheran Church and School property primarily for the purposes of establishing and maintaining a safe and orderly environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school rules. Video cameras may be used in any place on Good Shepherd's campus where public, student, and staff have no reasonable expectation of privacy, such as, but not limited to, entrances, hallways, stairwells, classrooms, gymnasium, library, athletic fields, parking lots, office space, and cafeteria.

1. Copies of video recordings will be kept for a time-period determined and limited by the Principal and/or Pastor. No video recording will be kept longer than is necessary for the purpose(s) described above.
2. Only individuals authorized by the Principal, Pastor or his/her designee may view the video recordings.
3. Those who are found to have violated policy of Good Shepherd Lutheran Church and School shall be subject to discipline in accordance with established policies and procedures.
4. Good Shepherd Lutheran Church and School reserves the right to provide copies of video recordings to law enforcement agencies as it deems appropriate. Good Shepherd Lutheran Church and School reserves the right to make available to local law enforcement the streaming of live video.

Volunteers

Volunteer parents or grandparents are concerned and dedicated persons who work either occasionally or regularly in the classroom under the direction of the teacher. They may offer special skills as needed to enrich the school program and support the efforts of the professional personnel. They may also work outside the classroom setting to provide assistance or special aide in any educational situation or school activity as needed. Volunteers assist the teacher, support the teacher, but do not replace the teacher. Classroom volunteers are not responsible for independent classroom supervision.

All volunteers at Good Shepherd will be subject to a background check

The volunteer program at Good Shepherd Lutheran will:

1. provide instruction-related assistance for individual students to supplement the work of the teacher. It is important for children to know that people care and are interested in them.
2. increase the child's motivation for learning.
3. enrich the experience of children beyond what is usually available.
4. bring human resources of the community into the school.
5. relieve the professional staff of non-teaching duties and put the teacher back into the classroom; provide an extra pair of hands, eyes, and ears.

Questions?

If you have questions about any of the procedures listed in this handbook, please see the principal or a school board member. As our children experience a loving, Christian education at Good Shepherd, they will know that Jesus loves them, is with them as they journey through life, and saves them from sin for eternity. Each child will be empowered by the Holy Spirit through God's Word to be Christian adults and leaders of the 21st century.