

**2009-2010**

# **PARENT HANDBOOK**



## **GOOD SHEPHERD LUTHERAN SCHOOL**

**1180 Lynwood Drive  
Novato, CA 94947**

**(415) 897-2510**

**FAX 892-0663**

**Attendance Line 209-9398**

**Federal Tax ID 94-1637119**

**GoodShepherdLutheran.org**

## Contact Information

**School Office**  
**Middle School**

**415-897-2510**  
**415-897-8099**

### School Office

Good Shepherd Lutheran School  
1180 Lynwood Drive  
Novato, CA 94947  
Phone 415-897-2510  
Attendance Line 415-209-9398  
Fax 415-892-0663  
E-mail office.gsls@verizon.net

### Cell Phones:

Office	729-6199
K-5 Playground	729-6184
School House	729-6198
2's	729-6163
Middle School	729-6165

### Administration

Carol S. Wise	Administrator	wise.gsls@verizon.net
Cathy Timmer	Preschool Director	timmer.gsls@verizon.net
Karen Kane	Office Manager (MT)	kane.gsls@verizon.net
Nellie Gogas	Office Manager (WTHF)	gogas.gsls@verizon.net
Sue Gannon	Bookkeeping/Student Accounts (MWF)	office.gsls@verizon.net
Susan Mauch	Bookkeeping/Student Accounts (TTH)	office.gsls@verizon.net
Karen Kane	Director of Admissions (W)	kane.gsls@verizon.net
School Board		gslsboard@yahoo.com

Good Shepherd Lutheran School	Tax ID Number:	94-1637119
Good Shepherd Lutheran School	Preschool Facility Number:	210102819

**GOOD SHEPHERD LUTHERAN SCHOOL  
PRESCHOOL – 8TH GRADE**

**Faith ♦ Integrity ♦ Leadership  
Service to Others ♦ Academic Excellence  
Creating Foundations for Life**

To offer an enriched environment with academic excellence in a Christian setting is our primary mission. Good Shepherd Lutheran School is a mission of Good Shepherd Lutheran Church and exists as a coeducational, Christian day school, encompassing preschool and kindergarten through grade eight. We are a unique community where children are nurtured while being given the educational and spiritual foundations they need for life. At Good Shepherd Lutheran School students are treated with respect and given guidance to help them make age appropriate decisions that will aid them throughout their lives.

Our program provides opportunities for academic, emotional, social, spiritual and physical growth. We believe that it is our duty to maintain the highest educational standards integrated with the teachings of God's Word.

**Absences**

Please call the school attendance line (209-9398) to report an absence.

**Administration**

Good Shepherd Lutheran School is operated as a mission under the Articles of Incorporation of Good Shepherd Lutheran Church. GSLS welcomes all children regardless of race, color, religion, national origin or ancestry. The affairs of the School are governed by the Administrator and the School Board. The School Board is appointed from the members of Good Shepherd Lutheran Church and consists of at least five members. The Administrator is responsible to the GSLS Board for the administration and interpretation of the established policies and is further charged with implementing the School curriculum and managing the day to day affairs of the School.

The Preschool Director assists the Administrator in the interpretation of the established policies, implementing the curriculum and managing the day-to-day affairs in the Preschool.

It is the Preschool Director's duty to keep the preschool in compliance with all state and local regulations. The Middle School Coordinator assists the Administrator in overseeing the day-to-day operations and the instructional program in the Middle School.

**Birthday Parties, Invitations and Gifts**

While we highly value the special occasion of every child's birthday, we ask that school based celebrations be managed to avoid distraction from learning. We ask that parents work closely with teachers so that recognition of birthdays are part of a class routine. Party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at

school-sponsored activities. Please send all party invitations through the mail. Do not use Friday folders or children's backpacks to distribute birthday party invitations.

Please avoid sending balloons or flowers, for which we acknowledge as thoughtful, but tend to become a distraction. Please check with your child's teacher as to how their class celebrates children's birthdays. Thank you for your understanding.

### **Calendar**

GSLs follows a traditional school year calendar which is posted at the end of the school year and is available on the website. GSLs maintains a live calendar on the home page of the school website at [www.goodshepherdlutheran.org](http://www.goodshepherdlutheran.org)

### **Child Abuse Reporting Obligations**

In accordance with California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. GSLs staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Dual Households**

Good Shepherd Lutheran School requests that both parents in a split family situation complete an emergency/information packet. If requested, we will provide separate forms to split families explaining each parent's responsibility for tuition, hot lunch, field trips, daycare, enrichment payments, and elective costs.

### **Emergency and Natural Disaster**

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason, it is necessary that you notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at GSLs confers upon the School the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision when the parents cannot be reached.

In the event of a natural disaster, listen to your local radio and TV stations for emergency information. We will follow the direction of the Novato Unified School District as to the opening or closing of the School. GSLs has developed a disaster preparedness plan to be used in the event of a major emergency. Our staff has been trained in first-aid, CPR, and emergency procedures. Our buildings are all up to code and inspected annually to maintain a safe environment. There is on hand at school, food and water for 72 hours of isolation.

If your child requires prescription medication, please provide a 72-hour supply to his/her teacher. The welfare of your child is our primary concern. In all emergency situations,

children will be kept at school under staff supervision until they are released to an authorized person, unless evacuation is ordered to a civil defense area.

Parents must inform the school at once of any changes to the information contained on the Registration or Identification and Emergency Information (LIC 700) forms.

### **Field Trips**

Classroom field trips are an important part of our program at GSLS. They provide parents an opportunity to be directly involved in their child's education. Please use the following guidelines when driving on field trips:

- Leave siblings at home.
- Be a model: Chaperones should model good behavior by listening to and following the rules laid out by the teacher.
- Please refrain from talking on a cell phone when you are driving.
- Keep the schedule: Field trips are carefully orchestrated, with set times for arrival, departure, lunch, and events. It's important that all the chaperones follow the schedule precisely.
- Please do not take any side trips or make any stops that are not scheduled by the teacher unless it is an emergency. If you have an emergency stop please use the cell phone tree provided by the teacher.
- Focus on the children. It is important you stay focused on keeping your group of student's together and on task. Remember that the field trip is a learning opportunity for the class, not a family outing.
- Car Seats: Parents are required to provide their child's car seat/booster for compliance with the State Law that states: Any child under the age of six weighing less than 60 lbs. must be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.
- All drivers for GSLS field trips must be pre-screened through DMV. Drivers who are not on the approved list will be allowed to drive their child only. GSLS/GSLC will not be responsible for accidents that may occur during this time. If you are planning to drive, GSLS must have a copy of your CDL, DMV driving record and current insurance.
- Drivers with 2 or more points on their driving record will only be able to drive their own children.
- Good Shepherd Lutheran School provides a yearly permission slip that covers all field trips for the year. In addition the teachers will send home an information slip

prior to the field trip. This will include all the important information for the current trip and a request for parent drivers. No child may attend a field trip without having a permission slip signed by a parent or guardian on file.

### **Head Lice and Nits**

Good Shepherd Lutheran School is a no nit school. This means that children with live lice or live nits must be picked up from school, treated, and have nits manually removed. The following steps will take place in regards to head lice and nits at Good Shepherd Lutheran School.

- Parents will be called
- Students with live lice and/or nits will be sent home.
- Students who have been treated and still have nits will be sent home.
- When necessary GSLS will conduct head checks.

### **Hot Lunch Program**

Parent volunteers run the Hot Lunch program. Order forms are sent out for each seven-week session with a due date for return. No changes, refunds or late orders are accepted. Participation is voluntary. Preschool students enrolled in the Lunch Bunch program may order hot lunch.

### **Illness**

A student can only benefit from their school day if they are physically well enough to participate in both indoor and outdoor activities. Please consider the well being of your child's classmates and our staff when deciding whether to send your child to school. A student with signs of illness will be sent home.

### **Illness Exclusion Guidelines**

Exclude child from day care or school if any of the following exist:

1. Elevated temperature: Oral above 99:6 degrees F.
2. Coughs interfering with sleep, causing vomiting or spitting up of mucous.
3. Persistent pain, including earaches, stomach pain, pain on urination, or injured limbs.
4. Parasitic infections such as lice, pinworms, or scabies.
5. Vomiting or nausea within the last 24 hours
6. Diarrhea within the last 24 hours.
7. Fever within the last 24 hours.
8. Sore throat.
9. Rashes that itch are blister-like, weeping, and/or accompanied by a stiff neck, enlarged glands, or any of the above.

(The above was taken from "Pediatric Nursing", "Nursing in a Parent Co-operative Child Care Center", Emily H. Meyer, RN, BSN, MN.)

### **Immunizations/Medical Records**

Students entering our school for the first time must bring an immunization record of at least

- four (4) DPT/DT/Td
- four (4) Polio
- two (2) MMR (Measles, Mumps, and Rubella)
- three (3) Hepatitis B immunizations
- one (1) Varicella (chicken pox)

The month, day and year of the immunization must be furnished to the school office. Most children need booster immunizations before entering kindergarten. First graders must have a complete health examination during the 18 months before entering first grade.

To simplify things, your child could have the examination when you visit the doctor for immunization boosters before kindergarten. The Physician's Report (a school form) needs to be filled out and signed by the doctor as a permanent record in your child's school file. State regulations require that each student have a California Immunization Record in his/her school file that is filled out by the staff using the immunization record that you bring when the child enters school. There are two types of exemptions to the immunization requirements. Your child may be exempted by a doctor because of a medical condition, or by you because of your personal or religious beliefs. Inquire at the school office if you claim either of these exemptions for your child.

Returning students need only to have cards kept current. If the student has received any immunizations during the summer, or if there is any additional information that should be listed on the health card, please bring dates and/or information to the school office.

### **Lost & Found**

Please mark all personal items. The lost and found for elementary and preschool is located in the schoolhouse. Small articles may be claimed from the school office. Several times throughout the year leftover articles will be given to charity. We cannot be responsible for lost personal property.

### **Medication - Authorization for Administering**

The California Education Code provides for any pupil who is required to take, during the regular school day, medication prescribed for her/him by a physician provided the school received:

1. A medication authorization form signed by the parent or guardian indicating the desire that the school assist the student in taking his/her medication must be on file.
2. Medication must be in the original and appropriately labeled prescription container.

All medications and the authorization form must be turned in to the teacher. Students must be able to assist and be cooperative in taking any prescribed medications at school.

### **Non-Discriminatory 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 race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic and other school-administered programs.

### **Parent Association (PA)**

GSLC Parent Association (PA) is a parent association formed to benefit all students of Good Shepherd Lutheran School. The GSLC PA meetings are scheduled monthly. Officers are elected at a general meeting. There are no membership dues. Parents of children in the School are encouraged to take an active part in the PA by attending meetings and offering their time and services.

The goals of the PA are:

1. Sponsorship of special events for the children
2. Liaison between school board and parents
3. Education of parents
4. Raising funds through special events

### **Pets**

Pets are not to be brought into the classroom at any time unless they are the subject of a prearranged share. Pets brought on campus are to remain in vehicles at all times.

### **Registration Priorities**

#### **1st - 8th Grades:**

**Priority 1:** Returning students and children of GSLC and GSLC staff

**Priority 2:** Siblings of returning students on last year's waiting list but were not admitted because the class was full

**Priority 3:** Members of Good Shepherd Lutheran Church NOT already enrolled

**Priority 4:** Siblings of returning students

**Priority 5:** New Families

#### **Kindergarten:**

All kindergarten students must be 5 years of age by September 1 of the academic year for which they are seeking admission. Kindergarten acceptance requires an interview with the student's parents and/or guardians, attendance at a "Kindergarten Play Date" and meeting minimum standards on a developmental screening for school readiness.

**Priority 1:** GSLC Preschool students with siblings at GSLC and/or children of Good Shepherd Lutheran Church and GSLC staff

**Priority 2:** GSLC Preschool students whose families are members of Good Shepherd Lutheran Church

**Priority 3:** Members of Good Shepherd Lutheran Church not already enrolled

**Priority 4:** Children who did not attend GSLS Preschool but have siblings in GSLS

**Priority 5:** GSLS Preschool students

**Priority 6:** New Families

**Preschool:**

**Priority 1:** Members of Good Shepherd Lutheran Church, currently enrolled K-6 families, and children of GSLS and GSLS staff

**Priority 2:** Returning preschool families

**Priority 3:** New Families

In order to maintain a **Priority 1** status, the student/sibling must remain enrolled for the same school year. Returning students must continue to be students for the full school year in order to maintain their space for the upcoming year. **If you withdraw your K-6 child after registering, your preschooler will lose priority registration status even if they are already registered, and will be placed on the waitlist for that class.** The School reserves the right to balance the boy: girl ratio in a class. Those not getting an immediate class placement will be put on a waiting list.

All preschool students must be the required age by September 1 of the academic year for which they are seeking admission.

**Role of Parents**

GSLS endeavors to act in partnership with parents for the benefit of the students. We believe the academic, moral, and spiritual growth of children to be a ministry that begins at home. As a school community, we invite parents and staff to constantly reinforce the importance of the relationship between parent, child, and school. As role models for children, parents and teachers realize that their example of effective partnership is vitally significant.

**Room Parents**

Sign up to be a room parent with your classroom teacher. Room parents assist with activities during the year. These persons will also serve as contact people for the PA as needed.

**Sexual Harassment**

The State of California Assembly Bill #2900 requires that all education institutions have a written policy on sexual harassment. Good Shepherd Lutheran School (GSLS) recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the

Administrator or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

GSLs shall not tolerate the sexual harassment of any student by any other student or any school employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. GSLs encourages students and staff to immediately report any incidence of sexual harassment to the Administrator or designee. The designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.

Other types of conduct which are prohibited in the School and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policies.

### **Staff**

The staff consists of an administrator, a preschool director, middle school coordinator, extended care supervisors and teachers. They are responsible for planning, evaluation and revision of the program, for being aware of current developmental practices, for providing exploratory materials, curriculum and experiences, and for establishing the best

possible relationship among the child, the school and the home. Our K-8 classroom teachers are all credentialed teachers. Our enrichment teachers are all specialists in their fields. Our preschool teachers all meet the California State requirements for preschool teachers.

### **Student Records**

School records will be retained permanently at the school site.

Each student's permanent cumulative record may include:

- directory information
- academic work completed
- grade or level placement
- enrollment data
- standardized test results
- permanent health record
- social and developmental behavior

### **Access to Student Records**

- Parents of currently-enrolled or former pupils have the right to access records related to their children.
- school-certified personnel shall have access to student records for legitimate educational interests only.
- Designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under supervision of the Administrator.
- The School will not, without written authorization from parents, release student records. This authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for release, and the names of the parties to whom the records will be released.
- The school must comply with a court order to release information concerning a student with or without parental authorization.

### **Student Withdrawal from GSLS**

If a student is moving to another school, the parents should notify the teacher and the office several days in advance. This advance notice ensures the teacher and the office have the time to complete necessary withdrawal procedures. Parents must notify the office in writing if they are going to withdraw their child.

### **Tuition and Fees**

Registration and tuition fees are set each year by the GSLS Board to project operating costs. While Good Shepherd Lutheran School carefully allocates its resources, the cost of this experience cannot be sustained by tuition alone. Your continued support of the schools Annual Fund plays a critical role in supporting the annual financial needs of programs, faculty and our campus.

## **Volunteer Hours**

Each family is required to provide a minimum of 25 hours of service per school year. Volunteer hours can be met in a variety of ways. Our intention is to make it very easy to fulfill this obligation.

### **Ways to Volunteer**

- Helping in the classroom
- Driving on field trips
- Preparing and/or serving hot lunch
- Working at various PA events
- Working at other school events and activities
- Simple repairs
- Coaching a GSLS sports team through Novato Christian Sports
- Participation in work days
- Helping teachers with classroom preparations
- Answering phones in the office
- Office paper shredding
- Other activities that require time and effort
- Helping in the school garden

### **Activities Not Counted for Volunteer Service Hours:**

- Attending school sporting events
- Attending Back to School Night, school chapels, parent teacher conferences, Open House, speech events, science night,
- Going on the 4<sup>th</sup> grade Sacramento tour
- Amusement park outings

- Hours spent baking for your child's birthday treat at school
- Hours spent shopping for items being donated to the school

### **Additional Guidelines**

- To count driving towards service hours your driving must be needed for transportation and you must transport children other than your own.
- Middle School student service hours are separate from family service hours.
- Donations of items for auctions or school use, such as bake sale treats, etc., are not considered service hours.
- Items purchased for the school are considered donations and are not prorated into services hours.

Families may pay \$600 in lieu of their service hours. Families who leave Good Shepherd Lutheran School for any reason during the school year will be charged for hours not served at a prorated rate of hours per month. If you do not wish to fulfill this obligation, you may choose to pay \$24 per hour for each hour not worked.

Service hour sheets are available on the school website and in the school office. A Volunteer Log is also available on our web-site. Please use this log to record the hours you volunteer. These forms should be turned in to the school office when you have completed your 25 hours or by March 30 whichever comes first.,

Many thanks to the group of parents who worked hard to develop this volunteer system that acknowledges the efforts made by all of you on behalf of our school.



**ELEMENTARY SCHOOL**

## Good Shepherd Lutheran School Elementary

### Curriculum - Elementary

Good Shepherd Lutheran School welcomes all children regardless of race, color, religion, national origin or ancestry. Good Shepherd Lutheran School follows the educational framework developed by the State of California. Our classes create a safe, loving environment with optimum opportunity for the child to develop spiritually, intellectually, physically, and emotionally.

**Language Arts:** We offer an integrated program that fosters students' creative, critical, and independent use of written and oral language. Components of this program include literature, phonemic awareness, phonics, grammar, spelling, handwriting, creative writing, etc.

**Mathematics:** Our program is activity based with a focus on operations, functions, reasoning, patterns, measurement, logic, statistics, and basic drills.

**Science:** We offer a balanced, activity- and inquiry-based science program where the acquisition of content and skills comes through active participation. Life, earth, and physical sciences are covered.

**Outdoor Education:** Each year, beginning in fourth grade students participate in an off campus Outdoor Education experience. This age appropriate program offers students the opportunity to learn in the outdoors, both individually and through guided discoveries. The faculty will integrate the environmental science or history component of the week into their curriculum, including class instruction prior to and following the camp experience.

**Social Sciences:** We offer an integrated program that incorporates history, geography, political science, anthropology, sociology, and humanities. It is our belief that an understanding of the vital connections among the past, present, and future are necessary in developing responsible citizens of tomorrow.

**Religion:** We believe that our school is a community of grace; we are all encircled by the unconditional love and grace of God in Jesus Christ. Prayer, Bible study, chapel attendance, and participation in service projects are all integral parts of our program.

**Physical Education:** Our Physical Education program incorporates movement, coordination, cooperative activities, team games, and good sportsmanship.

**Music:** We offer an integrated approach that includes Kindermusik in the lower grades. We include vocal development, movement, rhythm, pitch discrimination, ear training, symbol recognition, and note reading. Recorders are introduced in third grade and band instruments begin in fourth grade.

**Drama:** Beginning in third grade, students will learn about theatre arts, gain basic acting skills and perform several skits throughout the year. Students will focus on character development, stage direction, and stage movement & choreography. Fourth and fifth grade students will be given the opportunity to audition for the spring drama production. Additional after school rehearsals will be required prior to performances.

**Art:** The children use their art process as a tool for self-discovery through a variety of mediums while learning the history of art and the backgrounds of many great artists.

**Technology:** The computer lab is used to enhance and support our curriculum and provides instruction in basic computer operations and keyboarding. Classroom computers are used for research and reference.

**Spanish:** Classes provide a foundation in daily vocabulary, simple conversation, reading, and writing basic Spanish phrases.

**Garden:** Our garden is a combination outdoor classroom, organic food garden, flower garden, butterfly garden, and weather center that provide a wealth of opportunities for education and recreation: digging weeds, picking berries and tomatoes, decorating stepping stones, and writing poetry. In the garden students study first-hand the life cycle of plants, the process of natural decomposition, the water cycle, or the effect of insects, bacteria, weather and pollutants on the soil and the environment. Students plant, tend and harvest crops and herbs such as lettuce, carrots, beans, basil and tomatoes which are then shared with the school kitchen.

### **Admission Policies – Elementary - New Students**

Students accepted for admission are enrolled by their priority. Those accepted for admission are placed on a waiting list if the class they are registering for is full. All new students will be placed on academic and conduct probation for their first trimester. We wish to make it clear that GSLS is not geared to accommodate students who demonstrate severe or serious grade level deficiencies, learning disabilities or behavioral problems. Students whose parents fail to disclose educational or behavioral issues may be dismissed from the school. If it is determined that a student qualifies for resource services through the local public schools, it is recommended that he/she attend a school that provides those services.

Initial screenings may routinely be done for students in elementary grades K-5. Screening serves as both a benchmark of the child's current level of achievement and as a possible basis for the development of a suitable program. Modifications of a student's academic program will not be made without suitable and current assessment and evaluation. Student referrals to a tutor or for an educational evaluation may be based on the screening results along with teacher observation, assessment and recommendation.

For some students a private educational evaluation and subsequent private educational therapy may be required for continued attendance at Good Shepherd Lutheran School. There may be circumstances when the school requires a full educational evaluation in order to consider a student's continued enrollment. Students will be referred to professionals in the community and the parents must pay for services privately.

### **Grading Periods/Progress Reports/Conferences– Elementary**

The Elementary School is on the trimester system. Report cards are sent out at the end of each trimester.

GSLs encourages ongoing communication among staff and parents. Parent/teacher conferences will be held in November. Conferences may be held at other times by teacher or parent request.

## **School Hours and Procedures**

### **School Hours – Elementary**

- 7:00 a.m. Before school extended care opens
- 8:20 a.m. Students may enter classrooms
- 8:30 a.m. School begins
- 12:30 pm Kindergarten dismissal
- 2:55 p.m. School dismissed for 1<sup>st</sup> and 2<sup>nd</sup> grades
- 3:05 p.m. School dismissed for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades
- 3:00 p.m. After school extended care and enrichment classes begin
- 3:10 p.m. Students not picked up go to extended care
- 4:00 p.m. After school enrichment classes end
- 6:00 p.m. Extended care closes

The first Thursday of every month is a staff meeting day with K-5 dismissal at 12:15 p.m. In the spring older grades are dismissed at 3:30 on some Thursdays because of additional spring play rehearsal.

### **Morning Arrival**

For safety and insurance reasons, we ask that no student arrive at school before 7:00 a.m. Unsupervised students arriving at school prior to 8:20 a.m. are to go to extended care. The only exceptions are students who have made prior arrangements with a teacher. Good Shepherd Lutheran School and Church will accept no liability for students on the grounds who have not reported to the extended care program. Classrooms are opened at 8:20 a.m. by staff. The playground is off limits in the mornings. **PARENTAL ATTENTION TO THIS MATTER OF SUPERVISION IS MANDATORY.**

Students should arrive 10 minutes before class starts in order to have a few minutes to prepare for the school day. Students who arrive late often feel out of step with the class and may miss important directions. Students who arrive earlier than 8:20 a.m. will be signed in to the extended care program. Parents are asked to make arrangements with the extended care program if they need to drop their children off before 8:20 a.m.

### **After School Dismissal**

Parents are not to park along the fire lanes, in handicapped spaces, across handicapped spaces, in reserved spaces, block fire lanes or block emergency entrances including any coned off areas at any time.

The white curbs in front of the school are for drive by drop-off and pick-up only. Drivers who park in these spaces are to remain in their cars. If you need to get out of your car for any reason, please park in the main parking lot.

Please do not make after school arrangements or stop to talk in the drive-by lanes before or after school. .

### **Bicycle Policies and Procedures**

#### **Student procedure for obtaining permission to ride a bike to school**

Riding a bicycle to GSLS is a privilege requiring a high level of responsibility.

#### **Eligibility:**

Fourth and Fifth grade students may apply. Third grade students must follow all application procedures and ride with an adult.

#### **Procedure:**

- Obtain an Application for Bicycle Riding Permit, Bicycle Application, and a Bicycle Rules Agreement from the office.
- Read over the applications with parent/guardian, fill them out, and return them to the office.
- Students with completed applications may take the written test in the office on the day they return the packet. The test may be taken during the morning recess period.
- Students who do not pass the written test with 100% will have to retake the test at another date.
- A GSLS bicycle permit will be issued to the student upon passing the test.
- The permit will be revoked at any time if the student does not follow safe bicycle procedures.

### **Bicycle Policy for K-3**

**Due to safety concerns, children in grades K – 3 are discouraged from riding bicycles to and from school unless they are riding with a parent.**

If you choose to allow your child to ride a bicycle to school, please sign below that you are giving your permission and have viewed a Bicycle Safety video with your child and discussed bicycle safety.

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Viewed and discussed video with my child \_\_\_\_\_ Date \_\_\_\_\_

### **Bicycle Rules**

1. Students in grades four and five may ride bikes to school. See Bicycle Policy for exceptions. All bike riders must wear helmets.

2. Bike riders are to file an application for permission to ride his/her bike to school with the school office.
3. All bicycles must be locked and parked in the bike rack. All bicycles must stay in bike rack during school hours.
4. All bicycles must be walked on and off the school grounds. No bikes should be ridden on the school grounds while children are playing there.
5. Every bike should have a lock. This is the best means of preventing someone from riding your bike.
6. Bicycle riders shall use all hand signals employed by a driver of a car.
7. Keep to the right and ride in a single file. Keep a safe distance behind all vehicles.
8. Look out for cars pulling out into traffic. Keep a sharp lookout for sudden opening of car doors.
9. Never hitch a ride on other vehicles, “stunt,” or race in traffic. Never ride two on a bike.
10. Slow down at all street intersections, and look to the right and to the left before crossing.
11. Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.
12. Both hands should be used in steering the bike.
13. Be sure your brakes are operating efficiently, and keep your bicycle in perfect running condition.
14. Give pedestrians the right of way on sidewalks. Bikes should be walked on sidewalks.

## **Attendance**

### **Absences**

Please call the school **attendance line (209-9398)** to report an absence. Homework may be requested by calling before noon. The work may be picked up in the school office at the end of the school day by the parent or another student. If your child becomes ill at school and needs to be picked up, the office staff or teacher will call the parents. **The child will be waiting in the office and must be signed out on the register.**

Parents and students need to realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

Excessive absences or tardies may result in detention, required summer school, a reduction in grade based on the fact that the student was not present at school during the course of a lesson or part of a lesson, or discontinuation of enrollment. Any student who is absent from school without valid excuse or who is tardy in excess of thirty minutes total for any week may be considered as truant and thus reported to the County Attendance Officer by the administrator.

### **Tardy Policy**

It is the parents' responsibility to see that the student arrives before 8:30 a.m. At the discretion of the administrator persistent tardiness may result in dismissal from school. A child is considered tardy if she/he is not present in the classroom at 8:30 a.m. All tardy students must report to the office to be signed in and get a tardy slip before being admitted to class.

Daily punctuality is necessary to avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. Students coming and going throughout the day take away from teaching time and often interrupt the focus of the students in the classroom. This policy's goal is to inspire daily punctuality, instilling it as a valuable life skill for our children.

A tardy is considered either arriving at school late or leaving prior to dismissal time.

- "Tardy" is defined as not in class at 8:30 a.m. or leaving prior to 3:00 p.m.
- Students must come to the office for a tardy slip that must be presented to the classroom teacher if they do not arrive in their classroom by 8:30 a.m.
- After three (3) unexcused tardies, 3<sup>rd</sup> through 5<sup>th</sup> grade students will be required to attend detention after school, or an alternative to be decided by the school.
- After the 7<sup>th</sup> unexcused tardy, each subsequent tardy results in an after school detention as above.
- Due to age appropriateness and supervision requirements, school staff and administrators will determine the time and date detention will be served. After nine (9) unexcused tardies, all subsequent tardies will be assessed a \$50 fine.
- Excessive unexcused tardies (20 or more) may result in dismissal from school, denial of enrollment, or other consequences as determined by the school.

### **Excused Tardies**

- Tardies are considered "excused" only in the case of a verified doctor or dentist/orthodontist appointment. Students must bring a note from the doctor's office verifying the appointment in order for it to be excused. All tardies excused and unexcused will be noted on report cards.

## **Appointments**

Whenever possible, schedule medical and dental appointments at times other than school hours. If your child is to be excused from class during the school day, please inform the teacher by note. Please do not pick up your child from the classroom. The teacher will send the child to the office, and the adult picking up the child will sign a register before the child is released. **Please have the child check in at the office upon his/her return.**

## **Independent Study Contract for Extended Absence**

- If a student in 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> grade is going to be absent for three or more days, a contract for making up class work may be provided by the classroom teacher. The parent and student will sign it. Keep in mind that not all work can be made up.
- Please notify teachers of your plans at least two weeks prior to any scheduled absence so that an Independent Study Contract may be arranged for missed work.
- The day the student returns to school, the contracted work must be submitted to the teacher.
- If the contract has not been completed, the student will be expected to stay after school on days arranged by the parents and teacher in order to complete the contract. Parents will pay a tutor selected by the teacher and parent who will work with the student after school until the contract is complete.

## **Perfect Attendance for the Trimester or School Year:**

- Perfect attendance is **perfect attendance**.
- Perfect attendance is not having any excused or unexcused absences or tardies for the whole school year. Perfect attendance requires that a student attend for the full school day.
- Students with perfect attendance during a trimester in K - 5th grades will be recognized after the end of the trimester.
- Students with perfect attendance for the whole year will receive special recognition.
- Students who miss a part of the school day for a verified (note from the doctor's office) dentist, orthodontist or doctor appointment **may** still meet the requirements of perfect attendance. We recognize that these appointments are not always available after school hours, although every effort should be made to schedule appointments after school hours.

## **Behavior Expectations and Policies**

At Good Shepherd Lutheran School we strive to provide the strongest academic environment and to create a sense of community. We believe that success in life is dependent on self-discipline, social interest, a sense of responsibility and cooperation, and the ability to make good choices. We encourage students to be responsible and respectful to our staff, their peers, and our physical environment. It is our vision that you child will develop the faith, courage, confidence and skills to thrive in our sometimes confusing and complex world.

## **Great Expectations for a Positive Learning Environment**

Good Shepherd Lutheran School has high expectations that each and every child will develop into a responsible citizen. This process begins with developmentally appropriate rules of behavior that all students can understand and follow. Logical and consistent consequences are then applied when the rules are not followed. We expect students to:

### **Be Kind    Be Safe    Be Responsible    Be Respectful**

Students at Good Shepherd Lutheran School are encouraged to develop self-discipline, responsibility, and good citizenship by asking themselves the following questions. The ultimate goal is to have students reflect on their behavior and make good choices. If the need arises to address certain behaviors, these questions will be asked regarding the incident:

- **Is it kind?**
- **Is it safe?**
- **Is it respectful?**
- **Is it responsible?**
- **Is it respectful of personal or school property?**
- **Is it good for learning?**

The question format allows for critical thinking on the part of students and is open ended enough to address any inappropriate behavior. Specific behavior standards that relate to each question and specific consequences for not following school rules are spelled out in our Behavior Standards contract. GSLS is a Christian school, and therefore it is our philosophy that students be treated with the love, respect, and kindness Jesus asks of each of us.

We expect that all students will follow the specific rules and strive to achieve the behavior standards. In the event a student's behavior escalates to a level to which an administrator or supervisor is called to intervene, students will be issued an elementary communication or behavior notice and complete a written reflection about their behavior and how to make better choices in the future. The student will also have an appropriate consequence. A copy of the notice will be sent home for parent review and signature.

### **Behavior Standards & Rules**

- We always think about our choices and try our very best to be kind, safe, respectful and responsible.
- We are respectful, kind, and courteous to others and ourselves.
- We take care of school property and make good use of our school time.
- We cooperate with all students, staff, and parent volunteers.
- We will never threaten or use foul language.
- We leave all the following items at home at all times: toys, radios, pagers, cell phones, electronic games, dangerous objects, large sums of money, sunflower seeds, gum, and candy.
- We use the bathrooms properly and help keep them clean.

- We wear appropriate clothing that will allow for full participation in all PE classes and school events. This means we wear close-toe shoes that will allow us to run, jump, and play without risking injury (no flip flops, Heelies, platform shoes, or open-toed sandals).

### **Good Shepherd Lutheran School Discipline Plan**

At Good Shepherd Lutheran School, we strive to create a sense of community. We encourage our students to be responsible and respectful to our staff, students, and our physical environment. When students continue to demonstrate ongoing patterns of unacceptable behavior, they are placed on the discipline plan.

**Step One:** The student, teacher, support staff, and/or administrator will meet. The teacher will contact the parent. A behavior notice will be signed and returned to the teacher.

**Step Two:** If unacceptable patterns of behavior continue, parents will be contacted to meet with school staff. Students on Step Two may be unable to participate in class field trips.

**Step Three:** If unacceptable patterns of behavior continue, or in cases of serious offenses, the parents will be contacted, and the student will be suspended for the remainder of the day and the next school day. The parents, teacher, and administrator will meet to discuss the issue. Student may be unable to participate in class field trips.

**Step Four:** If behavior patterns continue, student will be suspended for three full days. Student may not return to school until parents have met with the school administrator and staff. Student may be denied participation in all school activities (school play, field trips, socials, dances, etc.).

**Step Five:** In situations where behavior patterns remain unchanged or in case of extremely serious offenses, student will be suspended pending an expulsion hearing before a designated committee.

- At any point during this process, private counseling paid for by the parents could be required for the student to remain enrolled at the school.
- Thirty days of infraction-free behavior, as judged by the administrator, will result in a reduction of the disciplinary level by one step.

Actions that could cause immediate suspension and immediate placement on Step Three, Four or Five:

1. Extreme physical or verbal attack, including gestures towards staff or another student
2. Racial, ethnic, or sexual slurs against another student or teacher
3. Possession of tobacco, matches, or lighters
4. Sexual harassment
5. Stealing
6. Cheating or plagiarism
7. Bullying or threats
8. Student leaving school premises without permission during school hours
9. Defacing or destruction of school property
10. Direct and deliberate defiance of school staff
11. Any serious offense obviously inappropriate for Good Shepherd Lutheran School
12. Extreme inappropriate physical contact of an amorous nature

**Reasons for immediate suspension and placement on Step Five (zero tolerance policy):**

1. Possession of guns, knives, ammunition, fireworks, alcohol, or narcotics at school
2. Deliberately causing physical injury
3. Robbery or extortion
4. Any extremely serious offense including civil or criminal offenses off of school grounds obviously inappropriate for Good Shepherd Lutheran School.

**TUITION WILL NOT BE REFUNDED FOR SUSPENSIONS or EXPULSIONS.**

We accept that the above represents only a range of behaviors and consequences and serves as a guide in handling discipline. School rules apply at, going to, and leaving school, school dances, sports events, field trips, school productions, etc. Good Shepherd Lutheran School reserves the right to handle each situation on a case by-case basis.

**Discipline Consequences** (Not necessarily in this order)

- \_ A verbal warning
- \_ Natural or logical consequence and or time-out
- \_ Completion of a Behavior Packet
- \_ A letter or telephone contact with the parent
- \_ Teacher-parent-student conference
- \_ Teacher-parent-student-principal conference
- \_ Suspension. May be in-house or out of school. (Followed by an administrator's meeting with parents and student before readmission)
- \_ Probation
- \_ Expulsion

A student's lunch break or nutritional break may be used for disciplinary purposes, such as work duty, trash pickup, etc. Corporal punishment is not within our discipline procedures. Suspension, probation, and expulsion are the exclusive decisions of the Administrator. Note: For major infractions, suspension may be given without warning.

Policy governing handling of slurs: It is the policy of Good Shepherd Lutheran School that individuals shall not use any racial, ethnic, religious, handicapped, or sexual slur, which demeans others or causes a disruption of the education process. Violation of this policy will not be tolerated. The purpose of this policy is to prevent children from adopting negative values harmful to the precepts of freedom, equality and acceptance for all of God's people.

**Safety at School Rules**

- We use the sidewalk and crosswalks at all times.
- We arrive at school in order to be in our classrooms before 8:30 a.m.
- We are quiet and listen carefully during emergency drills.
- We keep our shoes on at all times.
- We immediately report accidents or unsafe behavior to the nearest adult.

## **Hallway Standards**

- We stay in the classroom at all times unless we have permission to leave.
- We stay in supervised areas during recess and lunch.
- We will not enter classrooms or other rooms without an adult present.
- We always walk in the classrooms and in the hallways.
- We walk to the lunch area with our class and/or teacher.

## **Lunchtime Rules:**

Students will . . .

- Be patient in the lunch line.
- Eat their own food.
- Follow the directions of lunch supervisors.
- Keep hands and feet to themselves.
- Clean up area, discard trash, and recycle items.
- Be respectful to others by using appropriate language.

## **Positive Recognition**

Positive behaviors in the classroom and elsewhere on the school campus are welcomed, encouraged, and strongly supported. Each class has its own unique way of significantly recognizing the children's positive attitudes and behavior. Verbal praise is always used as well.

## **Consequences**

While we at Good Shepherd Lutheran School strive to provide the strongest academic environment, we firmly believe that success in life is dependent on self-discipline, social interest, a sense of responsibility and cooperation, and the ability to make good choices. It is our vision that your child will develop the faith, courage, confidence and skills to thrive in our confusing and complex world.

**On the Playground:** The playground staff reminds students of the rules, facilitates problem solving, and, if needed, assigns consequences. Students may be asked to sit out of recess for a certain period of time and/or complete a conflict resolution form that asks him/her to find solutions to conflicts. If a student repeatedly does not respond to guidance and consequences or is involved in a more serious situation a behavior notice will be sent home and the student will be placed the appropriate discipline step.

**In the Classroom:** The teacher will use appropriate rewards and consequences. If a student does not correct his/her behavior, is disruptive to the learning environment, or is involved in a more serious situation, a behavior notice will be sent home and the student will be placed on the appropriate discipline step.

**At School:** The teacher, playground staff, and principal will determine alone or together the consequence or action to be taken. Possible consequences include letters of apology, a written peace treaty, a written reflection, missing parts of recess or lunch recess,

community service, early morning school, after school detention, parents being notified via a behavior notice or communication form, or the student being sent home.

In the case of a more serious offense (e.g., fighting, profanity, possession of weapons, defiance of the authority of any staff member, etc.), the parent will be notified on the first offense. The child may be sent home on the first or second occurrence, and a behavior improvement contract might be developed. If there are continued incidents, the student may be suspended for up to three days and/or required to withdraw from GSLS.

**Good Shepherd Lutheran School abides by the Marin County Office of Education's "zero tolerance" policy regarding threats or acts of violence or having weapons (pocket knives included) at school. In such circumstances we follow the guidelines of MCOE and the Novato Police Department to notify Novato P.D. immediately.**

### **General Student Expectations – Elementary**

In addition to individual classroom rules, GSLS students are expected to:

- Be respectful and cooperative to all adults, and to follow directions.
- Be respectful of their peers. Name-calling, put-downs, and physical aggression are not acceptable.
- Avoid using vulgar language, profanity, or inappropriate slang.
- Remain on the school property at all times and to be in their assigned areas. No leaving class without permission.
- No entering building during break without permission.
- Eat only in lunch areas, not in hallways or during class.
- Be responsible for the protection and preservation of school property and to use chairs, tables, etc., in the manner for which they were intended, and to refrain from tampering with safety equipment.
- Leave their iPods, radios, video games, walkmans, pagers, laser pointers, or any other electronic devices, etc., at home. No inappropriate reading materials are allowed at school or at school functions.
- Solve conflict without threats or the use of physical aggression.
- Not possess anything that could be used as a weapon, including pocketknives or any play weapons.
- Come to class prepared (e.g., textbooks, paper, pencils, binder, homework, gym shoes, etc.).
- Be on time to all classes.
- Follow the dress code.
- Walk in the hallways.
- Complete all assignments.
- Refrain from riding bikes, skateboards, or skates on campus.
- Refrain from chewing gum.
- Refrain from opening other students' desks or backpacks.
- Refrain from using the school telephone without permission from staff.
- Serve all detentions as assigned.

- To keep cell phones turned off and out of sight. Cell phones are not to be used during the school day for phone calls, texting, or any other uses.
- Failure to follow the school's rules may result in disciplinary action.

### **Hallway & Building Rules**

- Walk in the hallway at all times.
- Keep voices down in the hallway.
- Bounce balls outside only.
- Sit when eating at tables or benches.
- Pick up your trash.
- Use break and lunch time for drinks or bathroom time.
- Two students allowed in the bathroom at a time.
- Stand quietly in line, hands to yourself.

### **Playground and Play Structure Rules**

The following rules have been established for all students of Good Shepherd Lutheran School to follow at all times when on campus. Students who repeatedly break these rules will, at the discretion of a yard duty; be restricted from use for a period of time, spend time on the bench or serve community service time during recess, receive a behavior notice, or be sent to the office. As playground games evolve new rules may be implemented for the safety of students.

- Use play equipment appropriately and safely.
- Use only when supervised by an adult.
- The play structure is off limits before the start of the school day unless supervised by GSLS staff.
- The playground is off limits at dismissal.
- One person at a time on the slide, going down only, feet first, sitting on your bottom.
- Hang or swing on bars. (No sitting or standing on top of bars.)
- No pushing.
- Wear appropriate shoes.
- The equipment is slippery when wet and may be off limits when raining.
- Balls should be played with on the grass or blacktop, not around the equipment.
- Running and chase games around the equipment are not allowed.
- Ball over the fence? Tell an adult!
- Walk around the sandbox.
- Bottom or tummy on swings. Take turns!
- The basketball hoops are not for hanging on.
- Bark and sand stay on the ground.
- Games stop when the final whistle blows.
- Sticks are to be picked when choosing teams.
- Sportsmanship and fair play, always.

- Students who engage in rough play or physical contact will be removed from the game.
- Students may not use inappropriate language at any time.
- Helpful and positive comments only.
- Use your body and voice in a respectful and safe manner.
- Return all sports equipment to proper container in shed.
- Put trash or food in garbage can.
- Recycle!
- Lunch boxes with short straps only; store on the shelves, and hold them at your side.

### **Communication & Behavior Forms – Elementary**

Communication forms serve the purpose of keeping parents informed. They are intended to be informative in nature. They are not necessarily disciplinary. It is our way of assuring that you have received messages. They can be sent by email and/or by paper in the student's backpack.

### **Detention Notice**

Discipline at Good Shepherd Lutheran School is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school situation conducive to learning, to ensure safety on the premises, to educate students to an appreciation of the importance of developing responsibility and self-control, and to help build a sense of community.

One of the ways that has been developed to deal with ongoing patterns of misbehavior or lack of personal responsibility is through a detention program. Elementary School Detention is served after school for one hour (3:15 p.m.-4:15 p.m. or 7:15 a.m.-8:15 a.m.) on the assigned day.

Detention is not a study hall or a social time. Students may be given extra assignments to be completed during their detention or environmental or service duties. Detentions are not negotiable. Failure to show up for detention results in an additional detention being given. Students who accumulate detentions may be placed on a discipline plan or on an individualized behavior contract.

### **Birthday Celebrations**

Birthday party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at school-sponsored activities. Please send all party invitations through the mail. Do not use Friday Folders or children's backpacks to distribute birthday party invitations.

Birthday celebrations are kept low key and each classroom has their own rules and guidelines regarding birthday celebrations. Please remember that birthdays at school are a simple acknowledgement of your child's birthday, not a birthday party at school.

Students may share a healthy snack with the class for celebrating their birthday at snack time or at the end of the day depending on the class schedule and the rules of the classroom. Please bring finger foods that do not require an adult to cut or serve the snack. Please do not bring balloons or flowers or have them delivered to school. Party favors and party bags are not appropriate at school.

## **GSLs School Uniform Guidelines**

Good Shepherd Lutheran School students will be wearing uniforms to school every day. Logos on shirts are required on MWF. Uniform shirts without logos may be worn on TTh. We are trying to be considerate of the family budget as we begin our uniform policy. Please take a careful look at the uniform guidelines and note that all sweatshirts, sweaters, vests, and jackets worn on the playground or in the classroom must be GSLs approved apparel.

In order to minimize the cost of uniforms, K-5 students may wear uniform shirts without a GSLs logo on Tuesday, Thursday and Friday although we prefer that students wear logos every day if possible.

We depend on you, our valued parents, to help our students adhere to the school uniform policy. Your support will help reinforce our school unity and increases the visibility of Good Shepherd Lutheran School in the community.

Sources for Uniforms: Clothing can be purchased at Land's End and EmbroidMe as well as other retailers (Target, Sears, The Gap, Old Navy, Mervyn's) as long as they comply with the dress code standards. Jennifer Barkdull has a list of additional low cost vendors available in the church office.

It is recommended that shirts, sweaters, sweatshirts, vests and jackets have the embroidered GSLs logo on their upper left side (over the heart).

- **Lands' End:** All uniform items are available through Lands' End. Our school receives 3% back for all purchases. Our preferred school number is **9001-2302-7**. Order by phone at 1-800-469-2222 or online at [www.landsend.com/school](http://www.landsend.com/school). A link to Lands' End is also on the GSLs website, [www.goodshepherdlutheran.org](http://www.goodshepherdlutheran.org), under Quick Links.
- **EmbroidMe:** Shirts, sweatshirts and pants are available through EmbroidMe. GSLs logo can also be applied to clothing not purchased through EmbroidMe. Order by phone at 415-599-2405. Location: 1535 South Novato Blvd. Orders placed by the 1st of the month will be ready on the 14th and orders placed on the 15th will be ready on the 30<sup>th</sup>.

**Dress Code: Elementary (K-5) and Middle School (6-8)**  
**Girls & Boys Shirt Colors: w/GSLS logo**

Red Navy Khaki Light Pink  
Maize Black White Light Blue

**Girls & Boys Shirt Styles w/GSLS Logo**

turtle neck  
long or short sleeve polo shirt  
girls ruffled or plain peter pan blouse or shirt  
short sleeve, long sleeve or ¾ sleeve white, yellow or light blue oxford

**Girls Skirt, Jumper, or Skort**

navy khaki black  
classic navy plaid  
(classic navy plaid is navy & light blue with yellow accent lines)

**Girls Polo Jumper**

white ice pink navy light blue maize

**Boys or Girls Pants/Shorts Colors**

khaki navy black  
dark blue, black or khaki (tan) jeans

**Sweater (w/logo)**

navy white red or maize (light yellow)

**Fleece vest or jacket (w/logo)**

Navy

**Sweatshirts any style (w/logo or GSLS PE sweatshirt)**

Navy

**Band Uniform (Grades 3 to 8)**

White long or short sleeve shirt  
Black pants  
Black shoes and black socks

**PE Uniform (Grades 6 – 8)**

White or navy short or long sleeve t-shirt with logo when available  
Navy shorts or sweatpants  
White short or long sleeve t-shirt

Navy sweatshirt with GSLS

**Not Allowed for Uniform**

Clothing that is torn, has holes or frayed cuffs.  
Clothing that is too tight, too small or extremely oversized.

Extreme hairstyles or hair coloring, excessive jewelry, excessively dangling earrings, excessive make-up, inappropriate tattoos, drawings or writing on body or any other accessory that is deemed inappropriate or distracting to the learning environment.

# **GSLs Student Support Programs & Services**

## **SUPPORT SERVICES**

If a student exhibits mild learning problems, a Learning Specialist will work with the student and the classroom teacher if necessary. The purpose will be to plan appropriate strategies or interventions for academic success within the classroom.

Students with learning disabilities and special learning needs who require ongoing assistance in specific subjects may receive specialized tutoring with a Learning Specialist hired by Good Shepherd Lutheran School. The Learning Specialist will be paid by GSLs and parents will be billed hourly for the services at an agreed upon rate. The Learning Specialist provides individualized instruction using appropriate resources and materials to stimulate interest and encourage success. In this way, students with special learning needs receive an individualized academic support program, while they also enjoy the benefits of learning with their peers in the general education classroom for a majority of each day.

These services are intended to be short-term and do not take the place of ongoing support and academic therapy from a qualified professional. It may be determined that the student will be required to have a full educational evaluation or neuropsychological evaluation from a qualified professional. These services are provided privately at the expense of the child's family. If a teacher recommends that a student have an educational evaluation or neuropsychological evaluation the parents must make an appointment within one month of the recommendation being made. Depending on the results of the evaluation, it may be determined that GSLs is not the optimal learning environment for the student. Parents will abide by the decision of the Student Support Team in this instance.

## **SPEECH-LANGUAGE SERVICES**

Good Shepherd Lutheran School makes referrals to private practitioners for speech and language services. If a teacher suggests a referral for speech and language services, it is the responsibility of the parent to schedule an appointment within one month and make follow up appointments for services as needed.

## **AFTER SCHOOL TUTORING AND STUDY HALL**

After school tutoring and study hall provides group and one-on-one tutoring for students in need of homework support, and academic support. The school tutoring and study hall services are provided after school hours and during the summer. Parents will be billed for these services.