

**2009-2010**

# **PARENT HANDBOOK**



**GOOD SHEPHERD LUTHERAN SCHOOL  
MIDDLE SCHOOL**

**1180 Lynwood Drive  
Novato, CA 94947  
(415) 897-8099 FAX 892-0663  
Federal Tax ID 94-1637119**



# **GSLs MIDDLE SCHOOL HAWKS**

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

**Faith ♦ Integrity ♦ Leadership  
Service to Others ♦ Academic Excellence**

## **Creating Foundations for Life**

The primary mission of Good Shepherd Lutheran School is to offer an enriched environment with academic excellence in a Christian setting. Good Shepherd Lutheran School is a mission of Good Shepherd Lutheran Church and exists as a coeducational, Christian preschool, elementary and middle school. 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.

- The use or possession of alcoholic beverages when students are present is prohibited (a) on school premises and (b) before, during and after any school-organized or school-sponsored student field trip or extracurricular activity away from school premises.

### **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)**

GSLs Parent Association (PA) is a parent association formed to benefit all students of Good Shepherd Lutheran School. The GSLs 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 GSLs 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:** GSLs Preschool students with siblings at GSLs and/or children of Good Shepherd Lutheran Church and GSLs staff

**Priority 2:** GSLS 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.

## **Curriculum - Middle School**

Good Shepherd Lutheran School follows the educational framework developed by the State of California offering a comprehensive, academic core curriculum that provides our students with the knowledge, skills, and values that give them the foundation for responsible, informed decision making.

**Humanities Core:** We strive to offer an integrated approach that incorporates literature, language arts, history, geography, political science, sociology, and anthropology.

**Mathematics/Science Core:** We follow an activity-based program where acquisition of content and skills comes through active participation, exposure to principles of science and to strains of mathematics.

**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. If there is interest we will participate in an interscholastic athletic league with the possibility of offering volleyball, basketball, and track.

**Visual & Performing Arts Core:** Our art program involves students in four art disciplines: music, visual arts, and drama/theater. The program includes creative expression and the acquisition of the knowledge and skills needed for cultural and aesthetic literacy.

**Technology Arts/Computers:** We provide instruction in basic computer operation and function and introductory experiences in a variety of technologies. Some courses may require a lab fee.

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

### **Admission Policies - Middle School - New Students**

The application procedure includes student interview, present teacher reference, and academic assessment. Students accepted for admittance are enrolled by their priority. Good Shepherd Lutheran School fifth grade students do not need to apply if they register during their priority.

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 grade level deficiencies 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 at their local public school, it is recommended that the student attend a school that provides the recommended services. Students who leave GSLS for more than a trimester must reapply to the school.

### **Grading Periods/Progress Reports– Middle School**

The Middle School is on the trimester system. Report cards are sent out at the end of each trimester. Mid-trimester progress reports will be sent home to all middle school students.

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

Decisions of grade retention or summer school attendance are made by school staff including, but not limited to, the classroom teacher, school administrator, private resource specialists, and counselors with input from the child's parent(s). Parents will be notified by the end of the second trimester on the progress report if their child is not performing at grade level and is a potential candidate for retention or summer school attendance. At this point a private comprehensive educational evaluation may be required. Careful consideration is given to the social, emotional, and cognitive needs of the child. A student may attend a public or private summer school that is mutually acceptable to both the school and the parents.

Good Shepherd Lutheran Middle School students who fail a particular class two of the three trimesters are required to attend an authorized summer program to earn lost units. Documentation of completion is needed before students are readmitted in the fall.

### **School Hours and Procedures**

#### **School Hours – Middle School**

7:40 a.m. Students may enter classrooms

**7:50 a.m. School begins**

**2:50 p.m. School ends**

2:50 p.m. Study Hall begins

4:00p.m. Study Hall ends

#### **Morning Arrival**

For safety and insurance reasons, we ask that no student arrive at School before 7:40 a.m. The only exceptions are students who have made prior arrangements to meet with a teacher. Good Shepherd Lutheran School and Church will accept no liability for students on the grounds outside of school hours. Classrooms are opened at 7:40 a.m. by staff. PARENTAL ATTENTION TO THIS MATTER OF SUPERVISION IS MANDATORY.

#### **After School Dismissal**

If you need to get out of your car for any reason please park on the gravel parking lot or the parking lot adjacent to the gravel parking lot. The parking spaces near the turnaround island are PCN church parking only.

Students not picked up within 10 minutes of the end of their school day will go to study hall unless they walk to school or ride a bike to school. The Good Shepherd Lutheran Middle School office is open from 7:40 a.m. to 3:00 p.m. on school days. The GSLS Office at 1180 Lynwood Drive is open from 8:15 a.m. to 4:30 p.m.

## **ATTENDANCE**

### **Absences, Tardies, and Appointments – Middle School**

#### **Absences**

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.

Please call the school **attendance line (897-8099)** to report an absence. If your student becomes ill at school and needs to be picked up, the office staff or teacher will call the parents. **The student will be waiting in the office and must be signed out on the register.**

Homework may be requested by calling before noon, and be picked up at 3:15 p.m. the second day of the absence. There is a homework pick-up box located outside one of the middle school classroom.

Excessive absences or tardies may result in detention, non-promotion, 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.

It is the parents' responsibility to see that the student arrives before 8:00 a.m. Persistent tardiness will, at the discretion of the Administrator, result in dismissal from school. A child is considered tardy if they are not present in the classroom at 8:00 a.m. All tardy students must report to the office to be signed in and get a tardy slip before they will be admitted to class.

If a child is absent from middle school, you must notify the office before 8:00 a.m. **Please use the school attendance line (897-8099).** The School accepts no liability for a student's absence. If a child has been diagnosed as having a contagious disease (e.g., chicken pox, strep), kindly notify the office so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, please keep the child home. Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher (State of California Education Code).

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the school office (**not the classroom**) to sign the child out before he/she is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, GSLS needs parental authorization. Every effort should be made to schedule appointments outside of school hours. A child who re-

enters school the same day must sign in at the office. The school assumes no liability in cases where students leave the premises in violation of the above policy.

In the case of a pre-planned absence of more than two days, students must get a Planned Absence Notice from the office and return it one week before departure. We strongly discourage vacations while school is in session. Students miss valuable instructional time and have difficulty integrating back into the curriculum. The child is responsible for making up all missed assignments.

### **Tardy Policy**

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 students.

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

### **Tardies**

- “Tardy” is defined as not in class at 8:00 a.m. or leaving prior to 3:15 p.m.
- Students must come to the office for a tardy slip to be presented to the classroom teacher if they are not in their classroom by 8:00 a.m.
- After three (3) unexcused tardies, 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.
- 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 whether excused or unexcused are noted on the student's report card.

### **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 will be given special recognition at 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's 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 GUIDELINES**

At Good Shepherd Lutheran School, we strive to create a sense of community. We encourage students to be responsible and respectful to our staff, their peers, and our physical environment. GSLS students are held accountable for their actions.

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.

### **General Student Expectations – Middle School**

In addition to individual classroom rules, Good Shepherd Lutheran School 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.
- Be alcohol, tobacco, and drug free.
- Solve conflict without threats or the use of physical aggression.
- Not possess any weapons, including chains or pocketknives.
- Come to class prepared (e.g., textbooks, paper, pencils, binder, homework, gym shoes, etc.).
- To do their own work and to refrain from copying others' assignments.
- Be on time to all classes.
- Follow the dress code.

- Leave makeup and cosmetics at home.
- 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 lockers or revealing combinations.
- Refrain from using the school telephone without permission from staff.
- Keep personal possessions in student lockers when provided.
- Refrain from inappropriate physical contact such as kissing, hand holding, etc., with other students.
- Serve all detentions as assigned.
- Failure to follow school rules may result in disciplinary action.

### **COMMUNICATION FORM – MIDDLE SCHOOL**

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 receive messages.

### **DETENTION FORM – MIDDLE SCHOOL**

Discipline at Good Shepherd Lutheran School is an aspect of guidance and not a form of punishment. The purpose of discipline is to provide a school situation conducive to learning, to insure 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.

To deal with ongoing patterns of misbehavior, lack of personal responsibility, failure to follow directions, etc., GSLS has developed a Detention Program. Middle School detention is served after school for one hour (3:30 p.m. to 4:30 p.m.) on the assigned day at the main campus.

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.

### **GSLS DISCIPLINE PLAN – MIDDLE SCHOOL**

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/or 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/or 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.

**GSLS School Uniform**

**GSLS Middle School Uniform Guidelines**

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.

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

Important addition to uniform guidelines: students may wear dark blue jeans (not frayed or ripped).

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. 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.
- **HeadGear Plus:** 1330 Commerce St., Petaluma, CA (707) 762-2280  
Shirts, vests, sweatshirts, etc. with logo at **discounted prices**.

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

turtle neck, long or short sleeve polo  
girls ruffled or plain peter pan  
Red \*Navy Light Pink  
Maize Black \*White Light Blue  
\*school colors are blue and white

\*Middle school students should have at least one white polo shirt

### **Girls Skirt, Jumper, or Skort**

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

### **Boys or Girls Pants/Shorts Colors**

khaki navy black or dark blue jeans  
jeans may not be frayed or ripped or torn

### **Sweater (w/logo)**

navy white red or maize (light yellow)

**Sweatshirts, fleece vests or jackets (w/logo):** Navy only

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

White long or short sleeve shirt (white uniform shirt ok)

Black pants

Black shoes and black socks

### **PE Uniform (Grades 6 – 8)**

Grey shirt with logo/mascot ordered from PE teacher

Navy shorts or sweatpants

## **Not Allowed for Uniform**

Clothing that is torn, has holes or frayed cuffs.  
Clothing that is too tight, too small or extremely oversized.  
Girls shorts must be uniform length, just above the knees.

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.

### **School Dress Code on Free Dress Days**

Students at GSLS Middle School are expected to wear their uniforms to school. On scheduled “free dress days” students will have guidelines to follow. We believe that a neat, modest and well-groomed appearance is conducive to the environment we strive to create. Extremes in dress and grooming that produce the effect of a bizarre or unkempt appearance defeat our goals. Hair, clothing, jewelry, or attire that are unusual enough to attract an undue amount of attention are not acceptable. **PARENTAL ATTENTION TO THIS MATTER IS EXPECTED.** Parents may receive a call for a change of clothing if the guidelines are not followed.

### **School Dress Code and Guidelines for Free Dress Days - Middle School –**

1. All shirts, tops, blouses and dresses must have sleeves. Tank tops, spaghetti string tops, crop tops, tops that expose the midriff or have low-cut necklines are not acceptable.
2. The length of a skirt or shorts in the view of the staff or administration that is inappropriate are not permitted.
3. Shorts must have an inseam of at least five (5) inches.
4. Shoes must fit securely on the foot. Loose fittings sandals, flip flops, crocks, clogs without backs or thongs are not appropriate. Tennis shoes must be laced appropriately.
5. Pants must fit securely around the waist. Baggy pants or pants that sag are not acceptable.
6. Logos that in the view of the staff or administration are inappropriate are not permitted.
7. No underwear is to be showing outside of clothing. This includes bra straps, boys tank undershirts, and boxer underwear.
8. Excessive makeup should not be worn at school. If bringing makeup to school becomes a problem it should not be brought to school.
9. For PE, students must wear fitted sneakers. Slip-ons are not permitted.
10. No hats, including baseball hats, beanies and visors may be worn in classrooms.
11. Band dress code is required at all band performances.
12. Clothing with sexual or evil innuendos, violence, sexist attitudes, racial insults, weapons, alcohol, tobacco, or drug logos or advertisements are not permitted. Logos that in the view of the staff or administration are inappropriate are not permitted.
13. No body piercing other than pierced ears may be showing at school. No more than

- one piercing per ear or one earring per ear is to be worn at school
14. Hair must remain a natural hair color, unnatural hair colors such as blue, green, bright red, orange, pink, purple, bright yellow, etc. are not acceptable.
  15. Students who violate the dress code at school functions, including graduation ceremony, 8<sup>th</sup> grade dinner, trips, outdoor education, dances, sporting events, concerts, programs, etc, may be denied participation at that event.

**Appendix 1: Dual Household Information Form**

**Good Shepherd Lutheran School  
Dual Household Information Form**

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

Mother's Name: \_\_\_\_\_ phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ phone: \_\_\_\_\_

This information is needed to clarify each parent's responsibility for any financial obligations, emergency activity, or correspondence between the school and home.

*While at school this child is in the care of his/her mother: (Please circle the appropriate day and time.)*

Monday	Tuesday	Wednesday	Thursday	Friday
Early care hours				
Mon 7:00 – 8:00 a.m.	Tue 7:00 – 8:00 a.m.	Wed 7:00 – 8:00 a.m.	Thu 7:00 – 8:00 a.m.	Fri 7:00 – 8:00 a.m.
Regular school hours				
Mon 8:00 – 2:30 p.m.	Tue 8:00 – 2:30 p.m.	Wed 8:00 – 2:30 p.m.	Thu 8:00 – 2:30 p.m.	Fri 8:00 – 2:30 p.m.
After school care hours				
Mon 2:30 – 6:00 p.m.	Tue 2:30 – 6:00 p.m.	Wed 2:30 – 6:00 p.m.	Thu 2:30 – 6:00 p.m.	Fri 2:30 – 6:00 p.m.

*While at school this child is in the care of his/her father: (Please circle the appropriate day & time.)*

Monday	Tuesday	Wednesday	Thursday	Friday
Early care hours				
Mon 7:00 – 8:00 a.m.	Tue 7:00 – 8:00 a.m.	Wed 7:00 – 8:00 a.m.	Thu 7:00 – 8:00 a.m.	Fri 7:00 – 8:00 a.m.
Regular school hours				
Mon 8:00 – 2:30 p.m.	Tue 8:00 – 2:30 p.m.	Wed 8:00 – 2:30 p.m.	Thu 8:00 – 2:30 p.m.	Fri 8:00 – 2:30 p.m.
After school care hours				
Mon 2:30 – 6:00 p.m.	Tue 2:30 – 6:00 p.m.	Wed 2:30 – 6:00 p.m.	Thu 2:30 – 6:00 p.m.	Fri 2:30 – 6:00 p.m.

The following financial obligations will be paid for by:

Please circle to indicate Mother:

Please circle to indicate Father:

Registration & Materials fees  
Tuition  
Daycare hours  
Service Hours  
Outdoor Ed 5<sup>th</sup> – 8<sup>th</sup> grades  
Field trips

Registration & Materials fees  
Tuition  
Daycare hours  
Service Hours  
Outdoor Ed 5<sup>th</sup> – 8<sup>th</sup> grades  
Field trips

I/we will notify GSLS of any changes to the above schedule.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 2: Planned Absence Notice—Elementary and Middle School**

**Good Shepherd Lutheran School  
Planned Absence Notice—Elementary and Middle School**

- This form is for students whose family has planned an absence of two or more days.
- We strongly discourage vacations while school is in session. Students miss valuable instructional time and may have difficulty integrating back into the curriculum.
- We ask parents to fill out absence forms at the school office at least two weeks prior to departure.
- The child is responsible for making up all missed assignments.

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

The above named student will be absent from school \_\_\_\_\_ through \_\_\_\_\_  
for a total of \_\_\_\_\_ days.

**Student Agreement:**

I understand that I may need to get assignments that are available in advance, but that upon returning to school, I will need to get the remaining missed schoolwork and complete it in the same number of days that I was absent or on a mutually agreed upon date or receive no credit. I also understand that this form needs to be signed by my teacher, the Administrator, my parents, and myself.

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Teacher's Signature Teacher's Comments \_\_\_\_\_

Language \_\_\_\_\_

Math \_\_\_\_\_

Science \_\_\_\_\_

Social Studies \_\_\_\_\_

Spanish \_\_\_\_\_

P.E. \_\_\_\_\_

Computer \_\_\_\_\_

Fine Art \_\_\_\_\_

Spanish \_\_\_\_\_

Other/Additional \_\_\_\_\_

\_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Assignments will be turned in by: \_\_\_\_\_

**Appendix 5: Good Shepherd Lutheran School Middle School Discipline Plan**  
**Good Shepherd Lutheran School**  
**Good Shepherd Lutheran School Middle 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:

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 away from school which are obviously inappropriate for Good Shepherd Lutheran School students.

**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.

We have read the School Discipline Policies and have discussed them. We agree to support positive school behavior. We understand that consequences, suspensions, and expulsions are non-negotiable.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

### Good Shepherd Lutheran School Middle School Academic Integrity Agreement

Good Shepherd Lutheran School believes that personal integrity is basic to all students reaching their full potential by being honest with themselves and with others. We expect students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. Students who do not cheat, collude, or plagiarize are adversely affected by those who do. We expect that students will not cheat, collude or plagiarize and the school shall provide an environment that encourages honesty and integrity. Students must know that their teachers will not ignore or condone cheating, collusion or plagiarism and that anyone discovered cheating, colluding or plagiarizing would be penalized.

**The Definition of Cheating:** Obtaining, attempting, or planning to obtain credit for academic work by dishonest means.

**The Definition of Collusion:** A group of students conspiring to cheat.

Cheating and collusion include but are not limited to (meaning there may be other means of academic dishonesty that are not listed):

- Copying any part of a test, quiz, homework, papers, project, essays, etc., from another person;
- Turning in any work that has been purchased, borrowed, or stolen;
- Using notes, materials, or electronic aids during an exam without the teacher's permission;
- Talking, signaling, or any type of communication with other students at times or in ways that are not permitted by the teacher;
- Obtaining a test or quiz before its release;
- Sharing information about a test with students who have not yet taken it;
- Helping or obtaining help from another person when it is not permitted as part of an assignment;
- Acting dishonestly before, during, or after an exam or assignment to obtain from or offer to others an unfair advantage on a test or assignment;
- Allowing someone else to write your papers/essays;
- Allowing someone else to modify your work in a substantive way;
- Making up data, quotes, or sources.

**The Definition of Plagiarism:** representing the work of another as your own (including text found on the internet).

Plagiarism includes but is not limited to:

- Incorporating the ideas, sentences, or paragraphs of others without giving them credit and claiming them as your own;
- Presenting intellectual or creative work such as a musical composition, computer program, photograph, painting, drawing, sculpture, etc., from another as if it were your own;
- Failing to acknowledge information in your work when it is not common knowledge;
- Too closely paraphrasing your source;
- Borrowing the ideas, examples, or structure of your source without acknowledgement;
- Taking, buying, or receiving a paper written by someone else and presenting it as your own;
- Direct copying of text from a book, article, fellow student's essay, handout, web page, or other source without acknowledgement;
- Claiming individual ideas derived from a book, article, etc., as one's own without acknowledgement in your work;
- Reusing a paper, essay, book report, etc., for a different course or grade level.

*(Sources: The Santa Rosa School District's Board Policy 51132.2 on Academic Honesty, University of Texas, and University of Exeter.)*

I have read the above descriptions and illustrations of cheating, collusion, and plagiarism, and I agree not to engage in any of these acts as a student enrolled at Good Shepherd Lutheran School. The consequences for any of the above acts may be immediate suspension with immediate placement on Step Three of the discipline plan.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

**Appendix 7: Communication Form, Middle School**

**Good Shepherd Lutheran School  
Communication Form – Middle School**

Student \_\_\_\_\_ Date \_\_\_\_\_

Referring Teacher \_\_\_\_\_ Time \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Advisor \_\_\_\_\_

REASON FOR COMMUNICATION \_\_\_\_\_

**ACTION TAKEN**

\_\_\_\_\_ Conference on \_\_\_\_\_

\_\_\_\_\_ with student

\_\_\_\_\_ with teacher

\_\_\_\_\_ with parents

\_\_\_\_\_ with advisor

\_\_\_\_\_ with Administrator

\_\_\_\_\_ with Middle School Coordinator

\_\_\_\_\_ Detention to be served Date \_\_\_\_\_ Place \_\_\_\_\_

\_\_\_\_\_ Suspension Date \_\_\_\_\_

\_\_\_\_\_ Step on the Discipline Plan

\_\_\_\_\_ Phone call to parent

\_\_\_\_\_ Phone call by student to parent explaining reason for referral/consequences

\_\_\_\_\_ No participation in specified activities: Date \_\_\_\_\_ Activity \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Needs to be returned signed by \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

*(copy: return signed; copy: parent record; copy: teacher record)*

**Appendix 8: Middle School Detention Notice**

**Good Shepherd Lutheran School  
Middle School Detention Notice**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**REASON:**

- physically fighting (hitting, punching, kicking, tackling)
- verbally fighting (out of control shouting)
- using unacceptable language
- damaging school property
- being antagonistic towards others (may include name calling)
- being in an off-limits area
- breaking safety rules
- not following directions or not cooperating
- defiant/disrespectful language or behavior
- demonstrating unsportsmanlike conduct
- missing/unacceptable homework
- unprepared for class
- tardy to class
- detention form not signed and/or not turned in
- other: \_\_\_\_\_

**DESCRIPTION OF BEHAVIOR:** \_\_\_\_\_

**DETENTION TO BE SERVED:** Day: \_\_\_\_\_ Date: \_\_\_\_\_

Notice sent to: \_\_\_\_\_ Teacher Administrator Parent  
Behavior noted by: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**THIS FORM MUST BE TURNED IN TO YOUR TEACHER THE NEXT SCHOOL DAY.**

## Appendix 9: Middle School Discipline Steps

### Good Shepherd Lutheran School Middle School Discipline Steps

**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/or an 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/or 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 the school board.

- 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:

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 any civil or criminal offenses while away from the school grounds obviously inappropriate for Good Shepherd Lutheran School students.

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. GSLS reserves the right to handle each situation on a case-by-case basis.

We have read the School Discipline Policies and have discussed them. We agree to support positive school behavior. We understand that detentions, suspensions, and expulsions are non-negotiable.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Appendix 10: Internet Acceptable Use Policy, Rules, and Guidelines, Elementary and Middle School**

**Good Shepherd Lutheran School  
Internet Acceptable Use Policy, Rules, and Guidelines  
Elementary and Middle School**

Good Shepherd Lutheran School works toward educating the "whole" child, nurturing social, emotional, spiritual, intellectual, and physical development. Our forward-looking approach to education includes technology.

As technology becomes increasingly intertwined with our daily lives, education must ensure that students and staff become capable and comfortable with that technology. Education needs to be viewed as an ongoing process by which students acquire the technological skills to face the developments of the future. The Internet is a great computer tool! Students will be using the Internet during computer class for researching images and information, and to learn how to search and sift through the different sites to find needed information. They will be working with teachers to learn how to read and use this information for writing reports.

GSLS has done everything possible to safeguard against access to inappropriate sites and images. However, there may be times that some inappropriate sites or images may come up during an Internet search. Therefore, Internet rules and guidelines have been set up to follow while utilizing the Internet at school.

As a student of Good Shepherd Lutheran School:

- I agree to use the internet network according to the rules explained by the Teacher.
- I agree to use the internet only with permission of the Teacher.
- I will not visit a site known for inappropriate material. If an inappropriate site or image pops up on my screen, I am to immediately close or click the back button. I WILL NOT draw attention to myself or the information/image on the screen.
- I will not use school computers for email purpose.
- I will not download music or purchase products off the Internet using school computers.
- I will not use the school's computers to harass another individual. I agree to be considerate of other users on the network and use appropriate language as indicated by the school code of conduct.
- I agree to report immediately any problems or broken rules to the Teacher.
- I understand that if I break any of the above rules, I may not be allowed to use the computers to access the Internet, and I could be disciplined.
- I agree not to interfere with Internet network services or equipment, as such activity is considered a crime under state and federal laws. This includes damaging computer hardware or software, stealing data, invoking computer viruses, attempting to go to restricted or unauthorized network services, and violating copyright laws.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Because of the possibility of abuse of this privilege, parental permission is required along with the signature of your child. He or she must understand the consequences of any breach of trust, which could include the possibility of having Internet access privileges revoked.

As parent/guardian of this student, I have read the responsibilities for Internet Network Access. I understand that Internet access is designed for educational purposes, and Good Shepherd Lutheran School has taken all available precautions to eliminate access to controversial material. I understand that any conduct by the above-named student that is in conflict with these responsibilities is unethical and that such behavior will result in the termination of access and possible disciplinary action as indicated by the school code of conduct.

I have reviewed these responsibilities with my child, and I hereby give permission to Good Shepherd Lutheran School to provide Internet network access.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 11: Permission to Participate in School Athletics**

**Good Shepherd Lutheran School  
Permission to Participate in School Athletics**

Parental Waiver, Release of Liability, and Consent Form

I hereby grant permission for my child \_\_\_\_\_ to participate in all supervised practices, games, and tournaments.

I hereby grant permission for my child to leave the School premises in an authorized vehicle under the supervision of a staff member or parent to participate in practices, games, and tournaments.

The undersigned parent or legal guardian of the minor below, acknowledges, agrees and understands that:

1. Each participant will be engaging in activities that involve risk of serious injury which might result not only from their own actions, inactions, or negligence, but the actions, inactions, or negligence of others, the conditions of the premises, or of any equipment used.
2. The parent or legal guardian assumes all risks and accepts personal responsibility for damages following such injury.
3. The parent or legal guardian releases, waives, and discharges Good Shepherd Lutheran School, its affiliates, their respective administrators, directors, coaches, and other employees, other participants, and, if applicable, owners and leasers of premises used to conduct the event from and all liability.

I HAVE READ AND UNDERSTAND THE ABOVE WAIVER, RELEASE, AND CONSENT FORM AND SIGN IT VOLUNTARILY.

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Print name of Parent or Legal Guardian and Date

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Signature of Parent or Legal Guardian and Date

**Appendix 12: Student Behavior and Academic Performance Agreement for Sports**

**Good Shepherd Lutheran School  
Student Behavior and Academic Performance Agreement for Sports**

Participation in the sports program requires successful academic performance and positive behavior. Students must have grades of C or above in all subjects to try out and participate in our sports program. Students on step 3 or greater on the discipline plan may not try out or participate in the sports program.

**COMMITMENT**

Being a participant of any GSLS sport team is a commitment for the entire season that includes attendance at practices and participation in all games.

**PROBATION**

Players on probation are expected to participate in all practices and attend all games in uniform. They may not play in games.

- Midway through the season there will be a grade check. Players whose grades drop below a C in any subject will be placed on probation at this time.
- Students whose behavior places them on the discipline plan will be on probation.
- Classroom teachers, the Administration, or coaches may place players on probation.
- Players will be off probation upon mutual agreement of their teachers, the Administration, and their coaches.

**REMOVAL**

- Players on probation may be removed from the team at the discretion of their teachers, the Administration, or their coaches.
- Players will be dropped from the team if they reach Step 3 of the Discipline Plan.

I HAVE READ AND UNDERSTAND THE ABOVE AND SIGN IT VOLUNTARILY.

\_\_\_\_\_  
Signature of Parent or Legal Guardian and Date

\_\_\_\_\_  
Signature of Student and Date

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

Phone Number: \_\_\_\_\_ Grade: \_\_\_\_\_

**Appendix 13: Permission to Participate in Middle School Sports Activities**

**Good Shepherd Lutheran School**  
**Permission to Participate in Middle School Sports Activities**

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

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_ Date \_\_\_\_\_

Activity \_\_\_\_\_

Permission to \_\_\_\_

Current Subject	Teacher's Signature	Participate	Comments	Grade
Science	Y N _____			
Social Studies	Y N _____			
Math	Y N _____			
Language Arts	Y N _____			
Spanish	Y N _____			
P. E.	Y N _____			
Computers	Y N _____			
Music	Y N _____			
Discipline Plan	Y N _____			

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

*Return completed form to the Athletic Director prior to the first practice/game.*

**Appendix 14: Good Sportsmanship Agreement for Students, Parents, and Coaches**  
**Good Shepherd Lutheran School**

**Good Sportsmanship Agreement for Students, Parents, and Coaches**

How we all do our part in athletics at Good Shepherd Lutheran School.

A student athlete at Good Shepherd should:

- Be a strong and caring competitor
- Strive to do your best and learn from the process
- Welcome guests to our school and be a considerate host
- Work hard to improve as an individual and always think of the team first
- Never use athletics as an excuse for not getting schoolwork done
- Keep sportsmanship and academics as a top priority
- Participate in and arrive on time for all practices and games

A parent of a student athlete at GSLS should:

- Come to as many games as possible
- Feel free to contact the coaches with any questions, comments or concerns
- Avoid criticizing referees, coaches and student athletes
- Cheer positively for the Shepherds
- Never cheer for the mistakes of others
- Be appropriately involved and supportive of student athletes
- Notify the coach if your student is participating in a club sport that may have conflicts with our school program

A coach at GSLS should:

- Be positive and professional at all events
- Be a good manager of students, parents, and fans
- Positively address parent and student concerns
- Support your student athletes and be a positive influence
- Support the school and team in every way possible
- Be familiar with the Good Shepherd Student Handbook and Coach's Agreement
- Never leave students unattended before, during, or after a student event

Each student, parent, and coach should:

- Honor their commitment to remain on the team from preseason practices until the final tournaments.
- Read the above agreement and do all each of us can to create a positive, strong, and team-spirited athletic program at Good Shepherd Lutheran School.

Student Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Coach: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 15: Bicycle Rules Agreement – Elementary & Middle School**

**Good Shepherd Lutheran School Elementary  
Bicycle Rules Agreement**

**BICYCLE RULES**

1. Students in grades four, five, and middle school students may ride bikes to school. 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.

I have read these rules and agree to follow them.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 19: Safety Education Resources and Ordering Information

### Good Shepherd Lutheran School Safety Education Resources and Ordering Information

*"Your Bicycle Helmet: A Correct Fit."* Pamphlet FREE in quantities of 50 at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Click on Safety Materials; search under Topic "Bicycle and Helmet Safety,"

*"Kids Speak Out on Bike Helmets."* Pamphlet FREE in groups of 100 from Consumer Product Safety Commission (CPSC) at 1-800-638-2772. Colored copies \$9.50 for 100 from AAA at 800-562-2582x2075.

*"The Hazard Factor."* Magazine suitable for preteens and teens. Not produced any longer but may be copied.

*"Have your children wear bicycle helmets every time they ride!"* Copies in multiple languages in this packet. May be duplicated as needed.

Several video titles on bicycle safety FREE through AAA Washington Traffic, Video Library Catalog, Bellevue Office: (425) 646-2075. Excellent, simple-to-read information on bike helmets; free publications can be downloaded and printed, including: *"Teaching Your Child to Ride a Bicycle"* and *"How to Fit a Bicycle Helmet."*

Statistics and research, kid-friendly links: Bicycle Helmet Safety Institute at [www.bhsi.org](http://www.bhsi.org).

Comic strip-like web site for kids: [www.radrider.com/home](http://www.radrider.com/home).

Good safety information for all ages: NHTSA at [www.nhtsa.dot.gov/people/injury/pedbimot/bike](http://www.nhtsa.dot.gov/people/injury/pedbimot/bike)

Kids' safety web site: [www.cpsc.gov/kids/kidsafety](http://www.cpsc.gov/kids/kidsafety).