

2010-2011

# PARENT HANDBOOK



GOOD SHEPHERD LUTHERAN SCHOOL

1180 Lynwood Drive  
Novato, CA 94947

(415) 897-2510  
FAX 892-0663

Preschool & K-5 Grades - Attendance Line 209-9398

Middle School - Attendance Line 897-8099

Federal Tax ID 94-1637119  
GoodShepherdLutheran.org



# Contact Information

**School Office** 415-897-2510

**Middle School** 415-897-8099

**Fax** 415-892-0663

**Attendance Lines:**

**Preschool, K-5 Grades** 415-209-9398

**Middle School** 415-897-8099

*All calls into the school must go through the office. There are no direct lines into the classrooms.*

## School Office

Good Shepherd Lutheran School  
1180 Lynwood Drive  
Novato, CA 94947

## Middle School Campus

710 Wilson Ave  
Novato, CA 94947

E-mail school.office@goodshepherdlutheran.org  
School Board school.board@goodshepherdlutheran.org

## Administration

Susan Hall	Administrator	susan.hall@goodshepherdlutheran.org
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Good Shepherd Lutheran School Tax ID Number: 94-1637119  
Good Shepherd Lutheran School Preschool Facility Number: 210102819



# GOOD SHEPHERD LUTHERAN SCHOOL GENERAL INFORMATION PRESCHOOL – 8TH GRADE

## 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.

### 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.

### 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.

### 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.

### 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.

### 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, a one on one assessment, attendance at a "Kindergarten Play Date" and meeting minimum standards on a developmental screening for school readiness.

### Preschool:

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

### 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.

## 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 GSLC 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.

## 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.

## 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.

## 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.

## 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.

## Absences

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

## 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.)

## 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.
2. Medication 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.

## Head Lice and Nits

Good Shepherd Lutheran School has adopted a policy regarding head lice and nits.

The following steps will take place in regards to head lice and nits at Good Shepherd Lutheran School.

- Parents will be called
- Students with 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.

## AIDS Policy

In accord with guidelines developed by the Centers for Disease Control (CDC) of the U.S. Public Health Services, GSLS has developed the following policies regarding students or staff who are infected with Human Immune Deficiency Virus (HIV), Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC).

1. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student's physician, the student's parents or legal guardian, Administrator, and public health personnel.
2. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student or staff.
3. Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neurological development, and physical condition of the student.
4. For most infected school-age students, the benefits of an unrestricted environment should be given priority in the decision-making process.
5. For the infected preschool child and some neurologically handicapped students who lack control of their bodily secretions or who display abnormal behavior, such as biting, and those students who have uncoverable lesions, a more restricted environment is advisable until more is known about transmission in these settings.

## 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.

## 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 or texting 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. Focus on the children. It is important you stay focused on keeping your group of students 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 the 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 for students K-8 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.
- Teachers have the right to set the number of drivers that are needed for a field trip.
- 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 the school premises.

## 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 and enrichment for the children
2. Liaison between school board and parents
3. Education of parents
4. Raising funds for special events

## 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.

## 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.

## Lost & Found

Please label all personal items. Elementary lost and found is located on the big playground. Preschool lost and found 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.

## Birthday Parties, Invitations and Gifts

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 refrain from having balloons delivered or brought to the classroom or the playground. Please check with your child's teacher as to how their class celebrates children's birthdays.

## 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 including, but not limited to: helping in the classroom, driving on field trips, serving hot lunch, working at PA events or other school events and activities. Simple repairs, working with the sport teams, work days, helping teachers with classroom preparations are also considered volunteer hours.

### General Guidelines:

- Attendance at school sporting events, school chapels, Back to School night, parent teacher conferences, Open House, band concerts, Sacramento tours, amusement park outings, parties outside of school hours, etc. **DO NOT** count as service hours.
- 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 hours.
- Donations of items for auctions or school use, such as classroom treats, etc., are not considered service hours.
- Hours spent baking for your child's birthday treat at school are not considered service hours.
- Hours spent shopping are not considered service hours.
- Items purchased for the school are considered donations and are not prorated into services hours.

Hours can be turned in at any time to the school office. Families who fail to complete 25 hours of service by the end of the school year or who choose not to participate will be charged a per hour fee for hours not served. The Good Shepherd Lutheran School Board must approve any exceptions. 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. Service hour log (Volunteer log) sheets are available on-line and in the school office.

## 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.

## Calendar

GSLs follows a traditional school year calendar which is posted at the end of the prior school year and is available on the school website.

# PRESCHOOL

## Philosophy - Preschool

Good Shepherd Lutheran School's preschool philosophy is based on the knowledge that children learn through experience—they learn by doing. We work towards enhancing the development of the "whole child." We strive to provide a program that nurtures their social, emotional, cognitive, physical, and spiritual development. We provide an environment that is as child-centered and with as many hands-on projects as possible. Preschool is the beginning of the child's school experience. The transition from home to school is a positive one through careful planning by experienced & qualified teachers. Happy and nurturing experiences in preschool build a positive attitude that can be the foundation for life-long learning.

We work toward:

- Developing the habits and attitudes that will make the child comfortable and free to learn
- Practicing the give and take of getting along with others
- Growing in understanding of self and attaining a good self-image
- Developing a background of experiences that will serve as a basis for future learning

We offer an integrated theme-based curriculum with daily learning stations that may include activities in the following areas: art, science, cognitive development, motor skills, and creative play. We believe that every child goes through developmental stages of growth, and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

## License - Preschool

Good Shepherd Lutheran School Preschool is licensed by the State of California Department of Social Services (DSS) and accredited by the National Association of Education for Young Children (NAEYC). Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures. The licensing agency has the authority to interview children without prior consent and to observe the physical condition of the children including conditions that could indicate abuse, neglect, or inappropriate placement, and to have licensed medical professionals physically examine the children.

## Program - Preschool

Good Shepherd Lutheran School Preschool offers a developmentally and age appropriate program for children ages 2-5. Our program meets from 9:00 a.m. to 12 noon. Student/teacher ratios (1:12) as required by the State of California are maintained at all times.

## Admission Policy - Preschool

Good Shepherd Lutheran School welcomes all children regardless of race, color, religion, national origin or ancestry. Our Preschool operates on a traditional school year calendar. As California State law requires, all forms must be filled out and returned to the office before a child can attend preschool.

## Facility Operation - Preschool

Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed in at arrival and signed out at departure. Handwriting must be legible on the signature sheet. The authorized adults must sign their full names and the time in/out. This is a California State law. Children not picked up within 10 minutes past the ending of the class will be signed in to extended care.

## Parent/Teacher Communication - Preschool

Parents have the right to and are welcome to visit and observe the classroom; however, the visit cannot be used as a parent/teacher conference time since the teacher has responsibilities to other children as well. A parent may make arrangements for a conference with the teacher outside of class time.

## Discipline - Preschool

The preschool staff uses positive techniques of guidance that include redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Consistent, clear rules are explained to the children. The practice of "time outs" is used only when redirection is not successful. The staff does not invoke corporal punishment. We believe in positive redirection. The preschool staff strives to help children be comfortable, relaxed, happy, and involved in all of their activities.

Good Shepherd Lutheran School makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress. All students are accepted on a trial basis. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. A child who exhibits patterns of behavior that endanger others may also be dismissed.

## Newsletter/Calendar - Preschool

The school year begins in August/September and closes in mid-June. Christmas holidays, February break and Easter holidays normally coincide with the winter break, mid-winter break and spring break of the Novato Unified School District. A school year calendar that lists all vacations and holidays is published at the end of the prior school year and is available on the school website. Notice of observed holidays, recesses, classroom activities, themes, special days, and events will be printed in a monthly preschool calendar/newsletter and given to parents. Additional notes will be sent home as needed.

## Snacks - Preschool

Snack time is included as part of our program and is provided by the school. Teachers are made aware of specific allergies that have been noted by the parents or guardians on the students' medical forms.

## Birthdays and Special Days - Preschool

Birthdays are special days to acknowledge your child. The parent may confer with the teacher to schedule a special day to acknowledge a child's birthday. If a child's birthday falls during the school year, the special day will be scheduled near his/her birthday. For children who have a birthday during vacation time, their special day may be scheduled on an agreed upon date during the year. On this day, you may wish to provide a special, healthy snack to share with the class, a family photograph and/or a favorite book or toy for the child to share.

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 do not bring balloons or flowers or have them delivered to school. Please remember that it is a simple acknowledgement of your child's birthday, not a birthday party at school.

## Pre-Arranged Share Items - Preschool

Some of our preschool classes have a pre-arranged share time. Check your child's monthly newsletter and calendar for a sharing schedule and guidelines. These items can be something that is a part of the day's theme. We prefer items that fit into the child's backpack, and we encourage the children to bring something they want to talk about. (We have had students bring new brothers and sisters, kittens, puppies, baby snakes, and even an older brother home on leave from the service!) We do ask the children not to bring toy guns, swords, or any other toys that encourage aggression.

## Clothing - Preschool

Because our program involves a wide variety of experiences each day, we ask that children come to school dressed in comfortable play clothes. Children can enjoy themselves much more if they do not have to worry about spoiling their good clothes. We push up sleeves and provide aprons or smocks for messy activities. Clothing that is suitable for active play is best.

We ask that children wear sturdy shoes that completely cover the feet and have non-slip soles. Plastic sandals, cowboy boots, flip-flops, slip-on sandals, jellies, wheelies, ballet flats, crocs, clogs and/or party shoes can be dangerous on the climbing equipment. Tennis shoes that fit and stay securely on the foot are best for school and are the most suitable for active play.

Please use a permanent marker to put your **child's name in any and all articles of clothing your child might remove during the course of a day**. Unclaimed items in the lost and found will be donated throughout the year.

## Extended Care - Preschool

Good Shepherd Lutheran School offers extended hours for families needing additional care.

1. A block time, calendar or drop-in program is available that operates 7:00 a.m. to 9:00 a.m. and 12 noon until 6:00 p.m. Monday through Friday on school days.
2. The program does not operate during school holidays, vacations, or teacher in-service days.
3. Preschool students are eligible to attend the extended care program Monday through Friday regardless of which days they attend school if there is space available.
4. Charges are billed.
5. Families more than 30 days behind in payments may be denied use of the program.

### Lunches – Extended Care

We encourage parents to provide healthy and nutritious food choices for their children. The children are encouraged to eat the food their parents provide; however, in a stimulating environment such as school, many children do not eat their normal quantities of food. Any uneaten food will be sent home in your child's lunch box. We do not allow children to share their lunches with other children. In addition, candy, soda, and glass bottles are not allowed at school. We cannot reheat food for the children, so please pack any hot food in insulated containers and include any needed eating utensils.

### Nap Time – Extended Care

Parents may request that their child take a nap or rest. During this scheduled time, the children will rest on their cots/mats that are provided by GSLS and listen to a story and/or music. Please provide a light weight sleeping bag. You may choose to bring a small lightweight blanket and/or a small travel size pillow with a pillowcase made for this size of pillow. These items will be sent home during school breaks and/or sooner if needed for you to wash and return. If the need should arise to pick up your child during nap time, please inform us beforehand.

# ELEMENTARY SCHOOL

## 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 3:00 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. Classes begin at 8:30am therefore students should be at school at 8:20am. 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.

1. "Tardy" is defined as not in class at 8:30 a.m. or leaving prior to 3:00 p.m.
2. 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.
3. After three (3) unexcused tardies, 3<sup>rd</sup> through 5<sup>th</sup> grade students will be required to attend detention or have an alternative consequence to be decided by the school.
4. After the 7<sup>th</sup> unexcused tardy, each subsequent tardy results in a detention as above or an alternative decided by the school.
5. Due to age appropriateness and supervision requirements, school staff and administrators will determine the time and date detention will be served. After seven (7) unexcused tardies, all subsequent tardies will be assessed a \$50 fine.
6. 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 your 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 be required to 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 closed-toe shoes that will allow us to run, jump, and play without risking injury (no flip flops, Heelies, platform shoes, or opened-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

Failure to follow the school's rules may result in disciplinary action.

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.
- Not enter 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.

### 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. At the discretion of the playground staff, students who repeatedly break these rules will be restricted from use of the playground 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 before or after school for one hour (7:15 a.m.-8:15 a.m. or 3:15 p.m.-4:15 p.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. Uniform shirts are required every day. In order to keep the cost to a minimum, GSLs logos are required on MWF. Uniform shirts without logos may be worn on TTh. We are trying to be considerate of the family budget. 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. Only GSLs navy blue sweatshirts with or without a logo may be worn in class or on the playground. No other sweatshirts are allowed.

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 other retailers besides Land's End as long as they comply with the school uniform guidelines.

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.
- **HeadGear Plus:** 1330 Commerce St. Petaluma, CA 707-762-2280  
Shirts, vests, sweatshirts, etc. with logo at discounted prices.
- **London Logos (formerly EmbroidMe):** 415-892-7060 or email [anne@londonlogos.net](mailto:anne@londonlogos.net)  
Logos only.

## **Dress Code: Elementary (K-5)**

Girls & Boys Shirt Colors: w/or without 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 red navy light blue maize

**Boys or Girls Pants/Shorts Colors**

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

**Sweater (w/ or without logo)**

navy white red or maize (light yellow)

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

Navy

**Sweatshirts (with or without logo)**

Plain Navy Sweatshirt

Any Style

No other sweatshirts are allowed to be worn  
in the classroom or on the playground.

**Band Uniform (Grades 3 to 5)**

White long or short sleeve shirt

Black pants

Black shoes and black socks

**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 distracts from the learning environment.

**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.

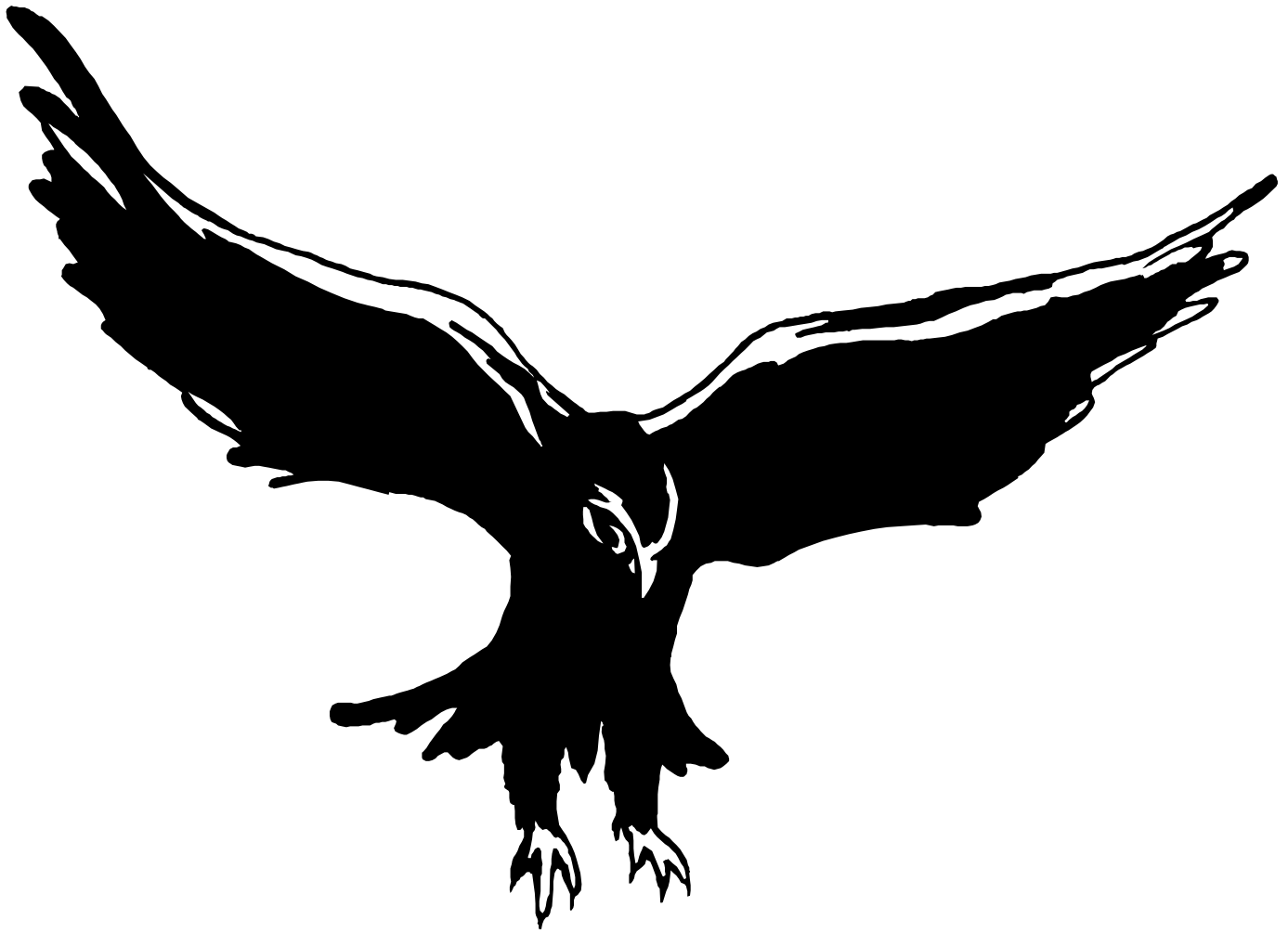
These services are intended to be short-term and do not take the place of ongoing support and academic therapy from a qualified professional. It may be determined that the student will be required to have a full educational evaluation or neuropsychological evaluation from a qualified professional. These 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.



# GSLs MIDDLE SCHOOL HAWKS

Faith ♦ Integrity ♦ Leadership  
Service to Others ♦ Academic Excellence

# MIDDLE 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 (when offered)
- 4:00p.m. Study Hall ends (when offered)

### 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 7:50 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 7:50 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 7:50 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

It is the parents' responsibility to see that the student arrives before 7:50 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 7:50 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.

7. "Tardy" is defined as not in class at 7:50 a.m. or leaving prior to 2:50 p.m.
8. 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 7:50 a.m.
9. After three (3) unexcused tardies, students will be required to attend detention or have an alternative consequence to be decided by the school.
10. After the 7<sup>th</sup> unexcused tardy, each subsequent tardy results in a detention as above or an alternative decided by the school.
11. Due to supervision requirements, school staff and administrators will determine the time and date detention will be served. After seven (7) unexcused tardies, all subsequent tardies will be assessed a \$50 fine.

12. 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 campus 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.

Sources for Uniforms: Clothing can be purchased at other retailers besides Land's End as long as they comply with the school uniform guidelines.

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.
- **HeadGear Plus:** 1330 Commerce St. Petaluma, CA 707-762-2280  
Shirts, vests, sweatshirts, etc. with logo at discounted prices.
- **London Logos (formerly EmbroidMe):** 415-892-7060 or email [anne@londonlogos.net](mailto:anne@londonlogos.net)  
Logos only.

Clothing may be purchased at Land's End or other retailers as long as the styles comply with what is in the Land's End Catalog.

**Shirts**

Polo Shirt or Turtleneck  
Red Navy Light Pink  
Maize Black White Light Blue

\*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  
DARK BLUE jeans may be worn on Fridays

**Sweaters**

navy white red or maize (light yellow)

**Sweatshirts, Fleece Vests or Jackets:**  
PLAIN NAVY or  
Grey GSLS HAWKS sweatshirt from T & B in San Rafael

### **Band Uniform**

White long or short sleeve shirt

Black pants

Black shoes and black socks

### **PE Uniform (Grades 6 – 8)**

Grey shirt with logo/mascot

Navy athletic mesh shorts

Navy sweatpants

Grey GSLS HAWKS sweatshirt from T&B in San Rafael

### **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 - 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.

## 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.

**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 3: Elementary Communication Notice

Good Shepherd Lutheran School  
Elementary Communication Notice

(Student's Name) \_\_\_\_\_

in Grade \_\_\_\_\_ has been given this notice on \_\_\_\_\_ date for the following:

- \_\_\_\_\_ being disrespectful
- \_\_\_\_\_ not following directions or not cooperating
- \_\_\_\_\_ continually not following classroom, playground or school rules
- \_\_\_\_\_ being disruptive in the classroom or on the playground
- \_\_\_\_\_ having a poor attitude and lack of interest in completing school work
- \_\_\_\_\_ other ( \_\_\_\_\_ )

This communication notice is to inform parent of above behavior. If this behavior continues, an official Behavior Notice will be sent home and further action will be taken.

Behavior noted by \_\_\_\_\_

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

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

- Parent should sign above and have student return it to the person who noted the behavior.
  - If the behavior is serious in nature (fighting, swearing, disrespect, or stealing), or when there is a pattern of misbehavior, the teacher may send home an official Behavior Notice and further action will be taken.
- We appreciate your support.

Appendix 4: Elementary Behavior Notice

Good Shepherd Lutheran School  
Elementary Behavior Notice

(Student's Name) \_\_\_\_\_

in grade \_\_\_\_\_ has been given this notice on \_\_\_\_\_ date for the following inappropriate behavior at school:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- physically fighting (hitting, punching, kicking, tackling)
- verbally fighting (out of control shouting)
- using unacceptable language
- damaging school property
- taking/destroying another person's lunch/possessions
- intentionally irritating another student (may include name calling)
- being antagonistic towards others
- playing in an off-limits area/leaving school grounds
- breaking safety rules
- being disrespectful
- not following directions or not cooperating
- throwing any inappropriate object (including spitting)
- demonstrating unsportsmanlike conduct

**ACTION TAKEN:**

- Student verbally corrected
- Student given a time out: time completed? yes no
- Student sent to the office
- Other

Consequence: \_\_\_\_\_

Recommend class meeting to discuss \_\_\_\_\_

Student is placed on Step One of the Discipline Plan

Notice sent to: teacher administrator parent

Behavior noted by \_\_\_\_\_

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

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

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 \_\_\_\_\_

**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.

\_\_\_\_\_  
Print name of Parent or Legal Guardian and Date

\_\_\_\_\_  
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 16: Application for Bicycle Permit

Good Shepherd Lutheran School Elementary  
Application for Bicycle Riding Permit

Name: \_\_\_\_\_ Test Score: \_\_\_\_\_

Address: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

In order to ride to GSLS, your bicycle must be in safe condition. Please inspect your bicycle for safety and have your parents initial this checklist.

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| _____ Tires are properly inflated | _____ Combination chain lock         |
| _____ Brakes are working          | _____ Screws and bolts are tightened |
| _____ Reflecting tail light       | _____ Handlebars are aligned         |
| _____ Oil rusty areas             | _____ Seat at correct height         |
| _____ Bicycle helmet              |                                      |

A bicycle helmet is required. For your protection, bicycles are to be registered with the Novato Police Department.

Good Shepherd Lutheran School Bicycle Rules

Arrival:

1. Students will walk their bicycles on the school grounds following walkers' pathways.
2. Bicycles will be locked at the bike rack in front of the school upon arrival.

Dismissal:

- Bicycles will be walked to the street following the walkers' pathways.
- Riders will be courteous to all students and follow the rules of the road.

General rules:

- Ride on the right side of the street with traffic.
- Stop at stop signs, scan, and proceed when it is safe.
- Use proper signals to stop or turn.
- Use bright reflectors for rainy weather.
- Helmets must be worn to and from school.

Appendix 17: Bicycle Application

Good Shepherd Lutheran School  
Bicycle Application

Owner of bike \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Bicycle Description:

Make/model of bicycle \_\_\_\_\_ Color \_\_\_\_\_ Trim \_\_\_\_\_

Serial number \_\_\_\_\_ Identifying marks \_\_\_\_\_

To the Parents:

Good Shepherd Lutheran School requires that each bicycle owner file an application for permission to ride his/her bike to school. Students in grades four and five may ride bikes to school. Third grade students may begin riding their bikes in April after they have a signed permission form from their parents.

Parents who want children younger than 4th grade to ride their bikes should contact the office to make arrangements to:

- a. File an application
- b. Sign a letter of parental responsibility

Although we try to minimize the risk, the school would like parents to be aware that the school can not take the responsibility for lost, stolen, or vandalized bicycles, either while on school property or while riding to and from school.

We encourage bicycle riding as long as it is done safely. We hope you will cooperate with us in enforcing the GSLS bicycle rules.

We reserve the right to withdraw the student's privilege of riding his/her bike to school if he/she does not obey the rules. Bike rules are published in the handbook and are reprinted on the back of this form.

Please review the rules with your child and be sure he/she understands them.

Your child should sign the rules page on the reverse side of this form.

**ALL STUDENTS MUST WEAR BICYCLE HELMETS**

I give my permission for the above named student to ride his/her bike to school with the understanding that the school will not be responsible for theft or vandalism to the bike or any injury the child might incur riding to or from school.

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

Appendix 18: Bicycle Permit Test

Good Shepherd Lutheran School  
Bicycle Permit Test

Name and date \_\_\_\_\_

Which side of the road should bicycles ride on?

- a. right side of the road
- b. left side of the road
- c. on the sidewalk
- d. facing traffic

When leaving school

- a. ride your bike on the sidewalk
- b. walk your bike to the street entrance and then ride on the street
- c. wait until the cars have left and then ride on the playground
- d. bike around the school

Demonstrate the signals and tell what they mean.

Once you arrive at GSLS,

- a. ride to the bike rack and lock your bike
- b. come early and ride your bike on the playground
- c. ride around the building and then put your bike in the rack
- d. walk your bike to the bike rack and lock it

When coming out on the road from a driveway, a rider should:

- a. enter carefully
- b. stop, look both ways, and enter
- c. come out quickly
- d. look to the right, then enter

When making a turn:

- a. look around quickly and then turn
- b. use the signal and turn
- c. turn
- d. look around quickly, signal and turn

When riding with other students,

- a. ride next to your friend
- b. ride in a group
- c. ride single file
- d. play a game like "Follow the Leader"

When a rider comes to a stop sign, he/she should

- a. look quickly both ways and go ahead
- b. slow down
- c. speed up to get out of the way
- d. Stop. Look. Proceed

GOOD SHEPHERD LUTHERAN SCHOOL BICYCLE PERMIT

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ has passed the GSLS safety and written bicycle test.

DATE PERMIT ISSUED: \_\_\_\_\_

## 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).