

MISSION

Parents, teachers, staff, and church members are joined together in partnership to educate students academically, spiritually, socially, and physically in a Christ-centered environment.

VISION

Reach Up in Christ, Reach In with Christ, Reach Out through Christ

STATEMENT OF BELIEF

We believe that the only true God is the Triune God; one God made of three distinct and separate persons. We believe that God desires all people to be saved and know the truth. We are sinful at birth, alienated from God, and must be born again in faith. We believe that God so loved people that He sent his only Son Jesus to rescue us from our lost condition. We believe that the Holy Spirit brings us to and keeps us in saving faith through God's Word, Holy Baptism, and the Lord's Supper. We believe that through the church God equips and empowers believers to serve Him by serving others and sharing the good news about Jesus.

SCHOOLWIDE LEARNER OUTCOMES (SLOs)

Good Shepherd Lutheran School students are:

Reaching out as loving and caring Christians

- Contributing citizens to church, community, and country

Embracing and exhibiting God's love through the teachings of Jesus Christ

- Growing relationships within the GSLS family based on a strong foundation of faith in God

Academically prepared for the next level of education

- Exhibiting confidence in using technology
- Thinking critically
- Communicating effectively
- Working collaboratively

Confident in the God-given talents

- Developing and growing in their talents and abilities

Honoring and respecting themselves and others

- Accepting and appreciating different cultures as children of God
- Learning how to embody Christian character

ACCREDITATION

Good Shepherd Lutheran School continually strives for excellence in education through its staff, program, and parental support. To this end, the GSLS School Board is pleased to announce that we are an accredited educational institution with the **Western Association of Schools and Colleges** (WASC) and the **National Lutheran Schools Accreditation** (NLSA).

MANDATED REPORTERS

All faculty and staff members of Good Shepherd Lutheran School are mandated by law to report any evidence or suspicion of child abuse or neglect to the Ventura County Department of Children's Protective Services or other appropriate authorities. **Once a report has been filed, all information is kept strictly confidential. No staff or faculty member may speak to or meet with those involved. All questions must be directed to the Ventura County Department of Children's Protective Services.**

STATEMENT OF NONDISCRIMINATION

Good Shepherd Lutheran School admits students of any race, color, sex, 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, sex, national and ethnic origin in administration of our educational policies, admissions policies, athletic, financial aid, and other school administered programs.

ENROLLMENT

If you have additional children from your family you would like to enroll, please call the school office at (805) 526-2482. Returning families are given priority in enrolling for the next year. Registration begins in February each year. Discounts are given to returning families who refer new students. Please consult the school office regarding our discount policy.

HOURS OF OPERATION

7:00 am—School-Age Care (SAC) opens.

8:05 am—Classrooms open. Arrivals prior to this time are to check into SAC.

8:20 am—Classes begin.

3:00 pm—Classes end for the day.

3:15 pm—Students not yet picked up are checked into SAC

Students cannot remain on or return to the campus unless they are in SAC or involved in an approved organized, supervised activity.

6:00 pm—SAC closes.

We dismiss students to go with adults identified on your registration form. We must have **advance notice** to release your child to an adult not identified on your registration form. This means a phone call, email, or note in the morning, not a note sent with a new adult. Failure to give us advance notice means we will not release your child unless we can reach you by phone.

ATTENDANCE

State law requires that all children attend school regularly. When a student is absent from school for **ANY REASON**, a **WRITTEN** note must accompany her/him when returning to school. Because of the importance of classes, students missing more than 18 sessions of a particular class during the year will not be considered eligible for promotion or graduation. ***Extenuating circumstances will be taken into consideration.*** Days of suspension are counted as missed days of school. We request that parents call or email the school office on the first day of absence for our attendance records. Parents may request assignments to be picked up at the end of the school day for grade K-4. Grades 5-8 may use the school's website at www.gsls-simi.com.

TARDINESS

Attendance will be taken in each class. Students are to be in their respective classrooms, seated and prepared, **PRIOR** to the class beginning. A student who is tardy due to a situation arising with another teacher needs to have that teacher provide an excuse. If the student is late because of a situation involving a parent, the parent may send a note with the student or contact the school office to have the student excused. Excused tardies do not count against a student.

Students who arrive at school late must come to the school office for a tardy slip before entering any class. Excuse notes may be turned in at that time.

For all class periods within a quarter, a student may receive a detention after the fifth unexcused tardy. As a student begins a new quarter, the tardy count begins at zero. **(Detentions do not begin at zero at the start of each new quarter. They accumulate throughout the year.)** However, a continued disregard of the tardy policy may result in added detentions, social probation, suspension, or expulsion.

DROP OFF & PICK UP and PARKING PROCEDURES

Morning Arrivals

- Enter the west lot via the south entrance. Turn right immediately after entering, then left, and left so you are headed north, away from Alamo and towards the field.
- If you get out of your car, please park in one of the marked spaces in the middle of the lot, lock your car, and walk your child to their classroom or morning SAC.
- If you are not getting out of your car, drop your child off near the flagpole.
- Exit via the north exit.

Afternoon Departures

3:00-3:15 pm

- Enter the west lot via the south entrance. Turn right, left, and left after entering so you are headed north, away from Alamo and towards the field.
- Stop in a parallel row facing north in the middle of the aisle. Please do not park in marked spaces. By staying in your cars others will not get blocked in.
- **Please Do Not Back Up!**
- Students will assemble on the sidewalk and be dismissed from there to your car. Students riding bicycles are to walk their bicycles through the parking lot. Students riding skateboards are to walk out of the parking lot before using their skateboard.
- Leave via the north exit.

**PLEASE DO NOT:
Use the east lot
Exit using the south entrance
Enter using the north entrance**

After 3:15pm

- Park in a marked spot and lock your car.
- Pick up your student(s) in the SAC room or on the playground and mark the time and sign them out of SAC.

SCHOOL-AGE CARE

Hours of Operation

School-age care (SAC) is available for our students from **7:00-8:05 a.m.** and **3:15-6:00 p.m.** SAC is available on half days of school until 6 p.m. SAC is not available during school holidays.

During summer vacation, a summer camp program is offered by Trinity Lutheran Church.

Procedures

Children must be signed IN to and OUT of SAC by the adult dropping them off or picking them up.

Pricing

SAC users must **purchase SAC hours in advance.** These hours are to be purchased in the school office. You may bring or mail your payment to 2949 Alamo, Simi, CA 93063 or send it to your child's teacher. SAC hours remaining at the end of the school year are carried forward to the next school year.

SAC costs \$115 for 20 hours of child care. Multiple child families may purchase 20 hours of SAC for \$100 per child. Occasional use SAC costs \$35 for 5 hours.

Late pickups from school-age care will be charged \$1 for each minute the adult is late **past 6:00 p.m.** This fee is to be paid directly to the SAC employee.

COMMUNICATION

Good Shepherd Lutheran School strives to strengthen the connection between school and home through the following types of communication:

- **Back-to-School Night** for all grades is held in August.
- **Parent-Student Handbook**
- **Emails** will be sent to keep families current on school happenings.
- **Remind** is an app that teachers in 1st/2nd and 5th/6th use to send quick announcements in a text message.
- **Weekly envelopes or folders** will be sent home for students in grades K-4 on Friday. Parents should look over material in the packet, sign the requested form, and return it to school on Monday.
- **Weekly grade reports** from teachers in grades 5-6 will be sent home beginning on the third week of each quarter. These reports will provide a list of incomplete and missing assignments as well as the grade average to date for each subject. Since weekly reports will go home to all students in grades 5-6, mid-term progress reports are not issued.
- **Report cards** are issued quarterly. Report cards for quarter's I-II-III will be given out at the parent-teacher conferences. Quarter IV report cards will be mailed out after school ends once all financial obligations are met.
- **Awards** are handed out in chapel.
- **Other contacts** – Conferences may be scheduled in person after school, on the phone, or via email as needed throughout the year.

LOST & FOUND

Good Shepherd Lutheran School has a lost and found in the school office. Lost and found items are placed outside on a table at each Parent-Teacher Conference day. Items not retrieved from lost and found by the end of each quarter are taken to Luther's Attic.

WEB ADDRESS & SCHOOL EMAIL

The web address for Good Shepherd Lutheran is www.gsls-simi.com. From this address parents & students can contact the teachers. The school email is admin@gsls-simi.com.

EMERGENCY CLOSINGS

Good Shepherd Lutheran School will follow the Simi Valley Unified School District's lead in deciding to open or close school during emergencies such as fire in the hills, earthquakes, etc.

NIXLE

Nixle is a service that allows verified government agencies to send messages to local residents via phone, email, and the web. The Simi Valley Police Department uses this system to provide real-time updates for the various critical incidents occurring in our city. We encourage you to sign up for Nixle at www.nixle.com.

EMERGENCY PROCEDURES

Good Shepherd runs regular fire, earthquake, and lockdown drills. The purpose of the fire drill is to train children how to leave a classroom quickly, safely, and orderly. The ringing of a bell announces the fire drill. Once learned, this drill can be used for exiting buildings for situations other than fires.

Earthquake drills consist of responding to "Earthquake! Drop!" commands, at which point students are trained to drop to the floor, shield themselves under a desk or table, and hold onto furniture legs.

Lockdown drills consist of sounding an alarm for the classrooms to be locked down until authorities unlock the doors.

Good Shepherd staff members review how to deal with various emergencies annually. We have rendezvous points, a system whereby each teacher checks on another teacher and class, and staff assignments including sweep and rescue, first aid, utilities, campus security, crowd control, and emergency supplies (including the earthquake kit each child brings in as well as our own emergency water supply, solar blankets for each child, etc.)

Please note: **If an earthquake kit as described on our *Student Supply List* is not sent in by September 1, and Good Shepherd ends up having to provide one for your child, there will be a \$25 charge for this service.**

Should an emergency develop that prevents parents from reaching the school, one of several special procedures will be put into effect. Students will only be released to those persons listed on their registration form or with verbal or written permission from the student's parent or guardian. Depending on the number of students still in our care and the circumstances of the emergency, we will either remain on duty on our campus, staying there all night if necessary, or teachers will take students home with them. Under such circumstances, notes giving the location of all students will be left on classroom doors.

LOCKDOWN PROCEDURE

A "lockdown" is the procedure initiated when the school staff believe that there is a credible (on-site or off-site) threat to the students, staff, and others on campus. The process of the *Lockdown* allows all people who are on campus to move safely and efficiently into secured buildings as police and other emergency personnel resolve the incident.

Lockdowns are initiated when:

- Police activity is near our school campus
- Dangerous/armed subject is on campus
- School personnel believe students and staff are in danger

Goals for lockdown are:

- To keep our students, staff, and others on campus in a safe environment
- To maintain a CALM and CONTROLLED campus during a stressful event
- To maintain order with students, staff, and visitors
- To provide organization and consistency for law enforcement personnel

Please be aware that staff and students practice drills and procedures to accommodate such an event. **During a lockdown PLEASE STAY AWAY FROM THE CAMPUS. Your presence and attempts to contact your child directly (via cell phone) could further endanger those on campus and hinder the efforts of law enforcement. Please refer to NIXLE.**

EMERGENCY EVACUATIONS

Certain extreme situations may require evacuating the campus (e.g. toxic spills, plane crash, etc.). Routes and destinations will be chosen by school personnel dependent on the circumstances.

Destinations for our campus can be:

- East to Lemon Park
- East to the Civic Center
- East and south to the Shepherd of the Valley campus
- West to Atherwood Park

Every effort will be made to contact parents if there is an emergency evacuation. Signs will be posted to inform people of the location where students have been moved.

SCHOOL SEARCHES

It is the principal's responsibility to protect the health and safety of pupils and to maintain order on the school premises and at school activities. School searches may be carried out to insure that the school campus is safe for all those using the school facility. Searches for items which are prohibited from school may be conducted without warrants. Lockers may be searched based upon a reasonable suspicion that the locker contains something that would be disruptive to the educational process or dangerous to the health and safety of pupils. Searches of personal property may also be necessary based on the same reasonable suspicion.

HEALTH CHECKUPS AND IMMUNIZATIONS

Documentation of a physical exam is required of all students entering first grade. This state requirement must be met and forms filed with the office before school begins for these students. This documentation can be turned in any time during kindergarten or the summer before first grade. Many families get this physical done when their child is being immunized before kindergarten.

Proof of immunization is required for all students. Parents must provide documentation that their student is up to date on all immunizations. Students may not enter school until this documentation is provided.

MEDICATION

Parents are to notify the school office whenever a student is required to bring prescribed medication for use during school hours. Parents are to bring the medications to the school office so distribution of medication may be monitored by school personnel. Please send prescription medication in its original container with a written note showing the dosage requirements for each medication turned in. An exception to this policy would be inhalers a student would need for asthma. Under such circumstances parents should discuss with the office staff or teacher how the medication will be handled on field trips, teacher absences, etc. Exceptions will be granted so that children may have certain medications in their possession when it is deemed medically necessary. In such cases, parents must provide signed, written authorization for their child to have medication in their possession in its original prescription container. The authorization must state the name and description of the medication involved along with the dosage as well as the duration of the permission.

Please be aware that members of the staff are not permitted to dispense any medication to any student, including aspirin or aspirin-free medicine, unless staff personnel have written instructions from a doctor or parent to do so.

In addition, children suffering from a contagious illness should be kept home and not sent to school. Students must be fever free for 24 hours before returning to school.

RESTROOM POLICY

Good Shepherd Lutheran School has separate restrooms for male and female students next to the school office. We do not have an all gender restroom for students. The adult, all gender restroom is located between Room 3 and the breezeway to the field.

BICYCLES/SKATEBOARDS

Students may ride bicycles or skateboards to school if this has been checked off on the student's registration form. If you are not sure if you have given this permission, please call the school office at (805) 526-2482. Bicycles must be parked and locked in the designated area, and students are to walk their bikes on school grounds, playground, parking lot, and sidewalk. Skateboards can be stored with the child's teacher or in the school office. **All students must wear a bicycle helmet when riding a bike or skateboard to and from school.** The school is not responsible for the loss or destruction of a bicycle/skateboard or for any accidents off of the school grounds. Students may have their bicycle/skateboard privileges revoked upon violation of any of the above rules.

LEAVING SCHOOL GROUNDS

Students may not leave the school grounds during the day. Parents must always sign students out in the office if they are leaving before the regular dismissal time. We ask that parents not pick up their children to take them out to eat due to our short lunch period. Leaving school prior to dismissal is strongly discouraged and may affect a student's grades.

ELECTRONIC DEVICES

Cell phones, iPods, or other similar electronic devices must be signed in and left in the school office each morning before school starts. These devices will be permitted for classroom use only with teacher permission and supervision. At the end of the school day, the devices are signed out of the office. Students going to SAC must keep their devices in their backpacks. Any devices left on campus will be locked in the principal's office and may be retrieved the following morning. Students must have a note from the teacher to use the school telephone.

TEXTBOOKS, CHROMEBOOKS & FIRE TABLETS

Textbooks are purchased by the school. Students are responsible for all school books given to them and for any other classroom materials checked out to them. If any textbook or classroom material is lost or damaged, it must be replaced by the student. It is suggested that all textbooks are covered at all times. Fire Tablets owned by the school are used in grades 1 & 2. Chromebooks used in grades 3-6 are purchased by the students and set up by our IT administrator. A Technology Use Agreement is signed by the students and parents.

HOT LUNCH, SNACKS & DRINK CARDS

We send home a lunch menu each month for our Hot Lunch program. Lunch cards must be purchased in advance of use from the school office: 10 lunches for \$50 or 20 lunches for \$90. A note will be sent home when it is time to buy a new lunch card. A cup of soup is available for \$1.00 for students who have forgotten their lunch. Due to the number of students on campus, the school office microwave cannot be used to heat student lunches. You may drop off a sack lunch or lunch box in the school office. If you are bringing your student's lunch at lunchtime, please drop it off in the school office, not at the lunch benches or in the classroom.

Nutritious snacks may be sent in lunches for break time.

Drink cards may be purchased in advance of use from the school office: 10 drinks for \$7. Milk and chocolate milk are available at lunch time only. Bottled water is available throughout the day.

UNIFORM DRESS POLICY

Dress standards for students of a Christian school should reflect good taste. Please keep in mind that we need to be a **positive Christian witness** in the community and, at the same time, provide standards of dress and personal grooming which are not distracting to the educational process.

The following is our daily uniform dress policy:

- Pants, shorts, capris – Black, navy, or tan material without colored stitching. Students should not wear jean-type material nor should shorts be shorter than 4” above the knee.
- Skirts, skorts, jumpers – Girls may wear uniform-styled skirts, skorts, and jumpers in black, tan and navy, but they should not be shorter than 4” above the knee. Collared blouses or polo shirts are to be worn under jumpers.
- Girls may wear black, navy, tan, or white tights or leggings **under** their skirts, skorts, or jumpers.
- GSLS logo polo shirts or plain polo shirts with no emblems in black, white, or royal blue.
- Cardigan sweaters in white, tan, navy, or black.
- Good Shepherd sweatshirts or solid-colored sweatshirts in white, gray, navy, or black. If the day requires more than a sweatshirt, students may wear a winter jacket which must be taken off in the classroom.
- Jewelry must be non-distracting. Earrings are not acceptable for boys. No permanent or temporary body art (tattoos, glitter, etc.) or body piercing is allowed.
- **Students may wear any GSLS Spirit Shirts on Fridays only.**
- GSLS PE uniforms (grades 5-8) and athletic shoes must be worn during PE class.

Students may not:

- Wear sweatpants, mesh shorts or shirts, yoga pants or leggings as pants.
- Wear “skinny” or tight fitting jeans or pants.
- Wear excessive amounts of jewelry or makeup.
- Change their natural hair color during the school year.
- Have unusual styles of hair. Any barrettes or other hair attachments must be able to be removed when a student is asked to do so.
- Wear jewelry during P.E. class, except for posts or small hoop earrings.
- Wear hats and/or caps in classrooms or any indoor setting.
- Wear sandals and/or open-toed shoes for school due to safety reasons.
- Wear shoes with built-in wheels due to safety issues.

Dress code rules are relaxed on designated non-uniform school days and after hours school activities (such as P.T.L. events, school sports games, service projects, etc.) throughout the year as specified by the administration. Students should represent our school with a neat and tidy appearance. The following guidelines are for non-uniform school days and after-hours school activities:

- Students will wear clothing with a moderately loose fit, avoiding extremes of “baggy” (defined as more than 4” of material at the leg) or “skintight” clothing. Clothing should not have holes or be in need of repair.
- Clothing with inappropriate ads or slogans is not permitted.
- Shorts or any type of clothing (skirts, dresses, etc.) should be no more than 4” above the knee, including any slits. This standard applies to both genders.
- Students will wear tops which cover to the edge of the shoulder (sleeveless). The waist shall be covered at all times even when arms are raised over the head. *Necklines should be modest.*

All rules regarding hair, jewelry, and makeup still apply on non-uniform dress code days and after hour school activities.

Enforcement of Dress Code Policy

Kindergarten-4th Grade: A dress code note will go home and a phone call will be made to the parents explaining the violation. Repeated violations may result in other disciplinary action.

5th-8th Grades: Students will change into their P.E. clothes and a phone call will be made to the parents explaining the violation. Starting the Second Quarter of the school year, the third dress code violation will result in an after school detention.

Uniform Exchange Board

The Uniform Exchange Board is in the school office. Uniform cards may be filled out and posted on the board if you have items you wish to sell.

PARENT COOPERATION AND GRIEVANCES

A cooperative partnership between the parents and the school is beneficial to students and the school community. It is essential that parents cooperate with the school and support policies and procedures. **Parents who are unable or unwilling to cooperate or work with the school may be asked to withdraw their student(s) and/or may not be allowed to re-enroll their student(s).**

If parents are unhappy about a situation at school, they are asked to follow the procedure outlined below as directed in Matthew 18:15:

- 1. Speak to the teacher or staff member directly involved.**
- 2. If dissatisfied, speak to the principal.**
- 3. If still dissatisfied, meet with the teacher or staff member and the principal.**
- 4. Bring the matter in writing to the attention of the chairman of the School Board.**
The action of the School Board is final.

Please do not talk these situations over with other parents. By the time the information comes to our attention, a simple problem can become an irreparable situation.

REFERRAL POLICY

Parents of students may be referred to agencies or individuals for the purpose of diagnostic testing, remedial work, tutorial assistance, or psychotherapy. Referrals to outside agencies or individuals are initiated on the basis of observations made by teachers and discussions with parent(s).

When observations of students indicate that outside assistance is warranted, parent(s) will be notified and the situation will be discussed. A list of agencies or individuals will be given to the parent(s), along with the procedures required to make the necessary contacts. Most agencies have their own financial requirements which will be the parent's responsibility.

The school expects the parent(s) to follow through with the referrals given them or with an agency or individual of their own choosing. Within two to four weeks, the parents will be contacted by the school to determine the progress made. The school wishes to work with the agency or individual providing the service to facilitate the student's success while at school. However, the school may only discuss the student with the outside agency or individual if the parent(s) allows that to happen. It would require the parent(s) to sign documents provided by the agency or individual to allow the school to contact the agency or individual working with the student.

If the parent(s) chooses not to obtain assistance for the child, the school may dismiss the student so the student may be helped more fully at another educational institution.

HOMEWORK

Purpose

Good Shepherd Lutheran School believes that homework has a positive influence on learning and achievement. It is an integral part of, and has significance in, the educational experiences of our students. Homework is defined as the work that students complete independently outside of school. We believe that homework should be included in the computation of student grades and failure to complete homework may result in the lowering of a course grade. The following policy encompasses objectives, student responsibilities, and parent/guardian responsibilities.

Objectives

Homework assignments should address the following objectives:

1. Provide drill or practice on a concept or skill already taught
2. Provide real life application of material studied in class
3. Provide data gathering and integration of knowledge experiences
4. Help develop higher levels of thinking
5. Help the student meet an intermediate deadline on a larger project

At Good Shepherd Lutheran School, we emphasize that time for schoolwork at home needs to be considered a study time. A time should be set aside each evening for study. This routine should continue on all school nights even when no assignment has been given. Students can read a good book, go over the lessons of the day, or practice needed skills.

We strongly encourage children to finish homework in the morning if it gets too late at night. Students should pay attention to how long it takes them to finish work and plan accordingly.

Student Responsibilities

1. Students are expected to record their assignments. This task begins in the third grade.
2. Students are responsible for completion of homework.
3. Students should submit homework at a quality level. It should be:
 - a. Completed and handed in on time
 - b. Legible, neat, and accurate in form and content
 - c. Completed according to directions given by the teacher
4. Students must make up assignments when they are absent.
5. Students must communicate to the teacher any problems encountered with the homework.
6. Students are expected to have materials required for the completion of homework (textbooks, worksheets, workbooks, etc.).

Parent/Guardian Responsibilities

1. The parent/guardian is encouraged to provide an environment that is conducive to proper concentration.
2. The parent/guardian should assist, support, and monitor the student's homework without doing the work for the student.
3. The parent/guardian should notify the school of the reasons for missing homework only if there are extenuating circumstances.
4. The parent/guardian should request assigned work after the first day of absence.
5. The parent/guardian should request a teacher conference if the amount of time the student spends on homework appears to be excessive.

MISSING and LATE WORK POLICY

Incomplete and missing assignments are detrimental to the learning process. Policies on missing and late work for each grade level are as follows:

Kindergarten

Unfinished work will be sent home in the student's homework folder to be completed at home and brought back the next day.

- If work is not returned completed, the paper will be stamped 'LATE' and it will show on the report card under the *Timely Completion of Work* category.
- The student will stay in at recess to complete the unfinished work in class.

First & Second Grade

- During the week, unfinished work is placed in a folder in the classroom, and the student can work on it when he/she has free time.
- Work not yet completed by Friday will be sent home in a folder to be completed and brought back on Monday. If the work is not returned, the parent will be notified. Any incomplete work will show on the report card under the category of *Timely Completion of Work*.

Third & Fourth Grade

- Unfinished work sent home is to be brought back the next day.
- Any late work receives 10% off of the grade.
- Work will be sent home again in Friday envelopes if work is still unfinished. It will need to be turned in on the following Monday.
- If homework is not turned in, the student will stay in class during recess to complete unfinished work.
- If this involves a larger project, parents will be notified.
- Late work will be reflected on the report card under *Work Habits*.

Fifth Grade

- 1st, 2nd & 3rd Quarters: Progress Reports are given every Friday. Any missing assignments will be due one week after the Progress Report is given. If not turned in, assignments will become a zero.
- 4th Quarter: Students will have until Tuesday to turn in missing assignments.

Sixth Grade

- 1st & 2nd Quarters: Progress Reports are given on Friday. Any missing assignments will be due one week after the Progress Report is given. If not turned in, assignments will become a zero.
- 3rd Quarter: Students will have until Tuesday to turn in missing assignments.
- 4th Quarter: All late assignments become zero.

ACADEMIC HONOR ROLL

This honor roll is for students in grades 4 - 6 that have achieved an average of **B** or higher with no D's or F's and have received **NO** unsatisfactory marks (**N**) in work habits and citizenship in any class including electives. This honor roll exemplifies the best students GSLS has regarding academics and effort. (A point system, not the GPA, is used to determine students with a B or higher academic rating for the Academic Honor Roll.) Awards are given at the end of the first semester and the 3rd quarter.

PARENT/TEACHER CONFERENCES

At the end of the first quarter, a time request form will be emailed to each family so they may select a preferred conference time. The conference time chosen for the first quarter will be used for the second and third quarters. Any changes to your conference time must be scheduled through the office.

Report cards will be sent home at the parent teacher conferences. Fourth quarter report cards will be mailed home.

CLASSROOM GUIDELINES

1. All students are to come prepared to every class with the required books and materials.
2. Students are to be in the classroom and seated when the tardy bell rings.
3. No one is permitted to leave the classroom after the class begins without teacher permission.
4. Students are to raise their hands when they wish to speak.
5. Unless otherwise directed by the teacher, students are to remain seated during the class.
6. Any writing on, carving on, or abuse of desks in any way may result in the student being charged for a new desk. Desks should not be moved without teacher permission.
7. When absent from a class due to illness, sports, or other classes, the student must check with the teacher, or the school's website, for the assignments missed. (Web address – <http://www.gsls-simi.com>)
8. Desks have compartments for additional books. Compartments should be checked before leaving class. *Backpacks & book bags are not permitted in the 5th and 6th grade classroom.*

CHAPEL

Every Wednesday, except the first and last days of school and Ash Wednesday, a chapel service is held at 8:30am in place of the religion lesson for the day. These services are led by guest speakers, teachers, youth directors, pastors, or ministers from other churches. Parents are always welcome to join us, but we ask that you please not sit with your student(s), but sit in the back of the church instead.

VISITORS

Good Shepherd Lutheran School practices a closed campus policy. Please do not try to hold a conference with the teacher while they are preparing for class in the morning. Make an appointment to confer with the teacher after school. Non-students cannot visit during school hours.

FIELD TRIPS

Day field trips are taken occasionally and announced in advance. **Signed permission slips are required** for students to participate. **Without this permission, students will remain behind** in a classroom on campus. Telephoned approvals are not an acceptable alternative; however, you may fax 805-526-4857 or e-mail admin@gsls-simi.com a signed copy of your permission slip to the office. **Signed permission slips and fees MUST be turned in on the day indicated on the slip.**

Admission fees, if any, transportation fees for longer trips, and other costs are collected from each child in advance. Since such trips are a part of our planned curriculum, **attendance is expected** of all students.

OVERNIGHT TRIPS

Overnight trips are taken by grades 4-8. These trips range in length from an overnight stay up to an entire week. These trips are an important part of the curriculum for each grade; therefore, we encourage your child's participation. Any special problems (financial or otherwise) need to be discussed with the office and the homeroom teacher.

Many of these field trips require a **non-refundable deposit** from each family in advance of the trip. Some of these trips have a "minimum number of students" requirement. Therefore, it is important that each student attend to meet the minimum number required and to keep the trip cost effective.

GUM CHEWING

Due to the damage it causes to school property, **gum is not allowed** on the school grounds **at any time** or at any school function even if held at a different location. Students may receive a detention if they continue to chew gum at school after receiving warnings.

ATHLETIC FEES

When a student registers to play a sport, they will be charged an athletic fee not to exceed \$150. This fee covers the cost of athletic uniforms, league fees, and officials for the games.

EXTRA-CURRICULAR ACTIVITIES

It is our intention at Good Shepherd Lutheran School to provide the best possible education within our means. We believe that academic growth supersedes all extra-curricular activities. We expect the very best from each of our students as they pursue academic excellence with their God-given talents. Therefore, in order for a student to be eligible for extra-curricular activities, he/she must maintain a C- (1.67) average in his/her core subjects (excluding electives). Students receiving a grade of "F" in any core subject (excluding electives) would become ineligible for any extra-curricular activities for a minimum of three weeks. Athletes may only participate in a sport as long as they maintain a C- (1.67) average or higher.

SPECTATORS

We encourage our GSLS families to support our teams at athletic events. Children must remain with their parents at all times. **Students that leave campus after school may not return for an event unless accompanied by a parent or other responsible adult and must stay with the adult.**

BIRTHDAY CELEBRATIONS

Lunch or regularly scheduled classroom breaks are the times when birthday snacks are best shared. **Schedule** this with your teacher **in advance** of the day. Birthday parties are not scheduled for school time. **Distribution of birthday party invitations will be allowed on school grounds only if the entire class or all of one gender are invited.**

BEHAVIOR POLICIES AND PROCEDURES

Since Good Shepherd Lutheran School is a Christian day school, our aim is to seek and maintain discipline according to the principles of Scripture. **We do not believe that human beings have been created by God to be hurt verbally or physically.** *“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:13*

Objective

The objective of these policies is to structure our lives and those of our students in a pattern established in God’s Word. This reveals itself in three ways:

- Establishing attitudes, words, and actions that give glory to God.
- Displaying Christ-like love toward one another.
- Fostering responsibility for one’s own behavior.

The acceptance and execution of all disciplinary policies are the responsibility of every faculty member, student, administrator, and staff person at Good Shepherd Lutheran School.

Dealing with Behavioral Issues

Teacher/Student

The issue is dealt with in class or on campus. A detention may be assigned and it will need to be served. No further action is required if the negative behavior is terminated.

Teacher/Student/ Parent

An email will be sent home or a call to the home will be made to inform the parent(s) of a problem. A detention may be assigned, and it will need to be served. When speaking with the parent(s), behavioral expectations will be discussed and an agreement will be reached to determine how the problem will be addressed if it continues. No further action is required if the negative behavior is terminated.

Principal/Teacher/Student/Parent

Persistent problems will involve the principal. When this occurs the parent(s) will be contacted to determine a meeting time when all parties will be present. As a result of the meeting: 1) another detention may be assigned, and it will need to be served, 2) a behavioral contract may be established involving all the parties, 3) social probation may be given if deemed necessary, 4) S.W.A.P. may be given if necessary, 5) a student may be suspended from school, not to exceed three days, or 6) the student could be expelled with GSLS School Board approval.

Situations may arise when a teacher feels it necessary to discipline a student more strictly when a serious offense has been committed. In those instances, and in addition to contacting the parent(s), a teacher may assign lunch probation, issue a detention, arrange a conference with the parent(s), or recommend to the principal social probation or suspension for the student. The principal will need to give approval for social probation and suspension. Parents will be notified as quickly as possible when their child is creating problems. However, reporting on a daily basis for all students is highly impractical and unrealistic.

Detention may be assigned when a teacher deems it necessary to go beyond counseling with a student about a specific behavior. Each detention will last a minimum of **one hour**. Only one detention may be served per week. If a detention is not served, a second detention will be issued. **If a student accumulates FIVE detentions, a one-day suspension from school will result.** In addition, the student and parent(s) will meet with the principal before the student will be permitted to return to classes. **If for any reason a detention is earned after the one-day suspension, the matter may be taken to the School Board of Good Shepherd Lutheran School for consideration of possible expulsion.** When matters have become this serious, it is permissible for the parent(s) and/or student to make a statement to the School Board in their defense before a decision is rendered. **Detention supersedes all extra-curricular activities.** **(Detentions do not begin at zero at the start of each new quarter. They accumulate throughout the school year.)**

Guidelines for Detention:

- The student must be in the room at 3:15 p.m.
- The student is to comply with the teacher's instructions.
- The student is to complete the detention assignment.
- The student is to be picked up at 4:15 p.m. or will be sent to SAC.

The teacher in charge of detention may assign an additional detention if these guidelines are not followed. Detention notices will be sent home with the student receiving the detention. The notice is to be signed by a parent/guardian and returned to school the following day.

Contracts are used to help the student change behavior patterns. The behavior(s) creating problems is outlined in the contract. The student will be given examples showing how the behavior(s) is problematic. The student will be given expectations required of him/her to alter the behavior. In addition, the student will be given opportunities to consult with the teacher/principal to see if the behavior is improving. The contract will outline positive and negative consequences that will result from attempts to change the behavior. Copies of the contract will be signed by all parties involved and all parties will receive a copy.

Academic Probation: A student will be placed on Academic Probation if he/she has the following:

- Any F grades
- A GPA of D+ (1.66) or lower
- Two or more U's in effort

Should a student be placed on Academic Probation, there will be a three-week probation period during which the student may not participate in or attend any of the social and athletic activities of the school. At the end of this three-week period, grades and effort will be re-evaluated and the student may be removed from probation and return to participation. When grades are re-evaluated and the student is not removed from probation, the student will be placed on a two-week probation period restricting them from social and athletic activities. This two-week probation will repeat until the student is taken off of Academic Probation.

Suggestions for helping those on Academic Probation will include:

- Tutoring
- Completion of all assignments
- Extended use of an assignment agenda
- Weekly grade checks signed and returned by parents
- Counseling
- Specific testing for psychological, emotional, or learning problems

Social Probation: A student will be placed on Social Probation if he/she receives two or more U's in behavior on the report card. There will be a three-week probation period during which the student may not participate in or attend any of the social and athletic activities of the school. At the end of this three-week period, the behavior of the student will be re-evaluated and the student may be removed from probation and return to participation. When the behavior is re-evaluated and the student is not removed from probation, the student will be placed on a two-week probation period restricting them from social and athletic activities. This two-week probation will repeat until the student is taken off of Social Probation.

Suspension means the student may not attend classes or after school activities for the number of days suspended. This may be from one to three school days. The location of the suspension (home or school) will be at the discretion of the parent(s) & teacher(s) involved and the principal.

S.W.A.P. means Saturday Work Adjustment Program. A student who has received SWAP will meet with a teacher or the principal on a pre-determined Saturday morning for three hours to do physical work at the school. Work may include painting, yard work, sweeping areas, general clean-up, etc. A student receiving SWAP should dress accordingly and bring work gloves and a hat to wear. The first offense of SWAP requires a payment of \$25, the second offense is \$35, and all remaining offenses are \$50. All payments are given directly to the staff member who supervises the work.

Counseling for a student may be required if deemed appropriate for the infraction committed. In extreme cases, legal authorities will also be contacted in addition to the parents.

The following behaviors are unacceptable at Good Shepherd Lutheran School:

- Fighting or bullying
- Theft
- Possession or use of tobacco, alcohol, narcotics, or weapons of any kind
- Cheating
- Swearing or vulgar language – spoken or written
- Cutting classes or a continued disregard of the tardy policy
- Selling of items for personal profit
- Disrespect for teachers, teacher belongings, school employees, church and school property, neighbors, or their property
- Disrespect for other students or student belongings (keep hands, feet, and objects to oneself)
- Public displays of affection

Any of the preceding behaviors may result in detention, social probation, suspension, or required counseling until the facts of the incident are clearly known, or the problem has been rectified. **The severest discipline which may be incurred would be expulsion.** In addition, when a student chooses to leave or is expelled from Good Shepherd Lutheran School, he or she is no longer allowed to attend events sponsored by the school, i.e., athletic events, classes and/or school field trips, social events, etc.

In all matters of student discipline not specifically governed by these guidelines, the School Board, principal, or staff (with the principal's approval) has the authority to establish alternate methods for dealing with such incidents. **It is also understood that in instances of damage to property of the school, teacher belongings, other students' possessions, or neighboring property, the student(s) responsible will be held financially liable.**

SEXUAL HARASSMENT

California law requires schools to have a sexual harassment policy. Copies of the complete sexual harassment policy of Good Shepherd Lutheran School, directed to personnel, are available in the school office. Printed below is a summary of the major points of our policy as it pertains to students:

- Sexual harassment of or by any student at Good Shepherd Lutheran School shall not be tolerated and may result in disciplinary and/or legal action, including possible termination, expulsion or the notification of legal authorities.
- Sexual harassment has the purpose or effect of having a negative impact on an individual's performance or of creating an intimidating, hostile, or offensive environment and includes, but is not limited to:
 - Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
 - Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
 - Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
 - Threats and demands to submit to sexual demands
 - Retaliation for reporting a violation or participating in an investigation.
- California law requires that teachers discuss this policy with their students at the beginning of the school year in age appropriate ways and assure them that they need not endure any form of sexual harassment.
- Anyone at Good Shepherd Lutheran School who is subject to or witnesses sexual harassment should immediately report such conduct to a teacher, the office staff, or the Principal. Complaints of sexual harassment shall be promptly investigated in a way that ensures the privacy of all parties concerned. In no case shall a student or employee be required to resolve the complaint directly with the offending person.
- If a situation involving accusations of sexual harassment is not promptly remedied by the person to whom it is reported, a complaint of harassment can be filed with the Good Shepherd Lutheran School Board.

SUBSTANCE ABUSE

Any student who has, sells, or gives away alcohol, tobacco, marijuana, drugs, or similar substances will be suspended from school, placed on probation, and required to obtain counseling. Dependent on the circumstances, expulsion and/or referral to the appropriate legal authorities may also occur. If incidents of substance abuse occur, a Faculty Review committee consisting of the principal and two or more teachers will review all findings and reach a decision on student status.

WEAPONS

Guns, knives, and matches are prohibited. Such items will be confiscated and turned over to the principal, and parents will be notified immediately. **Disciplinary action may result in immediate suspension or expulsion.** If necessary, the legal authorities will be notified.