Parent Handbook

2026-2027

Good Shepherd Lutheran School

Preparing His lambs… sharing His grace.

1611 E. Main St.
Watertown, WI 53094
(920)261-2579

This handbook is subject to change without notice by the Good Shepherd Lutheran Board of Day School Education.
No handbook published by Good Shepherd Lutheran School serves to contractually bind us in any way.
Please call the school office with any questions.

Table of Contents

Absence	p 9	Locked Doors	p. 10
Academic Standards	p. 15&27	Lost and Found	p. 18
Administration	p. 5	Lunch and Breakfast Fees	p. 14
Admission/ Denial	p. 6	Lutheran School System	p. 4
Alternative Lifestyles Policy	p. 12	Medicine	p. 19
Asbestos Annual Notice	p.10	Milk	p. 14
Athletic Eligibility Policy	p. 23	Mission of Good Shepherd Lutheran School	p. 4
Attendance Policy	p. 9	No Smoking Policy	p. 17
Board of Day School Education	p. 5	Non-Discrimination Policy	p. 5&26
Bullying/Non-Harassment	p. 10&27	Non-Refundable Tuition Deposit & Fees	p. 6
Bus Transportation	p. 17	Non-Sufficient Funds (NSF)	p. 7
Cell Phone Policy	p. 18	Not for Profit Status	p. 26
Chapel	p. 13	Notification of Parents	p. 20
Child Care Fees and Hours	p. 8	Parent-Teacher League	p. 20
Church Attendance	p. 13	Piercing Policy	p.15
Class Parties	p. 17	Personal Electronic Device Policy	p.18
Code of Conduct	p. 6	Personal Identification Information of Students (PII)	p. 16
Communicable Diseases	p. 20	Philosophy	p. 4
Confidentiality of Records	p. 16	Physical Education	p. 13
Confirmation	p. 13	Physicals	p. 20
Credit/Debt Card Payments	p. 8	Pick-Up and Return During Class Time	p. 10
Criteria for Granting a High School Diploma	p. 29	Pledges and Commitments of GSLS	p.3
Curriculum	p.15	Probationary Policy	p. 6
Custodial/ Non-custodial Parents	p.20	Progress Reports/ Report Cards	p. 15
Daycare & Preschool Requirements	p. 5	Promotion Standards	p.15&27
Denial of WPCP Enrollment Appeals Process	p. 27	Purpose of Good Shepherd Lutheran School	p. 4
Discipline	p. 10	Recess	p. 14
Dress Code	p. 14	Re-enrollment	p. 6
Drop-Off and Pick-Up	p. 9	Re-registration & Fees	p. 7
Drugs, Alcohol, Tobacco, Fire Starting, Devices & Weapons	p. 17	Refund of Tuition/Non-refundable Fee	p. 8
Electronic Transfer of Funds Policy	p. 29	Safety	p. 9
Emergency Weather Closings	p. 18	Screenings	p.20
Enrollment Policy	p. 6	School Records Access	p.16
Entrance Requirements	p. 5	School Newsletter	p. 17
Epinephrine Administration Policy	p. 19	School Schedule	p. 8
Excessive Absences	p. 9	School Spirit	p. 14
Extra Curricular Activities	p. 13	Sexuality Policy	p. 6
Extra Set of Clothes	p. 18	Social Media Policy	p.11
Faculty	p. 5	Snacks	p. 17
Faith and Conduct Matters	p. 5	Suspension/ Expulsion Policy	p.12&28
Field Trips	p. 17	Suspension/ Expulsion Policy Appeals	p.12&29
Financial Assistance	p. 8	Tardy Policy	p. 9
Fire & Tornado Drill	p. 18	Tattoo Policy	p.15
Fundraising Opportunities: Scrip	p. 21	Technology Usage Code of Conduct	p. 16
Gender Policy	p.6	Thrivent Matching Funds	p. 21
Good Shepherd Band Program	p. 13	Transfer of Credits	p. 7&27
Good Shepherd Choir Program	p. 13	Tuition	p. 7
Grade Scale	p. 15	USDA Nondiscrimination Statement	p. 26
Health Policy	p. 20	Use of Telephone	p. 18
Homework	p. 15	Virtual Students-Attendance Policy	p 21-22
Hot Lunch	p. 14	Vision Statement	p. 4
		Visitor Policies	p. 7&26
Hours of Instruction	p. 13	Volunteer Policy	p.20
Immunizations	p. 19	Walking or Biking to School	p. 10
Incurred Expenses Policy	p. 29	Welcome	p. 4
Insurance	p. 21	Wellness Policy	p. 22
Internet Guidelines	p. 16	World Language	p. 13
Ladder of Communication/ Grievance Procedure	p. 12		
Late Fees	p. 7	APPENDIX A- Wisconsin Parent Choice Program Policies	p. 26
Leaving School Grounds	p. 10		
Library	p. 14	APPENDIX B- Statement of Belief	p. 30

Pledges and Commitments of Good Shepherd Lutheran School

AS TEACHERS and STAFF: We pledge and commit ourselves to the following:
I will…

- Provide a quality, Christ-centered education.
- Pray for your child and family
- Foster a positive, Christian, safe, and caring learning environment
- Promote higher-level thinking skills by implementing a rigorous and engaging curriculum
- Treat you and your child with dignity and respect
- Intervene and correct your child's behavior when it is not suitable and appropriate in a Christian school
- Communicate with you about your child's academic progress on a regular basis and when we need your assistance to help your child
- Return your calls and emails as soon as possible when you have a question or concern
- Protect the confidentiality of your child and your family and discourage any conversation, especially gossip, which is detrimental to our mission as a faith community
- Build a faith community in the classroom and surround your child with prayer and devotional events daily
- Model Christian virtues, especially faith, hope, love, humility, honesty, respect, mercy, kindness, patience, and forgiveness
- Teach and encourage your child to be morally responsible for his/her decisions and actions
- Correct your child's tests, homework, and other assignments in a timely and thorough fashion
- Keep confidential any information about your child that should not be released without your permission

AS PARENTS: We pledge and commit ourselves to the following:
I will…

- Treat everyone associated with the school (students, parents, volunteers, etc…) with dignity and respect
- Make sure that my child understands expectations of the school
- Promptly bring any concerns that I have to my child's teachers' attention
- Support the decisions that my child's teachers make and withhold judgment on any unusual or confusing information until I have had an opportunity to speak directly with my child's teachers.
- Protect the reputation of the school and the teachers and discourage any conversation, especially gossip, which is detrimental to our mission as a faith community
- Ensure that my child attends school on time every day
- Provide adequate sleep and necessary care for my child
- Encourage my child to always complete his/her assignment on time
- Continually foster in my child high expectations for academic performance and moral behavior
- Continually tell my child that I expect him/her to follow the school and classroom rules
- Model Christian virtues, especially faith, hope, love, humility, honesty, respect, mercy, kindness, patience, and forgiveness at all school functions
- Attend as many school events as possible and all scheduled parent/teacher conferences
- Stress that my child be honest with me and with his/her teachers and that he/she takes responsibility for his/her decisions and actions
- Solve school problems and conflicts in a peaceful, confidential and responsible manner
- Pray for my child and his/her teachers

AS STUDENTS: We pledge and commit ourselves to the following:
I will…

- Treat my parents and all adults with dignity and respect
- Strive to do my best to achieve the expectations set for me and participate in school assigned activities
- Follow the school and classroom rules willingly, promptly and without argument
- Accept correction for my behavior
- Communicate with my parents and teachers about my academic progress and ask for assistance when necessary
- Make every effort to contribute to a positive, Christian, safe, and caring learning environment
- Help to build a faith community in my classroom by striving to see Jesus in my classmates and all members of the school community
- Avoid any conversations or written communications that are derogatory of others or of the school, particularly in public places such as social media sites
- Participate reverently in prayer, devotions, and chapel
- Strive to practice the Christian virtues, especially faith, hope, love, humility, honesty, respect, mercy, kindness, patience, and forgiveness
- Be morally responsible for my decisions and actions

Welcome from Pastor David Groth

Welcome to Good Shepherd Lutheran School! I like to think of this school in terms of a potter working with clay. When the clay is wet, it's supple and pliable, much easier to work with than clay that is dry and crumbly. A Lutheran school gives the Lord every opportunity to shape our children while the clay is wet. In the words of Isaiah, *"Yet, 0 Lord, you* are *our Father.* We *are the clay, you are the potter;* we *are all the* work *of your hand"* (Is. 64:8).

Good Shepherd Lutheran School, then, is not a private school. First and foremost, it is a *Christian* school. Without apology, Christ is central to our entire curriculum. We believe that is our greatest strength. When everything else is for our children (their country, their bodies, and the expectations we place on them) when everything else is shifting and being altered, I can think of no greater gift we can give them than to know God's love for them is steady and constant. When they set out into a world that knows few limits and isn't sure anymore about what is right and what is wrong, I can think of no greater skill to have than a sense of discernment. Discernment comes from knowing what you believe and why. To give your children these gifts (on top of an outstanding education) is our goal at Good Shepherd Lutheran School.
Pastor Groth

Mission of Good Shepherd Lutheran School

Preparing His lambs… sharing His grace.

Purpose of Good Shepherd Lutheran School

Good Shepherd Lutheran School exists to assist parents of Good Shepherd and the community with the God-given responsibility of providing children with a Christ-centered education (II Tim. 3:14-17).

Vision Statement

Reaching out to the community near and far through innovative and exciting ministries, Good Shepherd Lutheran School will work to be the Christian school of choice. We will provide a Christ centered education in a vigorously academic, technologically progressive, family-oriented school and church.

Philosophy

We believe that children are part of the Body of Christ and need to be nurtured so that their whole being will develop to worship and glorify God while serving as a member of His Body. The responsibility for this nurturing is primarily that of the parents. But, as members of God's family we are called to minister to His children.

Christian education at Good Shepherd Lutheran School is a joint effort on the part of the students, parents, teachers, and the congregation toward growth in Christian discipleship and stewardship.

Christian education at Good Shepherd Lutheran School will show love and guidance in the discipline provided in the total learning environment.

Good Shepherd Lutheran School endeavors to:

- encompass these six essential elements: Worship, Witness, Nurture, Fellowship, Service and Stewardship
- praise and give all glory to God
- bring children and parents to Jesus Christ, their Lord and Savior by promoting regular church and Sunday School attendance, Bible study, and personal and family devotions

The Lutheran School System

Good Shepherd Lutheran School is one of a system of some 2,500 schools operated by the congregations of the Lutheran Church - Missouri Synod in the United States and Canada. These schools are staffed with over 9,000 teachers, with many having been prepared as teaching professionals in the university system operated by the Lutheran Church - Missouri Synod. (See our "Statement of Belief" in Appendix B for more details.)

Board of Day School Education

The Board of Day School Education oversees the Day Care, Preschool, and Day School ministries of Good Shepherd Lutheran Church and School. The Board is responsible for providing policy and vision in these areas of ministry.

Administration

The Voters' Assembly of Good Shepherd Lutheran Church retains the final authority for the operation of the school. The Voters' Assembly, through the Board for Day School Education (BDSE), supervises and directs the program of the school. The school principal reports to the BDSE concerning school matters, makes recommendations regarding policy, and is responsible for carrying out the policies of the board.

Regular meetings of BDSE ordinarily are open meetings. School parents and all members of the congregation are welcome to attend. The dates of the meetings are published in the congregation's monthly newsletter and Sunday bulletins. Parents wishing to address the Board on a particular subject must contact the principal one week prior to the date of the meeting to be placed on the Board's agenda.

Policies governing the school, as adopted by the BDSE, along with minutes of regular meetings are on file in the church office and are available for review in the office. Please make your request to the principal.

Faculty

Good Shepherd's faculty provides an atmosphere in which individualized attention is the accepted standard. Each teacher holds a bachelor's degree or higher from an accredited college or university, is certified or certifiable and encouraged to further his/her education by pursuing an advanced degree or additional course work.

Faith and Conduct Matters

In the school, final authority concerning faith is determined by the senior pastor. Conduct matters are determined by the principal and Board of Day School Education.

Non-Discriminatory Policy

Good Shepherd Lutheran School offers a Christian education which is in harmony with the doctrinal and confessional standards of GSLC as set forth in the constitution and by-laws of the congregation. GSLS admits students of any race, color, gender, national or 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, gender, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Entrance Requirements

Kindergarten

Children entering Kindergarten must be five years of age by September 1, and have had a physical examination.

Transfers to the Day School

Students transferring into grades 1-8 must meet the enrollment regulations.

Daycare & Preschool Requirements

1. Daycare - Children must be at least 2 ½ years old and toilet trained. Children 2 ½ years of age through age 12 can use this ministry.
2. Preschool
    a) All preschool students must be toilet trained.
    b) To be enrolled into the 3 year old class, a child must be 3 years old by September 1.
    c) To be enrolled into the 4 year old class, a child must be 4 years old by September 1.

Non-Refundable Tuition Deposit & Fees

Preschool, Kindergarten or Elementary Grades

a) It is necessary to complete a registration form and pay the Non-Refundable Tuition Deposit annually.

b) Registration for Preschool, Kindergarten, or an Elementary Grade is not valid until the Non-Refundable Tuition Deposit has been paid. (Policy does not apply to Wisconsin Parent Choice Program students.)



Enrollment Policy

Parents of prospective students will meet with the principal to discuss enrollment. Parents/guardian of all new students to grades K-8 must complete an application for enrollment, provide a copy of his/her birth certificate, updated immunization record, and all student records from previous schools. Also, a completed Child Health Report must be submitted and the required Non-Refundable Tuition Deposit paid for enrollment to be completed. Assessment testing may also be required.

Wisconsin Parent Choice Program students are eligible for enrollment if they meet the income, residency, prior enrollment, and any applicable age requirements as outlined by the state of WI. They are exempt from all other enrollment requirements.

Re-enrollment

Re-enrollment at GSLS will not be considered to be complete until all fees for the current school year are paid in full including: registration fees; tuition fees; before and after school care fees; lunch fees; damaged or destroyed educational materials and equipment; band fees; athletic fees; and lost or overdue library fees. This policy applies to re-enrollment for concurrent and non-current school years. (Policy does not apply to Wisconsin Parent Choice Program students.)

Admission/Denial

The principal, in consultation with the teacher(s) and parent(s) has the authority to deny admission in Good Shepherd Lutheran School to students who have educational and/or emotional needs that cannot be met by the staff of Good Shepherd Lutheran. This will be done in the best interest of the student and applies to members of Good Shepherd Lutheran School as well as nonmembers. (Policy does not apply to Wisconsin Parent Choice Program students.)

Gender Policy

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's sex (male or female) means an individual's immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth.

Sexuality Policy

We believe that the term marriage has only one meaning: the uniting of one male and one female in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a male and a female who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a male and a female. We believe that any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

Probationary Policy

Good Shepherd Lutheran School reserves the right to reconsider the application/admission of any student. Normally, every effort is made to do this during his/her first 45 days of attendance. If Good Shepherd Lutheran School is not able to meet the needs of the student (for whatever reason), a meeting will be scheduled with the parents, teacher(s), administration, and a school board representative. If a school change is deemed necessary, the principal will work with the family. Tuition will be prorated accordingly.

Code of Conduct

The school has the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion.

Visitor Policies

Parents/Guardians are always welcome to visit the school. Parents/Guardians may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents/Guardians must also check in at the front office to sign the visitor's log before proceeding to the classroom.

Parents/Guardians may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. When parents/guardians are denied the opportunity to observe a class they may appeal to the Board of Day School Education.

Any children visiting the school for class projects must have prior approval of the principal. Students are not allowed to bring other children to school without permission from the principal. No one under the age of 18 is allowed in the building without prior permission of the principal.

Tuition

1. Tuition fees are charged in addition to a Non-Refundable Tuition Deposit.
2. Tuition assistance is available for members of Good Shepherd Lutheran Church as well as non-members. Check with the school office for forms and details.
3. The Board of Day School Education offers free tuition to all new families in K-8 for the first year. (This excludes the non-refundable tuition deposit.)
4. Tuition may be paid annually or monthly.
5. The Board of Day School Education offers a 5% discount on all tuition in K-8 that is paid in full by September 1st.
6. Families choosing to pay in monthly installments are required to participate in the Automatic Bank Withdrawal program. The tuition payments will begin in September and end by Aug. 31st.

(Policy does not apply to Wisconsin Parent Choice Program students.)

Re-registration & Fees

Parents and guardians are asked to pay $100 for one child or $150 per family towards the non-refundable tuition deposit before the school year begins. They are allowed to roll the remaining balance of these fees into the monthly tuition payments. (Policy does not apply to Wisconsin Parent Choice Program students.)

Transfer Credit Policy

The school will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with the school academic standards as adopted under 118.30(1g)(a) . Consideration will also be given to private and home school credits that that are not in accordance with 118.30(1g)(a) . All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Late Fees

Any tuition accounts which are over four (4) months overdue (when arrangements for payment have not been made with the Administrator) will be charged an additional $50 at the time when the final payment is made. (Policy does not apply to Wisconsin Parent Choice Program students.)

Non-sufficient Fund (NSF) Payment

If any form of payment is returned to Good Shepherd Lutheran School for NSF the parent or guardian will be assessed $20 or the actual bank fee, whichever is higher, which will be added to the family's record of account.
(Policy does not apply to Wisconsin Parent Choice Program students.)

Credit/Debit Card Payments
Credit/debit card payments will only be accepted for outstanding balances from previous school years. They will not be accepted for current fees. A service charge of $50 will be added to all credit/debit card transactions.
(Policy does not apply to Wisconsin Parent Choice Program students.)

Financial Assistance
Financial assistance may be available for families who do not qualify for the Wisconsin Parent Choice Program (WPCP). Funds are distributed based on availability and on the calculated needs of the families applying for assistance. The application deadline for returning families is April 30 each year. Please contact the principal if there are extenuating circumstances preventing compliance with the deadline. Applications received after the deadline will be assessed a late fee of $100 that will be added to the next year's tuition. (Fee does not apply to WPCP students.)

Refund of Tuition
In case of withdrawal prior to the start of school, the school will refund the total tuition amount paid. In the event of withdrawal during the school year, all tuition fees collected for future months will be refunded. When a child is withdrawn during any month, full tuition payment for that month is required. No refund will be given for months attended.

Return of Non-Refundable Tuition Fee
Requests for the return of the non-refundable tuition fee will be honored for the upcoming year only when the request is received prior to May 1, if a family requests fees after relocating more than 25 miles from GSLS, or when there are special circumstances at the discretion of the Administrator.

Child Care Fees
- Child care rates apply only when a child is in day care. Hours are totaled on a daily basis.
- Parents will be billed by the center for day care usage.
- Each child is allowed to be absent 3 personal days each month (based on the schedule agreement form completed by the parent) without being charged. The child care staff must be notified the child will not be attending that day in order to be a personal day. If the child care staff is not notified in advance, the scheduled hours will be billed. If a parent has called in three personal days during a given month and needs to request additional ones, the child will be charged at half price.
- An additional child care fee is assessed after 6:00 pm.
- Child care withdrawal requires a 2-week notice. If children are withdrawn from child care with less than 2 weeks notice, parents will be responsible for the payment of fees for the balance of the two-week notification period. Parents are responsible for keeping their own tax record for child care.

Child Care Hours
1. Child Care
    a) The child care center is open Monday through Friday, 6:00 a.m. to 6:00 p.m. year round, but is closed on these holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving and the day following, Christmas Eve Day, Christmas Day, and New Years Day.
    b) Child care is generally open on snow days. Please call the child care center at 261-0242 on snow days prior to coming.
2. Preschool
    a) Morning session is 8:00 am to 11:00 am.
    b) Afternoon session is 12:00 pm to 3:00 pm.
3. Kindergarten and Elementary Grade hours are 8:00 am to 3:00 pm.

School Schedule
School calendars are available from the school office. Good Shepherd Lutheran School makes every effort to coordinate the calendar with the Watertown Public School District.

Attendance Policy
Students must participate in learning activities on each school day to be marked present for attendance.

Drop-Off and Pick-Up
All children are to be dropped off and picked up using the lower parking lot. The children shall enter and exit through the door leading to the parking lot.

1. **Child Care**
   a) Every child must be signed in and signed out each day by a parent or guardian.
   b) Children must be brought into the building and picked up in the building by an adult.
   c) We will not dismiss a child to anyone other than a parent or an authorized adult.

   Preschool
   a) Preschool children must be supervised by an adult when entering the building no earlier than 15 minutes before class.
   b) An adult must pick up preschool children 10 minutes after class.
   c) We will not dismiss a preschool child to anyone other than a parent or an authorized adult.
   d) If there are special circumstances on any given day where prompt pickup is not possible, please let the preschool teacher know.

2. **Kindergarten and Elementary Grades**
   a) Kindergarten and Elementary Grade students may enter the school building from the lower level parking lot beginning at 7:45 am. If they enter the school before 7:45 am, they must be accompanied by an adult at all times or checked into daycare.
   b) Even though the lockers for Grade K- 4 are located in their first floor hallway, for safety and traffic flow purposes, drop off and/or parking at the church entrance is not permitted.
   c) Kindergarten and Elementary Grade children are to be in class by 8:00 am.
   d) Kindergarten and Elementary Grade children will be released in the downstairs parking lot beginning at 3:00 pm. Staff watches for their ride before releasing them in order to make sure all children leave the school premises safely.
   e) Kindergarten and Elementary Grade children not picked up by 3:15 p.m. will be signed into daycare.
   f) The school must receive WRITTEN authorization from a parent to allow a Kindergarten or Elementary Grade student to go with someone other than their parent or previously authorized adult.

Tardy Policy
Kindergarten and Elementary Grade classroom doors are closed at 8:00 a.m. Any child arriving after the classroom doors have been closed must report to the school office for a tardy slip before being admitted into the classroom. Each time a K-8 student accumulates 5 unexcused tardy slips, the Principal will communicate with that child's parents.

Absence
It is a policy of the school that parents or guardians contact the school office between 7:45 and 8:15 am on every day when their child is absent from school due to illness. Parents are also asked to share information about the reason for the absence.

Excessive Absences
When a student has accumulated ten (10) or more absences at any time of the school year, the parents or guardians will be notified that the absences are excessive and that the student is in danger of repeating the grade and/or attending summer school classes. Should the number of absences continue and reach a total of fourteen (14) absences, local truancy officials may be notified.

Safety
Parents are asked to drive slowly in the parking lots. Remember that children are present. Use caution and observe all stop signs, slow signs, barriers, and parking requirements.

Asbestos Annual Notification

Good Shepherd Lutheran School has been inspected for asbestos-containing building materials by a State Certified Asbestos Inspector. A written management plan including the inspection report has been submitted to the State of Wisconsin Division of Heath Services and reviewed for compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective December 1987.

The management plan describing the locations and conditions of known and assumed asbestos-containing building materials is available at the school administrative office for anyone to review. Please contact our asbestos designated person, Amy Gromowski, at 920/261-2579 for assistance. If anyone requests a copy of the report, we will need the request in writing and a fee for the labor and duplication.

No response actions were performed during the past year.

The inspection which must be conducted by a State Certified Asbestos Inspector will be completed every three years.

Walking or Biking to School

Students must notify their teacher when they have ridden their bike or walked to school. For safety reasons, a teacher will walk the student to the edge of school property at the end of the day.

Locked Doors

For the safety of our students and staff, most outside doors are locked 15 minutes after school begins. The exterior door to the church office upstairs will remain accessible.

Pick-Up and Return During Class Time

For Kindergarten and Elementary Grades only

If you pick up your child during regularly scheduled class time (for a doctor's appointment, etc.) you must sign your child out in the church/school office and sign him/her in when returning.

Leaving School Grounds

Upon arrival at school, all children shall remain on the school property until dismissal unless signed out by a parent.

Discipline

- When dealing with discipline situations, the teacher will demonstrate and apply Christian love in all situations, showing forgiveness when necessary. Teachers will emphasize continuing love for the child while correcting the child's actions.
- The teachers are prepared to assess the total situation, attempting to foresee possible difficult situations in advance.
- Limits will be set. The teachers will give the children positive help in maintaining these limits for the safety and enjoyment of themselves and others.
- Redirection, positive correction, and time-outs are all designed to help the child develop self-control, self-esteem and respect for the rights of others.
- If disruptive behavior continues, the teacher or administrator will ask to meet with parents to work together on a solution.

Bullying/ Non-Harassment Policy

Just as Jesus mandates us to, *"Love your neighbor as yourself,." (Matthew 22: 39)* Good Shepherd Lutheran School strives to provide a safe, secure and respectful learning environment for all students in the school building, on school grounds, and at school-sponsored activities. The school consistently and vigorously addresses bullying so that there is minimal disruption to the learning environment and learning process.

Definition:
Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. It is a repeated behavior over time and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguished characteristic.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition:
Bullying behavior is prohibited in the school building, on the property and in educational environments. (Educational environments include, but are not limited to, every activity under school supervision.) School discipline policies will be followed when dealing with bullying situations.

Consequences and Remedial Actions for Students Who Commit Acts of Bullying:
In determining the appropriate response to students who commit one or more acts of bullying, faculty shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

It is only after meaningful consideration of these factors that an appropriate consequence should be determined. Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. In all cases regarding violations of this policy, the teacher should consult with the principal or principal's designee to determine appropriate consequence.

Reporting Bullying and Harassment in School

- Students who are victims of bullying and harassment should immediately report this behavior to the supervising teacher and his/her guardians. Students should inform the teacher verbally or in writing.
- If the bullying and harassment continues, the student and his/her guardians should report this behavior to the school principal. The principal should be informed verbally or in writing.

Obtaining Relief from Bullying and Harassment in School

- Once reported to the teacher, the teacher is responsible for addressing this behavior.
- Prior to taking any disciplinary action, the teacher should consult with the principal or principal's designee.
- Actions that may be taken include, but are not limited to those consequences outlined in the above section entitled "*Consequences and Remedial Actions for Students Who Commit Acts of Bullying*."

Social Media Policy for Parents and Students
In light of our Christian values, all online activities should reflect Christian love and care for others. Parents and students should respect the privacy of others by not sharing: personal information, pictures, videos, names or hurtful comments via all electronic communication, including social media and e-mail. The following behaviors will not be tolerated and will result in school discipline:

- Using inflammatory, offensive or inappropriate language, including acronyms of offensive expressions, inappropriate emojis and images
- Cyberbullying including insulting, targeting, embarrassing or exclusion of individuals
- Use of vulgar language, obscenities or personal attacks of any kind
- Making false accusations
- Revealing personal information to others

Alternative Lifestyles Policy

Good Shepherd Lutheran School reserves the right, within its sole discretion, to refuse admission of an applicant and/or to discontinue enrollment of a current student participating in, promoting, supporting, and/or condoning: pornography, sexual immorality, homosexual activity or bisexual activity; or displaying an inability or resistance to support the qualities and characteristics of a Biblically based and Christ like lifestyle.

Suspension and Expulsion Policies

Suspensions

The principal may suspend a student for misconduct, uncontrollable behavior, or inability to function within a group. The parents must be notified before a student is sent home. Parents and students must have a conference with the principal before the student returns to school.

Expulsions

It may become necessary for the Board of Day School Education to become involved in disciplinary matters after the discipline policies of the school have not adequately modified behavior. Only the Board of Day School Education may issue an expulsion to a student. Following the second suspension, the parents will be informed that any further infractions will require them to appear before the Board of Day School Education. The Board of Day School Education shall establish conditions for continued enrollment. A child may be permanently discharged only after parental conference with the teacher and approval of the Principal and the Board for Day School Education.

Prior to the expulsion:

1. Student and parents shall be counseled by the principal.
2. Student and parents shall be informed by the principal that expulsion is a possible result of the current situation.
3. The parents shall be informed they are required to appear before the Board of Day School Education.

When the Board of Day School Education expels a student, the principal shall inform the parents in writing. A copy of the written notification shall be included in the student's file.

Suspension/ Expulsion Appeals Procedure

Suspension

If a student or parent wishes to appeal a suspension they must notify the principal in writing within 24 hours of the suspension notification. Upon receipt of the written suspension appeal, the principal will schedule an appeal hearing to take place within 48 hours. In the interim, the student will be allowed to attend school, but will only be allowed in the classroom at the discretion of the principal. The principal, guardian(s), and student will be present at this appeal. If requested by any party, the chairperson of the Board of Day School Education may mediate the appeal, but has no decision making authority in this process. Upon completion of the appeal hearing, the principal will inform the guardian(s) of the decision within 24 hours. The decision of the principal is final.

Expulsion

The Board of Day School Education retains the authority to expel a student. If a student is expelled, the parents shall be informed of their option of appealing the decision. Should a student or guardian(s) wish to appeal an expulsion, they must notify the chairperson of the Board of Day School Education within 24 hours of the expulsion hearing decision. The chairperson of the Board of Day School Education will arrange for the pastor of the congregation to mediate the appeal. The parents have a right to legal representation or to be represented by another person of their choosing at their own expense. After the appeal hearing, the Chairperson of the Board of Day School Education will notify the guardian(s) of his/her decision. The decision of the Board of Day School Education is final.

Ladder of Communication/ Grievance Procedure

In accordance with Matt 18:15-17, please follow these steps when a problem arises:

1. Communicate with the teacher <u>first.</u>
2. If the problem has not been resolved after honest attempts have been made in cooperation with the teacher, <u>then</u> contact the Principal. A meeting will be scheduled with the principal within 14 days.

3. If, after an honest attempt with the Principal and teacher a solution has not been found, contact the chairman of the Board for Day School Education prior to the date of the next monthly meeting to be placed on the board's agenda.

Chapel
Kindergarten and Elementary Grade students attend Wednesday morning chapel services at 8:30 a.m. Parents are encouraged to attend. Free-will offerings to missions and charities of our school are encouraged and collected. Wisconsin Parent Choice Program students may opt out of chapel.

Physical Education
Physical education is part of the Kindergarten & Elementary Grades curriculum at Good Shepherd Lutheran School. This includes weekly trips to an off-site gymnasium from November through March. All students going to the off-site gymnasium need a separate pair of gym shoes to prevent damage to the gym floor.

Hours of Instruction
Hours of instruction is based on the time teachers are available to students and the estimate of the amount of time needed to accomplish daily learning objectives.

World Language
Good Shepherd Lutheran School is pleased to offer Spanish in grades K-8 as part of the curriculum. This is a required subject for all students in grades K-8.

Confirmation

Confirmation classes for Grades 6, 7, & 8 are held on Wednesdays at 3:30 p. m. to 5:00 p.m. Adult confirmation classes can be arranged with Pastor. For additional information or to sign-up for a class, check with the church office. Confirmation classes are conducted outside of the school day and not a requirement for any student.

Church Attendance
In keeping with the Third Commandment, all families are expected to attend worship services regularly. It is the parents' responsibility to attend church with their children as part of the total spiritual life of a Christian family. Children learn most by example. Sunday school is strongly encouraged.

Good Shepherd Choir Program
The school choirs, K-3 and 4-8 rehearse during school hours as part of the music curriculum. The choirs rotate months and sing every other month in church. K-3 alternates services (one month 8:00 am, next month 10:30 am), and 4-8 sings both services each time they sing and are excused after Call to Worship at the 10:30 am service. The scheduled singing dates are given to parents at the beginning of each school year, and reminders will be given. Attendance at scheduled singing performances is included in the grading criteria for the music program. Classes may also sing for various services and programs on an individual basis. Wisconsin Parent Choice Program students may opt out of the monthly singing event during worship services.

Good Shepherd Band Program
The Instrumental Music (Band) program at Good Shepherd is a yearlong extra-curricular elective that is geared to provide the student with a meaningful and lasting experience in music. Students receive a 30 minute lesson and take part in a whole group rehearsal twice per week. The program begins in grade five and continues through grade eight. (Additional fees are necessary to take part in the instrumental music program. However, full financial aid will be provided to cover the cost of lessons and whole group band instruction for WPCP students.)

Extra Curricular Activities
Extra-curricular activities will center on those which benefit or serve the children, the school and the church. Good Shepherd Lutheran School participates in various extra curricular sports programs in conjunction with Lebanon Lutheran School. Students absent for more than ½ of the school day are not permitted to participate in any extra curricular activities

that same day. (This includes, but is not limited to sporting events, musical presentation, band and choir trips, etc…)

Library
The school library program provides an optional supplement to classroom learning materials and motivation for learning enjoyment. Up to 2 books and 1 STREAM bag per student may be checked out at a time.

BOOKS
Books are due in 2 weeks but may be renewed one time following initial check out for an additional two weeks. In the event a book is not returned at the end of the renewal period, the replacement cost of the book will be issued to the student as the fine with an additional $5 processing fee* per book. If the book is later found and returned, the cost of the book will be refunded. Students with any overdue books will not be permitted to take out additional materials until all fines are paid. A book is considered overdue after a period of two weeks.

S.T.R.E.A.M. BAGS
STREAM bags are due in 1 week and are not renewable. Students returning STREAM bags past the due date will be charged a $5 processing fee*. STREAM bags have an additional replacement fee of $20 if it is either damaged or not returned.

*$5 processing fees do not apply to Wisconsin Parent Choice Program students.

Recess
Provide clothing suitable for the weather. Recess is outdoors unless there is a dangerous wind chill or other weather condition that could be harmful to children. Send appropriate clothing.

School Spirit
Good Shepherd Lutheran School students are the "Rams". Our school colors are forest green and white.

Hot Lunch
Good Shepherd participates in the National School Lunch Program with hot lunches provided by Watertown Unified School District Food Services. Parents are notified in advance when hot lunches will not be available because of the Good Shepherd schedule or the public school schedule. Students who have special dietary needs that are not deemed a disability by their physician may request modifications when purchasing hot lunch. Whenever possible, Good Shepherd Lutheran School will work with the Department of Public Instruction (DPI) to find appropriate nutritional substitutions so that the meal continues to qualify as reimbursable per DPI regulations. Meals not meeting the DPI nutritional standards will be considered non-reimbursable and charged at a higher cost to the family.

Lunch money should be given to the school administrative assistant. The school office keeps an account for each student with the number of lunches paid for and number of lunches eaten. Parents are notified when their lunch account is low. Students are not allowed to consume soda or fast food items at lunch. Parents are strongly encouraged to ensure their child(ren) has a nutritious and appropriate lunch if not taking hot lunch.

Lunch and Breakfast Fees
Students who are 2 weeks overdue in the payment of lunch and breakfast fees must be provided a bag lunch by the parent or guardian until their account is up to date.

Milk
½ pint cartons of milk can be purchased separately during the lunch break. Milk is automatically provided with each hot lunch. Milk money can be paid in the school office prior to the start of each school day.

Dress Code
Good Shepherd Lutheran School students will dress and groom themselves according to Christian standards of good judgment, good taste, and modesty. The following dress policy applies for all Good Shepherd sponsored events both on and off campus, whether a participant or a spectator.

1. Shirts, sweatshirts and blouses should be long enough so that when students sit or raise their hands, the shirt does

not rise exposing a student's back or midriff. Students should not wear muscle shirts, tank tops, pajamas or spaghetti straps.
2. Shorts and skirts must follow the "fingertip rule". When a student is standing with arms straight down his/her sides, the shorts/skirt must reach BELOW the length of your child's fingertips.
3. Sandals/shoes must have a back or strap across the back (no flip-flops or slippers are allowed).

Piercing Policy
Other than pierced ears, jewelry worn in pierced body parts (e.g., tongue, nose, gauged ears, lips, eyebrows, etc.) may not be visible or detectable. The Pastor and/or principal has the discretion to require an employee or student to cover any piercing.

Tattoo Policy
Tattoos with slogans, graphics, sayings or offensive wording should be covered (e.g., long sleeve shirt, etc.). The Pastor and/or principal has the discretion to require an employee or student to cover any tattoo.

Progress Reports/ Report Cards
Kindergarten and Elementary grades issue progress reports/report cards quarterly. Parent-teacher conferences occur at the end of the first quarter. Please refer to the school calendar for dates.

Homework
Homework is work that has not been finished in school. Homework may result from: 1) time allotment for study at school may not be sufficient (especially true in the upper grades where heavier assignments are made); 2) pupil does not use study periods available or practice good study habits; 3) the pupil finds the work difficult and needs additional time for work and drill and; 4) the teacher may feel the students merit supplementary growth material.

It is essential that children complete their assignments carefully, properly and neatly, and submit their homework on time.

Academic Standards
Good Shepherd Lutheran School adopted the pupil academic standards as issued by the governor as executive order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards). These standards are the basis for our curriculum which has been approved by the National Lutheran School Accreditation. A copy of these academic standards is available by visiting the Wisconsin Department of Public Instruction web page (http://dpi.wi.gov/standards/stds.html) or by requesting a paper copy from the school administrator.

Curriculum
Parents may review any area of the school's instructional materials/curriculum by submitting a written request to the principal.

Promotion Standards
Students are promoted or retained by the principal acting upon advice of the teachers and after consultation with parents. Promotion to the next grade level is dependent upon:
1. Satisfactory behavioral and emotional maturity
2. Satisfactory attendance record (no more than 15 days of unexcused absence)
3. Good standing in academics (teacher's recommendation)

Grade Scale
Below is the system of letter grades and their equivalent percentages that are used in all grades here at Good Shepherd Lutheran School.

Letter Grade	% Range
A	94-100
A-	92-93
B+	90-91
B	84-89
B-	82-83
C+	80-81
C	74-79

Letter Grade	% Range
C-	72-73
D+	70-71
D	64-69
D-	62-63
F	61 and below

Confidentiality of Records

The school maintains permanent records for each child in the school. These records are confidential and, without a parent's written consent, will not be shared with anyone outside of the school except as the law requires. The school will make reasonable efforts to notify the parent prior to disclosing the records when complying with a court order unless a legal exception applies.

School Records Access

The school office will maintain accurate student records. School administration and teaching staff currently serving that student may review student educational records in order to fulfill professional responsibilities. Parents may view records by submitting a written notice and making an appointment. Parents may insert a letter of their own writing into the records if desired. A parent can request for consideration to amend the educational record of their child by submitting a written request to the principal. Parents may file a complaint with the Family Policy Compliance Office in the Department of Education in Washington D.C.

Personal Identification Information of Students (PII)

Good Shepherd Lutheran School will not disclose any PII of students in the following situations without prior parental consent:

- Collection, disclosure, sale or use of personal information for the purposes of marketing
- Third party created and issued surveys

Technology Usage Code of Conduct

Students may use the school's computers to access the internet. To gain this access, students must have written parental authorization on file in the school office.

Internet access allows students much educational information. While our intent is to make internet access available to further educational goals and objectives and to apply technology to the practice and proclamation of the Gospel, students may find ways to access other materials. Families are warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christian people. We believe the benefits to students to access the internet exceed the disadvantages. But ultimately, parents and others responsible for minor students are responsible for establishing and communicating the standards their children should follow when using media and information sources. To that end, each family has the right to decide whether or not to consent for access.

Internet Guidelines

Students are responsible for good behavior on school computers just as they are in the classroom or hallway. General school rules apply.

During school, teachers will guide students toward appropriate materials. However, individual users of the school computers are responsible for their behaviors and communications. It is presumed that users will comply with school standards and will honor the agreement they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the computers. Within reason, freedom of speech and access to information will be honored.

The following actions are not allowed:

1. sending or displaying offensive messages or pictures
2. using obscene language
3. harassing, insulting, or attacking others
4. damaging computers, computer systems, or computer networks
5. destroying data of another user
6. violating copyright laws
7. using a personal account to access the internet at school
8. employing or using the internet for commercial purposes
9. other violations deemed unacceptable by the general standards of our faith and our school

Violations may result in a loss of access as well as other disciplinary or legal action.

School Newsletter

Each week, the school publishes a newsletter for the families of Good Shepherd. These are either sent home with students or emailed to parents on the last school day of the week. Please take the time to read it carefully.

Drugs, Alcohol, Tobacco, Fire Starting Devices and Weapons

Drugs, alcohol, tobacco products, fire starting devices, and weapons of any kind are not allowed on church or school property or at any church or school sponsored activity. Students in possession or use of such items will receive the following action.

1. Parents will be notified immediately.
2. Law enforcement will be notified should the occasion dictate.
3. The severity of the situation or frequency may necessitate Board for Education Day School action including school suspension or expulsion.

No Smoking Policy

Good Shepherd Lutheran Church and School prohibits the use of all tobacco and vaping products on the property.

Bus Transportation

Kindergarten through Grade 8 students living more than two (2) miles from school and outside the city limits, but within the Watertown School District, are eligible for the bus service supplied by the public school district. Contact the Watertown Transportation Office for details. Bus transportation is a privilege that many children enjoy. Inappropriate behavior or misconduct may result in suspension or expulsion from bus services.

Field Trips

Classes occasionally take educational field trips off campus. These field trips are considered part of the school program. Teachers will send home permission slips giving all the necessary information, including date, time, cost and destination. Transportation is usually provided by the church's bus or private vehicles.

Class Parties

Classroom parties are held during the school year: Harvest Party, Christmas Celebration, and, in some cases, Valentine's Day. Teachers will communicate with the Class Parent and see if there are any concerns about organizing these parties. Classes may be taken off campus for parties. Parties off campus are to be treated as field trips with the necessary written permission and sufficient supervision.

Snacks

1. Daycare teachers will provide a morning and afternoon snack for the students in their care.
2. Preschool students take turns bringing snacks for the class. The preschool teacher provides a schedule and suggestions.
3. The teachers in the elementary classes will determine whether morning snacks are allowed or not. Parents will have this communicated to them by the classroom teacher.

4. Students are not allowed to use the soda machine on school days until after 3:30 p.m.

Extra Set of Clothes

Child Care

Daycare students should have a complete change of clothes in their basket or backpack outside the child care door.

K3 & K4

The preschool has a collection of clothing just in case of accidents. However, children in the 3-year-old program may want to have a complete change of their own clothes in their bag, at least for the first months of school.

Kindergarten & Grade 1

The Kindergarten and Grade 1 teachers require each student to have a complete set of weather appropriate clothes at the school. Children are less upset following spills, illnesses, etc. when they can wear familiar clothes.

Use of Telephone

Teacher permission is needed for all student phone calls. Students are not allowed to use the school phone to make social plans after school.

Cell Phone Policy

Student will be allowed to bring a cell phone to school under the following conditions:

- The student has written consent by a parent/legal guardian to have a cell phone/ PED at school on file in the school office.
- The cell phone is kept in the student's locker or backpack and turned off during school hours.
- **A cell phone is not to be used during school hours without staff permission.**

All phone calls to students during school hours are to go through the school office.

All PEDs are brought to school at your own risk. These items, as well as any other personal items brought to school by students are the complete responsibility of the student and parents. If a student requests that the PED be secured, it will be kept in the school office and not in the classroom. The school assumes no accountability for lost or stolen personal property. **Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian.**

Personal Electronic Devices (PED) Policy

Because the school provides 1:1 electronic devices for students in K-8, no outside PEDs are allowed without staff permission. **Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian.**

Lost and Found

Clothing in the "Lost and Found" box (located in the narthex outside the church office) is donated periodically to a non-profit organization. Parents are encouraged to check for items their children are missing.

Fire & Tornado Drills

Fire drills and tornado drills are held on a regular basis.

Emergency Weather Closings

In the event of inclement weather conditions, radio stations WSJY (107.3 FM), WKCH (106.5 FM), WJJO (94.1 FM), WYMJ (620 AM), WTTN (1580 AM), WFAW (940 AM) as well as television stations WTMJ (Channel 4) and WISC (Channel 3) will announce school closures. Weather closings are also posted on TV and radio web sites.

Snow days for the preschool, kindergarten and elementary grades will parallel the local school system. GSLS **will not** be announced separately! In the event of a delay in opening the public schools, kindergarten, elementary grades, and morning preschool classes will also follow this schedule.

Occasionally the Watertown Public School System announces an early release during a regular school day when weather conditions deteriorate during the day. Good Shepherd Lutheran School will follow the Watertown Public School System. Students unable to be transported will be sent to daycare with no charge to the parents.

Daycare will be open for snow days except under the most severe conditions. Daycare does not have delays. In the event of a blizzard, WTTN (1580 AM) and WTMJ (620 AM) radio will be contacted and will report any closings of the daycare. When the daycare is closed due to severe weather, parents will not be charged for scheduled hours.

Parents whose children do not attend scheduled daycare because of a snow day in the public schools must inform the daycare. Failure to do so will result in being charged for that day.

Medicine

Only those medications which are absolutely necessary to maintain the child in school and must be given during school hours will be administered. A school employee is responsible for administration and recording of medication given to students.

Parents must comply with the following regulations:

A. Prescribed medication must be brought to school in a container labeled by the pharmacy with the following information clearly stated:

1. Child's name
2. Physician's name (a physician licensed to practice medicine in all of its branches)
3. Name of medication
4. Dosage to be given
5. Time to be administered
6. Liquid medications must have an accompanying measurement/dispensing container.

It is not acceptable to have medications sent to school in plastic bags, envelopes, school lunches, etc. When having the prescription filled, please ask the pharmacist to give you a second, properly labeled bottle for the school.

B. The attending physician's order and a written request from the parent or guardian that the medication be given during school hours must accompany the medication. This order will include:

1. Reason for taking the medication
2. Side effects of the medication

C. If a child has medical needs which require that he/she carry his/her own medication, such a request must be in writing from both the physician and the parent or legal guardian. Appropriate staff will be notified of such conditions.

D. Non-prescription, over-the-counter medications (such as aspirin, Tylenol, Robitussin, cough drops) require a school medication authorization form signed by the parent or legal guardian each year.

Epinephrine Administration (Epi-Pen): Injectable epinephrine will be available at school and selected school functions for emergency use only. This is to be administered only by trained staff or by adult volunteers who have completed the state approved training course. Epinephrine may be administered to any person who appears to be experiencing a severe allergic reaction. Whenever epinephrine is administered, 911 must be called.

Immunization

All students are required to provide evidence that they are up to date on their immunizations, or have the proper form signed stipulating they are abstaining from the immunizations due to religious or health reasons.

Physicals

A physical examination is required for all children in the preschool & kindergarten not more than 90 days prior and not later than 30 days after school begins. The Watertown Health Department provides physicals for a minimal fee.

Health Policy

Parents should not bring an ill child to school or daycare because of the risk of infection to others. Parents should keep the child home if he/she shows any of the following symptoms:

1. a temperature of 100°F degrees or higher. Before returning to the center, the child should have a normal temperature for 24 hours.
2. has vomited within the last 12 hours
3. has had more than two watery stools within a 12 hour period
4. has an unexpected rash
5. has discharge from eyes or ears
6. has a communicable disease
7. or has any other unusual symptoms

Communicable Diseases

- According to state regulations, no child may be admitted or permitted to remain at the school if he/she shows signs of any communicable disease.
- All parents will be notified of a reported case of communicable disease in school.
- The child may be readmitted to school when the parents provide a statement from the physician that the child's condition is no longer contagious or if the child has been absent for a period of time equal to the longest usual incubation period for the disease.

Screenings

Parents will have the opportunity to opt out of physical screenings that are not necessary to protect the immediate health and safety of students. This provision does not apply to any screenings permitted by State law such as vision, hearing, scoliosis and head lice.

Notification of Parents

1. Parents are asked to notify the school immediately in case of any change in address, telephone numbers at home and work, or changes in persons to notify in case of an emergency.
2. Good Shepherd Lutheran School will endeavor to reach parents in case their child is involved in an accident.
3. In the event of an emergency, EMS will transport injured students.
4. In case a parent cannot be reached, an attempt will be made to contact the responsible adult listed on the school emergency form.
5. A child will not be released to anyone other than the parent, or their authorized representative.

Custodial/ Non-custodial Parents

In the case of a divorce, parents must provide a copy of the custody arrangements to the school office. The school will not release a child to the non custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classes, attend parent/teacher conferences, and attend school events unless restricted by a court order.

Parent-Teacher League

The Parent-Teacher League meets monthly beginning in September. All parents are encouraged to attend.

Volunteer Policy

Good Shepherd Lutheran School welcomes volunteers to assist in many areas of our program. If you are interested in volunteering, please contact the school office for a complete copy of our volunteer policy.

Thrivent Matching Funds
Members of Thrivent are encouraged to participate in their gift matching program.

Fundraising Opportunities: SCRIP
A variety of merchants in the Watertown and surrounding areas provide financial incentives to the school through the SCRIP program. Cash cards to merchants are purchased at the school and the merchant refunds a percentage of the cost of the card back to the school. Gifts cards are available for purchase in the church office during business hours.

Insurance
In case a student has an accident at school, the parents' insurance will be the primary insurance carrier. Parents are encouraged to have adequate insurance for each child.

Attendance Policy for Virtual Students Only

Mandatory Attendance Dates

The following are the dates in which Wisconsin schools must verify attendance of students to the State. On these days ALL students need to communicate with their Teacher via email and/or log on to the online platform.

Attendance count day #1 (3rd Friday in September)
Attendance count day #2 (2nd Friday in January)

ATTENDANCE

Wisconsin education statutes require our school to provide educational services to pupils for at least 150 days each school year, while ensuring that teachers are available to provide direct instruction for:

- a total of 437 hours of direct pupil instruction in kindergarten,
- at least 1,050 hours of direct pupil instruction in grades 1 to 6 and
- at least 1,137 hours of direct pupil instruction in grades 7 to 12,

These hours may include time for breaks.

Because we are responsible for creating and maintaining attendance records for students, we define attendance as the following:

- A student attending a live session with a teacher
- A student responding to communication from a teacher
- A student completing an assignment
- A student participating in daily lessons

Students need to complete one of the above requirements within 5 school days for each of the subject/courses they are enrolled in to be marked as present.

Students who do not meet these minimum attendance requirements for any subject/course (or combination of courses if enrolled in more than one), for part or all of 5 or more days in which school is held, without an acceptable excuse, are considered to be habitually truant and, therefore, in violation of Wisconsin's Compulsory Attendance Law. Wis. Stat. § 118.15 (1) (a).

ATTENDANCE MONITORING

School staff will monitor attendance on a daily and weekly basis.

ABSENCES

To notify our school of your child's absence, call the school office at 920-261-2579 or email the school administrative assistant.

A student will be considered absent if they fail, without a legitimate excuse, to log attendance after 5 of 10 scheduled days of school as determined by the school calendar. This will allow flexibility for when the child works on their lessons (i.e.: weekends are allowed in place of weekdays). In any instance where technical difficulties are a problem, you are required to notify your teacher by other means, such as telephone, to communicate your difficulties and find an alternative way to complete the work. You are required to make a reasonable attempt to access class when experiencing technical problems.

For longer absences, any excuse is to be in writing and state the time period for which it is valid, not to exceed 30 days, Wis. Stat. sec. 118.15(3)(a). Student absences due to illnesses or injury of a student not identified as a child will require a note from the medical provider.

SCHOOL CALENDAR

The school calendar defines all official school days for all students of Good Shepherd Lutheran, including virtual students.

FAILURE TO PARTICIPATE

ADHERENCE TO Administrator. Rules Chapter PI 36.09 Termination of Open Enrollment (3) Failure to Participate [s. 118.40 (8) (g) Stats., In accordance with Failure to Participate, students are required to participate in the virtual learning environment. Failure to participate as outlined by Administrative Rules Chapter PI 36 [s. 118.40 (8) (g) Pupil's Failure to Participate] may result in transfer of the student to the student's resident school district. Areas of required compliance include, but are not limited to:

Truancy (Excessive Absenteeism): Unexcused absence is failure to log into the Good Shepherd virtual learning platform for any 5 consecutive school days

No Communication: Student and/or parents are not reading or responding to email messages, phone call attempts or other types of communication (text message, etc.)

Excessive Time Since Last Login: Student is not logging in the online platform or accessing class/coursework

Failure to Participate in Required Assessment(s): Student has not completed required assessments without opting out (when permissible by Good Shepherd)

Truancy & Engagement Policy

Unexcused Absences: If a student accumulates three unexcused absences, enrollment with Good Shepherd Lutheran School may be terminated.

First Unexcused Absence Warning

- No login for 5 or more school days in a row and/or no communication
- First Failure to Participate Notification/ Unexcused Absence Warning will be sent to the primary parent of the student via email

Second Unexcused Absence Warning

- No login for an additional 5 or more school days in a row and/or no communication (10 school days)
- Second Failure to Participate Notification/ Unexcused Absence Warning is sent to the primary parent of the student via email

Third Unexcused Absence Warning

- No login for an additional 5 or more school days in a row and/or no communication (15 school days)
- Third Failure to Participate Notification/ Unexcused Absence Warning is sent to the primary parent of the student via email

- Parent is required to contact the school administrator within 2 business days to discuss options. Failure to do so by the stated deadline will result in referral to the Board of Day School Education for recommended expulsion.

Notice of Withdrawal Notification

- Notice of Withdrawal is sent to the family via email and U.S. mail
- This notification provides the family an understanding of why the student is being removed from our virtual schooling and gives directives that they must attend their Resident School District

Athletic Eligibility Policy

It is the purpose of the athletic program to offer positive experiences for all of our athletes. We must remember that a child's academics are the first priority. With this in mind, any time a child is rendered ineligible, it is intended to help the child scholastically and/or behaviorally, not penalize them athletically.

Academic Performance

It is expected that any student (grades 3 – 8) participating on an athletic team or extra-curricular activity, will also perform at an academic level consistent with his/her abilities.

1. If a student's academic performance becomes a concern (below a C- grade point average or N any week in each subject) the student will be ineligible for any practices or games for a period of one week starting on the day of notification. The student is required to attend the game(s) and sit on the bench in uniform. The student may attend practices but will not be allowed to participate.
2. The classroom teacher will be responsible for initiating the ineligibility cycle based on grades. The student, parents, athletic director, and principal will be notified by that teacher.
3. The student will be responsible for notifying the coach of their ineligibility status. The athletic director will follow up this report in an effort to make sure the child has notified the coach and answer any possible questions that may arise.
4. If the student's status has not improved during the week of ineligibility, communication will take place between the teacher, athletic director, principal, student and parent(s) or guardian(s) to determine future eligibility/ineligibility.
5. If the child has improved by the end of the ineligibility period he/she will be reinstated. At no time will the period of ineligibility be lifted prior to the length stated.
6. **All final decisions will be left up to the discretion of the teacher and principal.**

Conduct

A breech of conduct may also result in the steps above. A breech of conduct is listed as any inappropriate behavior or actions which would not portray the child in a positive Christian light. When there is a breach of conduct, the coach or teacher will report the incident to the athletic director and principal. A breech of conduct may be any of, but not limited to, the following:

- four unexcused tardies per quarter
- four incompletes on any four days per quarter
- behaviors that need to be addressed
- profanity
- physical misconduct
- repeated disrespect

Procedure to be followed for a breach of conduct:

1. There will be a loss of athletic eligibility which will be reported to the student, parents, and coach by the athletic director or principal beginning the day following notification.
2. 1st offense: loss of athletic privileges over a five school day period plus any weekend that falls in-between.
3. 2nd offense: loss of athletic privileges over a ten school day period plus any weekend that falls in-between

4. 3rd offense: loss of athletic privileges for the remainder of the school year.

The principal reserves the right to alter the above consequences as deemed necessary.

Wellness Policy

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices. To accomplish this goal, Good Shepherd Lutheran School will develop this policy to encourage and educate students on the benefits of maintaining healthy choices throughout life.

NUTRITION EDUCATION GOALS

1. Students in all grades, pre-K through 8 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. The message of making healthy choices will be consistent throughout the school, classrooms, lunch room, and other areas where the message can be presented.
3. The curriculum for health education will include both nutrition and physical education.
4. Health education and making healthy decisions will be infused as appropriate throughout the other curricula areas.
5. The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
6. Staff who provides nutrition education will be offered appropriate training opportunities.
7. The school will seek ways to involve the parents, students, and the community in nutrition education activities.

PHYSICAL ACTIVITY GOALS

1. Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the academic curriculum.
2. Students will be given opportunities for physical activity through before and/or after school activities such as intramurals and athletic programs.
3. The school will work with the community to help provide safety for students walking, riding bikes, or otherwise using physical activities to get to school.
4. The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities in family events.
5. The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities.

NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE AT SCHOOL

1. Food and beverages in the food service program will represent good choices for a balanced and nutritional diet.
2. The school does not allow vending machines, snack bars, and school stores during the school day. During school sponsored activities, healthy alternatives will be offered in the concession stands, so that parents and students can make choices.
3. Healthy choices and nutritional food value will be a consideration in selecting school-sponsored fundraising activities. Physical activity fundraising alternatives will be considered when planning the yearly fundraising events.
4. When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low-nutrition snacks and instead provide children with nutritional alternatives.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES

1. The school will maintain the lunch area to insure that it is a clean, safe, and enjoyable meal environment.
2. The school will arrange a lunch schedule that provides adequate time for serving meals, for students to eat, and for clean-up following the meal.
3. Drinking fountains will be available in the school buildings and students will be given opportunity to have water throughout the day.
4. Students will be encouraged to participate in the meal program. The staff will monitor lunches brought from home and encourage families to provide nutritious meals.
5. The identity of students who receive free or reduced lunches will be protected.
6. Lunch periods will be scheduled near the middle of the school day with adequate time for students to eat before needing to leave the lunch area.

7. Food will not be used as a reward or punishment in the school. Children who have been removed from the classroom for disciplinary reasons will be provided with lunch.
8. Teachers will be encouraged to provide all students with physical activities at recess and other times when physical education or activity is scheduled.
9. Foodservice staff and teachers will receive proper training in nutrition and physical education.
10. The school will make effort to provide students and families opportunities to participate in physical activities in after-school programs.
11. The staff will strive to be role models in practicing healthy eating habits.
12. The school will provide information and outreach materials about other FNS programs such as Food Stamps, and Women, Infants, and Children (WIC) to families.

IMPLEMENTATION AND EVALUATION

1. The wellness policy will be implemented at Good Shepherd Lutheran School by the school staff. Teachers will be responsible for operating the policy and reporting any problems to the principal.
2. The principal will be responsible for overseeing the implementation of the wellness policy.
3. Through observation, and reports from the teachers, the principal will report any difficulties with the implementation of the wellness policy to the Board of Education.
4. The Board of Education will review, assess, and update the Wellness Policy on a biennial basis. The approved updates and dates of review will be listed at the end of this document. Assessments will be kept on file in the school office and the complete policy will be published and distributed annually in the Parent Handbook.

APPENDIX A: Wisconsin Parent Choice Program Information

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Non-Discriminatory Policy

Good Shepherd Lutheran School offers a Christian education which is in harmony with the doctrinal and confessional standards of GSLC as set forth in the constitution and by-laws of the congregation. GSLS admits students of any race, color, gender, national or 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, gender, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Not for Profit Status

Good Shepherd Lutheran School is not operated for profit. The school is owned by Good Shepherd Lutheran Church, a member of the Lutheran Church-Missouri Synod. The Synod is a 501(c)3 nonprofit corporation. The Synod's nonprofit status extends to all component parts of the Synod including member corporations (churches) and their unincorporated elementary schools.

Visitor Policies

Parents/Guardians are always welcome to visit the school. Parents/Guardians may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents/Guardians must also check in at the front office to sign the visitor's log before proceeding to the classroom.

Parents/Guardians may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. When parents/guardians are denied the opportunity to observe a class they may appeal to the Board of Day School Education.

Any children visiting the school for class projects must have prior approval of the principal. Students are not allowed to bring other children to school without permission from the principal. No one under the age of 18 is allowed in the building without prior permission of the principal.

Transfer Credit Policy

The school will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with the school academic standards as adopted under 118.30(1g)(a) . Consideration will also be given to private and home school credits that that are not in accordance with 118.30(1g)(a) . All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Academic Standards

Good Shepherd Lutheran School adopted the pupil academic standards as issued by the governor as executive order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards). These standards are the basis for our curriculum which has been approved by the National Lutheran School Accreditation. A copy of these academic standards is available by visiting the Wisconsin Department of Public Instruction web page (http://dpi.wi.gov/standards/stds.html) or by requesting a paper copy from the school administrator.

Promotion Standards

Students are promoted or retained by the principal acting upon advice of the teachers and after consultation with parents. Promotion to the next grade level is dependent upon:

1. Satisfactory behavioral and emotional maturity
2. Satisfactory attendance record (no more than 15 days of unexcused absence)
3. Good standing in academics (teacher's recommendation)

Denial of Wisconsin Parental Choice Program Enrollment Appeals Process

Applications can only be rejected for not meeting income and residency requirements, or for prior year attendance requirements. Under Good Shepherd Lutheran School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to notify the school administrator or designee in writing that the applicant was improperly rejected. Rejected applicants cannot submit any additional evidence or documentation as part of the appeal. The school administrator or designee on register with the Wisconsin Department of Instruction shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Bullying/ Non-Harassment Policy

Just as Jesus mandates us to, *"Love your neighbor as yourself,." (Matthew 22: 39)* Good Shepherd Lutheran School strives to provide a safe, secure and respectful learning environment for all students in the school building, on school grounds, and at school-sponsored activities. The school consistently and vigorously addresses bullying so that there is minimal disruption to the learning environment and learning process.

Definition:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. It is a repeated behavior over time and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguished characteristic.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition:
Bullying behavior is prohibited in the school building, on the property and in educational environments. (Educational environments include, but are not limited to, every activity under school supervision.) School discipline policies will be followed when dealing with bullying situations.

Consequences and Remedial Actions for Students Who Commit Acts of Bullying:
In determining the appropriate response to students who commit one or more acts of bullying, faculty shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

It is only after meaningful consideration of these factors that an appropriate consequence should be determined. Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion. In all cases regarding violations of this policy, the teacher should consult with the principal or principal's designee to determine appropriate consequence.

Reporting Bullying and Harassment in School

- Students who are victims of bullying and harassment should immediately report this behavior to the supervising teacher and his/her guardians. Students should inform the teacher verbally or in writing.
- If the bullying and harassment continues, the student and his/her guardians should report this behavior to the school principal. The principal should be informed verbally or in writing.

Obtaining Relief from Bullying and Harassment in School

- Once reported to the teacher, the teacher is responsible for addressing this behavior.
- Prior to taking any disciplinary action, the teacher should consult with the principal or principal's designee.
- Actions that may be taken include, but are not limited to those consequences outlined in the above section entitled "*Consequences and Remedial Actions for Students Who Commit Acts of Bullying*."

Suspension and Expulsion Policies

Suspensions
The principal may suspend a student for misconduct, uncontrollable behavior, or inability to function within a group. The parents must be notified before a student is sent home. Parents and students must have a conference with the principal before the student returns to school.

Expulsions
It may become necessary for the Board of Day School Education to become involved in disciplinary matters after the discipline policies of the school have not adequately modified behavior. Only the Board of Day School Education may issue an expulsion to a student. Following the second suspension, the parents will be informed that any further infractions will require them to appear before the Board of Day School Education. The Board of Day School Education shall establish conditions for continued enrollment. A child may be permanently discharged only after parental conference with the teacher and approval of the Principal and the Board for Day School Education.

Prior to the expulsion:

1. Student and parents shall be counseled by the principal.
2. Student and parents shall be informed by the principal that expulsion is a possible result of the current situation.
3. The parents shall be informed they are required to appear before the Board of Day School Education.

When the Board of Day School Education expels a student, the principal shall inform the parents in writing. A copy of the written notification shall be included in the student's file.

Suspension/ Expulsion Appeals Procedure

Suspension

If a student or parent wishes to appeal a suspension they must notify the principal in writing within 24 hours of the suspension notification. Upon receipt of the written suspension appeal, the principal will schedule an appeal hearing to take place within 48 hours. In the interim, the student will be allowed to attend school, but will only be allowed in the classroom at the discretion of the principal. The principal, guardian(s), and student will be present at this appeal. If requested by any party, the chairperson of the Board of Day School Education may mediate the appeal, but has no decision making authority in this process. Upon completion of the appeal hearing, the principal will inform the guardian(s) of the decision within 24 hours. The decision of the principal is final.

Expulsion

The Board of Day School Education retains the authority to expel a student. If a student is expelled, the parents shall be informed of their option of appealing the decision. Should a student or guardian(s) wish to appeal an expulsion, they must notify the chairperson of the Board of Day School Education within 24 hours of the expulsion hearing decision. The chairperson of the Board of Day School Education will arrange for the pastor of the congregation to mediate the appeal. The parents have a right to legal representation or to be represented by another person of their choosing at their own expense. After the appeal hearing, the Chairperson of the Board of Day School Education will notify the guardian(s) of his/her decision. The decision of the Board of Day School Education is final.

Criteria for Granting a High School Diploma

Because Good Shepherd Lutheran School only operates a K3-8th grade program, we do not grant high school diplomas.

Incurred Expenses Policy

Good Shepherd Lutheran Church and School shall make payments to vendors for services provided and reimbursement to employees and other individuals for expenses incurred on behalf of Good Shepherd Lutheran School within 90 days of receipt of invoice or payment requests or as per written agreement. Employees and related parties shall make payment requests for reimbursement within 90 days of the purchase and must include a dated receipt. These receipts will be retained on file by the Good Shepherd Lutheran Church treasurer.

Electronic Funds Transfers (EFT) Policy

Good Shepherd Lutheran Church and School offer EFT for school payments and church offerings. The congregation's Financial Secretary works directly with the EFT company for set up and maintenance of the program and authorizes direct deposit applications. The school administrative assistant also has authority to authorize transactions.

Parents and church members fill out an authorization form that includes contact information, bank information, start and end dates, payment frequency, and payment amounts.

The financial secretary or school administrative assistant sets up payment between the applicant's bank and the chosen EFT service. Existing users contact the church financial secretary or school administrative assistant via email to set up recurring payment. Authorization changes to the service are recorded and filed in a secure location.

APPENDIX B
Statement of Belief
for
Good Shepherd Lutheran Church and School

Good Shepherd Lutheran Church and School is part of The Lutheran Church—Missouri Synod (LCMS or Synod) as a Recognized Service Organization (RSO). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS churches, schools, and RSOs (LCMS ministries) voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our churches, schools, and RSOs agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod "is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member ministries and rostered ministers. However, the voluntary association of member ministries and rostered ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principle legislative assembly" of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its member ministries and rostered ministers.

Churches, schools and RSOs of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS RSO operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the Synod through which the RSO holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the RSO will have authority to act on behalf of the RSO in specific circumstances.

The Constitution and bylaws of Good Shepherd Lutheran Church and School govern our decision-making and policies. A copy is available upon request. The pastor has the authority to interpret matters of scriptural teaching and faith when circumstances are not explicitly covered in the constitution or bylaws of Good Shepherd.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's sex (male or female) means an individual's immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one male and one female in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a male and a female who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a male and a female. We believe that any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31) following the example of Jesus Christ.

Attendance Policy for Virtual Students Only

Mandatory Attendance Dates

The following are the dates in which Wisconsin schools must verify attendance of students to the State. <u>On these days ALL students need to communicate with their Teacher via email and/or log on to the online platform.</u>

Attendance count day #1 (3rd Friday in September)
Attendance count day #2 (2nd Friday in January)

ATTENDANCE

Wisconsin education statutes require our school to provide educational services to pupils for at least 150 days each school year, while ensuring that teachers are available to provide direct instruction for:

- a total of 437 hours of direct pupil instruction in kindergarten,
- at least 1,050 hours of direct pupil instruction in grades 1 to 6 and
- at least 1,137 hours of direct pupil instruction in grades 7 to 12,

These hours may include time for breaks.

Because we are responsible for creating and maintaining attendance records for students, we define attendance as the following:

- A student attending a live session with a teacher
- A student responding to communication from a teacher
- A student completing an assignment
- A student participating in daily lessons

Students need to complete one of the above requirements within 5 school days for each of the subject/courses they are enrolled in to be marked as present.

Students who do not meet these minimum attendance requirements for any subject/course (or combination of courses if enrolled in more than one), for part or all of 5 or more days in which school is held, without an acceptable excuse, are considered to be habitually truant and, therefore, in violation of Wisconsin's Compulsory Attendance Law. Wis. Stat. § 118.15 (1) (a).

ATTENDANCE MONITORING

School staff will monitor attendance on a daily and weekly basis.

ABSENCES

To notify our school of your child's absence, call the school office at 920-261-2579 or email the school administrative assistant.

A student will be considered absent if they fail, without a legitimate excuse, to log attendance after 5 of 10 scheduled days of school as determined by the school calendar. This will allow flexibility for when the child works on their lessons (i.e.: weekends are allowed in place of weekdays). In any instance where technical difficulties are a problem, you are required to notify your teacher by other means, such as telephone, to communicate your difficulties and find an alternative way to complete the work. You are required to make a reasonable attempt to access class when experiencing technical problems.

For longer absences, any excuse is to be in writing and state the time period for which it is valid, not to exceed 30 days, Wis. Stat. sec. 118.15(3)(a). Student absences due to illnesses or injury of a student not identified as a child will require a note from the medical provider.

SCHOOL CALENDAR

The school calendar defines all official school days for all students of Good Shepherd Lutheran, including virtual students.

FAILURE TO PARTICIPATE

ADHERENCE TO Administrator. Rules Chapter PI 36.09 Termination of Open Enrollment (3) Failure to Participate [s. 118.40 (8) (g) Stats., In accordance with Failure to Participate, students are required to participate in the virtual learning environment. Failure to participate as outlined by Administrative Rules Chapter PI 36 [s. 118.40 (8) (g) Pupil's Failure to Participate] may result in transfer of the student to the student's resident school district. Areas of required compliance include, but are not limited to:

Truancy (Excessive Absenteeism): Unexcused absence is failure to log into the Good Shepherd virtual learning platform for any 5 consecutive school days

No Communication: Student and/or parents are not reading or responding to email messages, phone call attempts or other types of communication (text message, etc.)

Excessive Time Since Last Login: Student is not logging in the online platform or accessing class/coursework

Failure to Participate in Required Assessment(s): Student has not completed required assessments without opting out (when permissible by Good Shepherd)

Truancy & Engagement Policy

Unexcused Absences: If a student accumulates three unexcused absences, enrollment with Good Shepherd Lutheran School may be terminated.

First Unexcused Absence Warning

- No login for 5 or more school days in a row and/or no communication
- First Failure to Participate Notification/ Unexcused Absence Warning will be sent to the primary parent of the student via email

Second Unexcused Absence Warning

- No login for an additional 5 or more school days in a row and/or no communication (10 school days)
- Second Failure to Participate Notification/ Unexcused Absence Warning is sent to the primary parent of the student via email

Third Unexcused Absence Warning

- No login for an additional 5 or more school days in a row and/or no communication (15 school days)
- Third Failure to Participate Notification/ Unexcused Absence Warning is sent to the primary parent of the student via email
- Parent is required to contact the school administrator within 2 business days to discuss options. Failure to do so by the stated deadline will result in referral to the Board of Day School Education for recommended expulsion.

Notice of Withdrawal Notification

- Notice of Withdrawal is sent to the family via email and U.S. mail
- This notification provides the family an understanding of why the student is being removed from our virtual schooling and gives directives that they must attend their Resident School District