

MISSION

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

VISION

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

STATEMENT OF BELIEFS

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

SCHOOLWIDE LEARNER OUTCOMES

Good Shepherd Lutheran School students are:

Reaching out as loving and caring Christians

- Contributing citizens to church, community, and country

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

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

Academically prepared for the next level of education

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

Confident in the God-given talents

- Developing and growing in their talents and abilities

Honoring and respecting themselves and others

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

ACCREDITATION

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

CHAPEL

Every Wednesday, except the first and last days of school, a chapel service is held at 8:30am in place of the religion lesson for the day. These services are led by guest speakers, teachers, youth directors, pastors, or ministers from other Lutheran churches. Parents are always welcome to join us.

LUTHERAN SCHOOLS WEEK

Each year Good Shepherd Lutheran School participates in Lutheran Schools Week, along with Missouri Synods schools all over the country. Either beginning or ending the week will be a special Sunday service at 9:00am in the church. All students are asked to participate. Special activities are planned for that week in school to draw attention to the fact that we are a Lutheran school. Wednesday of Lutheran Schools Week is Grandparents/Special Friends Day which includes fun activities and a special chapel service for our guests.

MANDATED REPORTERS

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

STATEMENT OF NONDISCRIMINATION

Good Shepherd Lutheran School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of our educational policies, admissions policies, athletic, financial aid, and other school administered programs.

REGISTRATION AND RE-ENROLLMENT

Registration is considered complete when paperwork in the enrollment packet is completed, all supplemental documents have been submitted, and registration fee is paid. Space will not be retained for the upcoming year unless secured during registration.

As a convenience, Good Shepherd Lutheran practices continuous enrollment, which means re-enrollment is considered automatic, and a non-refundable registration fee is automatically billed in March unless the school receives written notice of withdrawal prior to re-enrollment. Re-enrollment is not considered complete until the registration fee is paid.

Please consult the school office regarding our referral policy.

FAMILY SERVICE HOURS

Research has shown that children whose parents are active in their school are more successful socially and academically. Because of this, it is common practice in Christian schools to require volunteer hours from parents during the school year. These hours will also benefit GSLS financially and in the community as part of our mission outreach.

For the 2024-2025 school year, the GSLS Board of Directors has decided to initiate a program of required parent / family service hours. We anticipate that the program will be continued in future years.

All GSLS families will be required to serve a minimum of 25 Parent Hours this year. This is the equivalent of 2.5 service hours per family, per month of school enrollment (August - May).

Service hours may be performed by immediate family members and family friends.

It is the responsibility of each family to keep track of volunteer hours with the GSLS front office, prior to service to allow for coordination. In some cases, there will be sign-up sheets. If for some reason, you cannot make it to the event you committed to, you are responsible for finding a replacement. Service hours may be transferable upon prior approval.

There are several opportunities to serve these hours:

- Serve at Luther's Attic, an all-volunteer supported, Christian thrift store in Moorpark. They are open Wednesday thru Saturday 10am-4pm. Hours served on Saturdays will count as double volunteer hours. *This is the preferred area of service for GSLS since the school receives a portion of the store revenue based on the number of hours served by volunteers (Luther's Attic is shared between three Christian schools). Luther's Attic payments are an important part of the GSLS annual budget.*
- Help us maintain the GSLS property
- Assist teachers in any way needed
- Furnish supplies, snacks, and other materials for events or after-school care (a proportional hours credit will be given)
- Help at fundraising events
- Collect and turn in the school recycling
- Other activities that come up

To ensure that these volunteer hours are honored, parents not serving the minimum hours by May 15th will be required to pay the equivalent of \$30.00 for each hour not served, not to exceed a maximum payment of \$750.00 per family.

Thank you for being part of the GSLS family. We want to make these service opportunities pleasant and enriching experiences for the families. We appreciate feedback to improve the program as it matures.

The GSLS Board of Directors

TUITION & FEES

Payments are to be made by auto withdrawal through Vanco Services. Credit card payments are assessed a 4% fee. Returned items are assessed a \$25 processing fee. Registration, Technology Fees, SAC, Lunch and Other Fees are nonrefundable and are not prorated for early withdrawal. Fees must be paid when due or late fees will accrue. Withdrawal may be required for accounts in arrears. Students may not register for the coming school year until all fees are paid in full.

SECURITY GATE & HOURS OF OPERATION

When the security gate is closed, it is necessary to buzz the intercom and identify yourself to enter the school grounds. Students waiting for parents during parent teacher conferences will be checked into the after-school School-Age Care (SAC) program.

7:00 am—School-Age Care (SAC) opens for the morning.

8:00 am—Security gate and classrooms open. Arrivals prior to this time check into SAC.

8:20 am—Security gate closes and classes begin.

3:00 pm—Security gate opens and classes dismiss for the day.

3:15 pm—Security gate closes and students not yet picked up are checked into SAC.

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

6:00 pm—SAC closes.

We dismiss students to go with adults identified on your registration form. We must have **advance notice** to release your child to an adult not identified on your registration form. This means an email or a signed note from the parent, not a note sent with a new adult.

VISITORS

Good Shepherd Lutheran School practices a closed campus policy. Please do not try to hold a conference with the teacher while they are preparing for class in the morning. Make an appointment to confer with the teacher after school. Non-students cannot visit during school hours without permission from the principal.

DROP OFF & PICK UP and PARKING PROCEDURES

Morning Arrivals

- Security gate opens at 8:00 a.m. and closes at 8:20 a.m.
- Enter the west lot via the south entrance. Turn right immediately after entering, then left, and left so you are headed north, away from Alamo and towards the field.
- If you get out of your car, please park in one of the marked spaces in the middle of the lot to your left, lock your car, and walk your child to the entrance gate or morning SAC.
- If arriving after morning SAC (8:00 am) parents say goodbye at the gate.
- If you are not getting out of your car, drop your child off safely in the drop off line.
- Exit via the north exit.

Afternoon Departures

- Security gate opens at 3:00 p.m. and closes at 3:15 p.m.
- Enter the west lot via the south entrance. Turn right, left, and left after entering so you are headed north, away from Alamo and towards the field.
- Stop in a parallel row facing north in the middle of the aisle. Please do not park in marked spaces. By staying in your cars, others will not get blocked in.
- **Please Do Not Back Up!**
- Students will assemble by the flagpole and be dismissed from there to your car. Students riding bicycles are to walk their bicycles through the parking lot. Students riding skateboards are to walk out of the parking lot before using their skateboard.
- Leave via the north exit.
-

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

After 3:15pm

- Park in a marked spot and lock your car.
- Buzz the intercom and identify yourself to enter the school grounds.
- Pick up your student(s) in the SAC room or on the playground and mark the time and sign them out of SAC.

SCHOOL-AGE CARE

Hours of Operation

School-age care (SAC) is available for our students from **7:00-8:00 a.m.** and **3:15-6:00 p.m.** SAC is available on half days of school until 6 p.m. SAC is not available during school holidays. Students waiting for parents during parent teacher conferences will be checked into the after school School-Age Care (SAC) program.

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

Procedures

Children are signed IN and OUT by our SAC employees. Our structured after school program includes assistance with homework, snack, outside activities, and inside games and crafts.

Pricing

The cost of SAC is included in the tuition for all students. Families do not need to pay additional fees for regular SAC usage within the allocated hours unless directed. Families required to purchase SAC hours must do so in advance in the school office. Refer to the rates listed to find what works best for your family:

- Families can purchase a 20-hour card for \$115.
- Families with more than one child can purchase a 20-hour card at a reduced rate of \$100 per child.
- For occasional use, families can buy a 5-hour card for \$35.
- Families who do not wish to buy a card can opt for pay-as-you-go at the rate of \$8 per hour.

Late pickups from school-age care will be charged \$1 for each minute the adult is late past 6:00 p.m.

ATTENDANCE

School attendance is required by Good Shepherd Lutheran School, its accrediting agencies and by California state law. Regular attendance is necessary for overall student success and is expected every scheduled school day. **Students who attend school regularly perform better in class.** When a child is absent, instruction is missed and school work accumulates, putting them in a difficult position to succeed. This may severely hinder a student's ability to master subject matter and may be reflected in quarterly grades.

A record of attendance is taken at the beginning of each school day. When a student is absent, parents must notify the school office before 9 a.m., unless the absence has been previously approved.

Excused Absences

1. Illness – **students must be free of fever, vomiting, or nits for 24 hours before returning to school**
2. Bereavement/Funeral
3. Involvement in an accident
4. Medical appointments
5. Prearranged absences for which approval has been given

Students with excused absences are given one day for each day of absence to make up missed work. Work that is not completed within the time allotted by the teacher is considered late and may not receive credit. For extended absences, arrangements for make-up work must be made by contacting the teacher.

Unexcused Absences

Unexcused absences include but are not limited to vacations, visiting friends and/or relatives, etc. We urge parents to plan vacations to coincide with vacation time on the school calendar. If vacations must be taken when school is in session, it must be with the understanding that teachers are not responsible for preparing assignments ahead of time.

TARDINESS

Attendance will be taken in each class. Students are to be in their respective classrooms **PRIOR** to the class beginning at 8:20 a.m. A student who is tardy due to a situation arising with another teacher needs to have that teacher provide an excuse. If the student is late because of a situation involving a parent, the parent may send a note with the student or contact the school office. Students who arrive at school late must come to the school office for a tardy slip before entering any class. Excuse notes may be turned in at that time.

COMMUNICATION

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

- **Back-to-School Night** for all grades is held in August.
- **Parent-Student Handbook**
- **Class Dojo**
- **Emails** will be sent to keep families current on school happenings.
- **Weekly envelopes or folders** will be sent home for students in grades K-3 on Friday. Parents should look over material in the packet, sign the requested form, and return it to school on Monday.
- **Quarterly Parent-Teacher Conferences**
- **Report cards** are issued quarterly. Report cards for quarter's I-II-III will be given out at the parent-teacher conferences. Quarter IV report cards will be mailed out after school ends once all financial obligations are met.
- **Awards** are handed out in chapel.
- **Other contacts** – Conferences may be scheduled in person after school, on the phone, or via email as needed throughout the year.

LOST & FOUND

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

WEB ADDRESS & SCHOOL EMAIL

The web address for Good Shepherd Lutheran is www.gsls-simi.com.
The school email is admin@gsls-simi.com.

HEALTH GUIDELINES

Because childhood illnesses within the confines of a school community can easily get out of control, we request that you never send a child to school who has a severe sore throat or cough, above normal temperature, a discharge from the eye or nose, is vomiting, or has head lice that have not been treated. A student should not return to school until she/he has been fever free for twenty-four (24) hours, and has not vomited within that 24 hour period. A temperature of 100.4° F or higher is considered a fever. Should a student become ill at school, we will call parents and/or whoever is designated to come to the school and pick up the student as quickly as can be arranged. If a student contracts head lice, you must contact the school office. A student must be nit free and checked by the school office before returning to class.

CONTAGIOUS DISEASE

Such communicable diseases (i.e. chicken pox) obviously require immediate medical intervention. In such cases, please contact the school within 24 hours of diagnosis so that appropriate measures may be considered.

HEALTH CHECKUPS AND IMMUNIZATIONS

Documentation of a physical exam is required of all students entering Kindergarten. This state requirement must be met and forms filed with the office before school begins for these students. Proof of immunization is required for all students. Parents must provide documentation that their student is up to date on all immunizations. Students may not enter school until this documentation is provided.

PRESCRIPTION MEDICATION

Parents are to notify the school office whenever a student is required to bring prescribed medication for use during school hours. Parents are to bring the medications to the school office so distribution may be monitored by school office personnel. **Prescription medication needs to be in its original container with a written signed note from the doctor showing the dosage and timing requirements for each medication turned in.**

Students with inhalers may keep them in the classroom after written and signed instructions from the doctor are received.

OVER-THE-COUNTER MEDICATION

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

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

COVID-19 PROCEDURES

Reference: [CDC Covid19 Information Link](#)

Isolation (If you have tested positive for COVID-19):

Everyone, regardless of vaccination status:

- Stay home for 5 days;
If you have no symptoms, or your symptoms are resolving after 5 days, you can return to campus.
- If your child has a fever, keep them home until their fever resolves without the use of fever-reducing medication.
- If your child continues to test positive after 5 days, he/she may return to school after 5 days if their symptoms have resolved.

We value our partnership with your family, and encourage you to contact us if you have any questions or concerns.

RESTROOM POLICY

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

BICYCLES/SKATEBOARDS

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

LEAVING SCHOOL GROUNDS

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

ELECTRONIC DEVICES

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

TEXTBOOKS, CHROMEBOOKS & FIRE TABLETS

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

SOCIAL MEDIA USE

- Students are prohibited from posting video images or audio recordings taken at school anywhere online, including the web or in applications. Students are also prohibited from taking pictures while on campus, unless specific permission is granted. The inappropriate posting of material will result in disciplinary action including the possibility of suspension or expulsion.
- No student may use a digital device to infringe on the privacy rights of another student, teacher, or member of the school community. Use of the digital device's camera, video recording, or audio recording capabilities to capture unauthorized images or sound recordings of others are examples of privacy infringement. Misuse of a digital device in this manner will constitute a violation of school rules and may result in suspension or expulsion.
- Cyber-bullying will not be tolerated. Refer to Bullying Policy.

HOT LUNCH, SNACKS & BOTTLED WATER

Currently, hot lunches are not available. Please bring a lunch from home until further notice.

A cup of soup is available for \$1 and Lunchables for \$5 for students who have forgotten their lunch. Due to the number of students on campus, the school office microwave cannot be used to heat student lunches. You may drop off a sack lunch or lunch box in the school office.

Nutritious snacks may be sent in lunches for break time.

Bottled water is available throughout the day for \$1.00. Students can fill water bottles at the water station.

UNIFORM DRESS POLICY

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

The following is our **mandatory** uniform dress policy for **Monday - Thursday**:

- **Official Good Shepherd Polo** in navy or white (Available for purchase in the GSLS office).
- Cardigan button sweaters in navy, royal blue, or white.
- Good Shepherd official sweatshirts or solid navy blue.
- Winter jackets must be taken off in the classroom. School colors preferred but not required.
- Uniform pants in navy or tan only.
- Uniform shorts navy or tan only. Shorts should not be shorter than 4" above the knee.
- Uniform skirts/skorts in navy or tan only. Shorts/skorts should not be shorter than 4" above the knee.
- Pants with attached skirts will be allowed. Skirts must be attached and all the same material/color. Navy or tan only. No sequins.
- Dresses/Jumpers are allowed if a uniform GSLS shirt can be worn and seen underneath.
- Girls may wear navy tights/leggings **under** their skirts, skorts, etc.
- Jewelry must be non-distracting.
- Athletic shoes must be worn during PE by all.

The following is our uniform dress policy for **Spirit Days (Fridays)**:

- Students may wear any official GSLS Spirit T-Shirts (Spirit Wear).
- Uniform pants, skirts, shorts, and skorts in navy, tan, or black.
- **Black bottoms and leggings are only permitted on Fridays.**

The following is our uniform dress policy for **Free Dress Days**:

- No spaghetti or thin strap tank tops.
- Shorts, skirts, and dresses should not be shorter than 4" above the knee.
- The waist shall always be covered, even when arms are raised over the head.
- Necklines should be modest.
- Clothing with inappropriate ads or slogans is not permitted.
- No "skintight" clothing or "extremely baggy" clothing.
- Clothing should not have holes or need repair.

Students may not:

- Wear jeans or sweatpants (unless allowed on free and/or special dress days).
- Wear leggings or black bottoms (only allowed on Fridays)
- Wear tutus or non-uniform bottoms.
- Bring or wear "Smart Watches"
- Wear excessive amounts of jewelry or makeup.
- Change their natural hair color during the school year or have unusual hairstyles. Hair accessories must be able to be removed when a student is asked to do so.
- Wear jewelry during P.E. class, except for posts or small hoop earrings.
- Wear hats and/or caps in classrooms or any indoor setting.
- Wear sandals, open-toed, slip on, or shoes with wheels to school due to safety reasons.
- Wear clothing that is "baggy" or "skintight" clothing.
- Wear clothing with holes or in need of repair.

DRESS CODE VIOLATION

Disregard for, or noncompliance with, the uniform and dress code policy will result in disciplinary action. When a student is not in compliance, a dress code warning will go home to the parents explaining the violation. Notes are required to return the form with a parent's/guardian's signature on the next school day. Repeated violations may result in other disciplinary action.

The school reserves the right to contact the parent/guardian to bring a change of clothes to the student before the student may return to class.

PARENT COOPERATION AND GRIEVANCES

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

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

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

Please refrain from discussing grievances with other parents and/or on social media.

REFERRAL POLICY

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

The parents will be contacted by the school to determine the progress made. The school may only discuss the student with the outside agency or individual if the parent(s) gives permission. It would require the parent(s) to sign documents provided by the agency or individual to allow the school to contact the agency or individual working with the student.

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

CURRICULUM

Good Shepherd Lutheran offers a quality Christ centered experience which includes a traditional education in religion, math, language arts, science, social studies, art, music, technology, STEM, and physical education.

PHYSICAL EDUCATION (PE) POLICY

Kindergarten and First Grade:

O = Outstanding

G = Good

S= Satisfactory

N= Needs Improvement

Students are graded upon their ability to follow directions, pay attention and listen, participate, sportsmanship and behavior. Students improve on the grading scale by demonstrating consistency in listening and following directions, attentiveness, participation, good behavior, etc. A student's grade is lowered if the student shows that they consistently do not listen, do not follow directions, fail to participate, and/or bully others. Students are addressed when any behavior is identified that is inappropriate, and this behavior may impact their grade. Students are always given multiple warnings to improve before their grade is impacted. Kindergarteners are always given 3-4 warnings regarding behavior because they are so young and are still learning basic skills. Their grades are always evaluated and determined in a meeting between the PE Instructor and Kindergarten teacher to ensure equity.

Second Grade and Up:

All students begin each day with 10 points. All students are graded upon their ability to follow instructions, sportsmanship, participation, respect for others, and being on time to class. Students maintain their 10 points by following the above rules. 2nd graders receive 2-3 warnings before losing a point. 3rd – 5th grade receives a minimum of one warning before losing a point. Students are addressed when any behavior is identified as inappropriate and this behavior may impact their grade. They are given the opportunity to correct their behavior before their grade is lowered.

Upon request, when a student exhibits initiative and a desire to increase their grade, an opportunity for extra credit is arranged before the end of the quarter. Additionally, when a student's grade is dropping, the PE Instructor not only notifies the student, but also evaluates the grade with their teacher before each quarter ends to ensure equity.

HOMEWORK

Purpose

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

Objectives

Homework assignments should address the following objectives:

1. Provide drill or practice on a concept or skill already taught
2. Provide meaningful experiences from concepts studied in class.
3. Help develop higher levels of thinking
4. Help the student meet deadlines for all assignments

At Good Shepherd Lutheran School, we emphasize that time for schoolwork at home needs to be considered a study time. A time should be set aside each evening for study. This routine should

continue on all school nights even when no assignment has been given. Students should pay attention to how long it takes them to finish work and plan accordingly.

Student Responsibilities

1. Students in grades 2 – 5 are expected to write their assignments in their daily planners.
2. Students are responsible for completion of homework.
3. Student homework should be:
 - a. Completed and handed in on time
 - b. Legible, neat, and accurate in form and content
 - c. Completed according to directions given by the teacher
4. Students must make up assignments when they are absent.
5. Students must communicate to the teacher any problems encountered with the homework.
6. Students are expected to have materials required for the completion of homework (textbooks, worksheets, workbooks, etc.).

Parent/Guardian Responsibilities

1. The parent/guardian is encouraged to provide an environment that is conducive to proper concentration.
2. The parent/guardian should assist, support, and monitor the student's homework without doing the work for the student.
3. The parent/guardian should notify the teacher of the reasons for missing homework assignments.
4. The parent/guardian should contact the teacher if the student appears to be struggling with homework assignments.

MISSING and LATE WORK POLICY

Incomplete and missing assignments are detrimental to the learning process and will be reflected in the student's grades. Policies on missing and late work for each grade level are as follows:

Kindergarten

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

First Grade

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

Second and Third Grade

- Unfinished classwork sent home is to be brought back the next day.
- If homework is not turned in, the student will need to complete and turn it in the following day.
- Late homework and projects will be subject to a lower grade.

Fourth and Fifth Grade

- Unexcused late or missing assignments must be turned in the following day for partial credit.
- Excused late or missing assignments must be turned in within one week.
- If the above is not met it will be marked incomplete – (IC in Gradelink)

CLASSROOM GUIDELINES

1. All students are to come prepared to every class with the required books and materials.
2. Students are to be in the classroom ready to work by 8:20 a.m.
3. No one is permitted to leave the classroom after the class begins without teacher permission.
4. Students are to raise their hands when they wish to speak.
5. Unless otherwise directed by the teacher, students are to remain seated during the class.
6. Any writing on, carving on, or abuse of desks in any way may result in the student being charged for a new desk. Desks should not be moved without teacher permission.
7. When absent from a class due to illness, sports, or other classes, the student must check with the teacher for the assignments missed.

Grading Scale

A 92-100%	B- 80-81%	D+ 67-69%
A- 90-91%	C+ 77-79%	D 62-66%
B+ 87-89%	C 72-76%	D- 60-61%
B 82-86%	C- 70-71%	

Anything below a 59% is an F

HONOR ROLL AWARDS

High Honor Roll recognition is awarded to those 3rd, 4th and 5th grade students who maintain an "A" or higher in all **core subjects** (religion, language arts, science, math, social studies and P.E.) while maintaining good to outstanding behavior. **Honor Roll** recognition is awarded to those students who maintain all "A's and B's" in all subjects while maintaining good to outstanding behavior. Awards are given in Chapel

PARENT/TEACHER CONFERENCES

At the end of the first quarter, a time request form will be emailed to each family so they may select a preferred conference time. The conference time chosen for the first quarter will be used for the second and third quarters. Any changes to your conference time must be scheduled through the office. **It is imperative that at least one parent attend the quarterly conferences.**

Report cards will be sent home at the parent teacher conferences. Fourth quarter report cards will be mailed home after all financial obligations are met.

FIELD TRIPS

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

Admission fees, transportation fees for longer trips, and other costs are collected from each child in advance. Since such trips are a part of our planned curriculum, **attendance is expected** of all students. No refunds can be issued since the price is based on all students attending.

OVERNIGHT TRIPS

Overnight trips may be taken by grades 4th and 5th grade. These trips range in length from an overnight stay up to an entire week. These trips are an important part of the curriculum for each grade; therefore, we encourage your child's participation. Any special problems (financial or otherwise) may be discussed with the teacher or the school office.

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

GUM CHEWING

Due to the damage it causes to property, **gum is not allowed** on the school grounds **at any time** or at any school function even if held at a different location.

EXTRA-CURRICULAR ACTIVITIES

It is our intention at Good Shepherd Lutheran School to provide the best possible education within our means. We believe that academic growth supersedes all extra-curricular activities. We expect the very best from each of our students as they pursue academic excellence with their God-given talents. Therefore, in order for a student to be eligible for extra-curricular activities, he/she must maintain a 2.0 average in his/her core subjects (excluding electives). Students receiving a grade of "F" in any core subject (excluding electives) would become ineligible for any extra-curricular activities for a minimum of three weeks.

BIRTHDAY CELEBRATIONS

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

BEHAVIOR POLICIES AND PROCEDURES

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

Objective

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

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

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

Dealing with Behavioral Issues

Teacher/Student

The issue is dealt with in class or on campus. No further action is required if the negative behavior is terminated.

Teacher/Student/Parent

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

Administrator/Teacher/Student/Parent

Persistent problems may be dealt with by the administrator. When this occurs, the parent(s) will be contacted to determine a meeting time where all parties will be present. As a result of the meeting: 1) a behavioral management plan may be established involving all the parties, 2) social probation may be given if deemed necessary, 3) a student may be suspended from school, not to exceed three days, or 4) the student could be expelled with GSLS School Board approval.

Situations may arise when a teacher feels it necessary to discipline a student more strictly when a serious offense has been committed. In those instances, and in addition to contacting the parent(s), a teacher may assign lunch probation, arrange a conference with the parent(s), or recommend to the administrator social probation or suspension for the student. The administrator will need to give approval for social probation and/or suspension. Parents will be notified as quickly as possible about any problems.

BULLYING POLICY

GSLS believes that everybody should enjoy our school equally and feel safe, secure, and accepted. Therefore, we do not tolerate bullying. It is our goal that no student will be subjected to bullying. We realize, however, that this type of behavior can happen. Staff, students, and parents must have a common view of what bullying is and how to respond to it so we can eliminate it. This requires the effort of home and school working together. This chart will help define conflict versus bullying behavior:

<u>Conflict</u>	<u>Bullying</u>
+ Equal power – mutual engagement	+ Imbalance of power – one sided
+ Equal emotional reaction	+ Strong emotional reaction on part of the
victim	
+ Happens occasionally	+ Happens repeatedly
+ Can be accidental	+ Intentional, threatening
+ Not seeking power or attention	+ Seeking power and control
+ Feelings of remorse and responsibility	+ No remorse – blames victim
+ Effort to solve problem	+ No attempt to stop

Cyberbullying is also not tolerated. This is defined as the use of cell phones, text messages, e-mails, instant messaging, web blogs, any social media outlet or any postings to bully another student in any of the ways listed above.

Intervention in bullying concerns will be addressed with these goals in mind:

1. To maintain safety and order within the school community
2. To identify, teach and practice the skills needed to prevent the bullying from occurring again.

As a Christian school, we expect our students to display courtesy, respect and responsibility at all times. When a report of bullying comes to the attention of a faculty or staff member, the following will occur:

1. The faculty or staff member will investigate the report of bullying by:
 - + Talking with the student(s) being bullied
 - + Talking with the teacher(s)
 - + Talking with the student(s) accused of bullying
2. Based on the information gathered, the faculty or staff member will meet with the administrator and the administrator will determine the appropriate action to bring resolution to all parties involved. If bullying is found to be present, consequences will be determined. (see Behavior Policies and Procedures).
3. The administrator will notify parents of both parties regarding the situation and the steps that will be taken for resolution.
4. The administrator will monitor the situation to ensure that resolution has occurred.

SEXUAL HARASSMENT

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

- Sexual harassment of or by any student at Good Shepherd Lutheran School shall not be tolerated and may result in disciplinary and/or legal action, including possible termination, expulsion or the notification of legal authorities.
- Sexual harassment has the purpose or effect of having a negative impact on an individual's performance or of creating an intimidating, hostile, or offensive environment and includes, but is not limited to:
 - Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
 - Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
 - Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
 - Threats and demands to submit to sexual demands
 - Retaliation for reporting a violation or participating in an investigation
- California law requires that teachers discuss this policy with their students at the beginning of the school year in age appropriate ways and assure them that they need not endure any form of sexual harassment.
- Anyone at Good Shepherd Lutheran School who is subject to or witnesses sexual

harassment should immediately report such conduct to a teacher, the office staff, or the Administrator. Complaints of sexual harassment shall be promptly investigated in a way that ensures the privacy of all parties concerned. In no case shall a student or employee be required to resolve the complaint directly with the offending person.

- If a situation involving accusations of sexual harassment is not promptly remedied by the person to whom it is reported, a complaint of harassment can be filed with the Good Shepherd Lutheran School Board.

SUBSTANCE ABUSE

No student may use, possess, or attempt to purchase or sell dangerous or illegal drugs, hallucinogens, drug paraphernalia, or alcohol at school. Vaporizers, including all vape devices, e-cigarette systems and any evolving derivatives, constitute drug paraphernalia. Any student who abuses this policy will be suspended from school, placed on probation, and be required to obtain counseling. Dependent on the circumstances, expulsion and/or referral to the appropriate legal authorities may also occur. If incidents of substance abuse occur, a Faculty Review Committee consisting of the administrator and two or more teachers will review all findings and reach a decision on student status.

EMERGENCY CLOSINGS

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

NIXLE

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

EMERGENCY PROCEDURES

Good Shepherd performs regular fire, earthquake, and lockdown drills. The purpose of a fire drill is to train children how to leave a classroom quickly, safely, and orderly. The ringing of a bell announces the fire drill. Once learned, this drill can be used to exit buildings for situations other than fires. We have two evacuation sites for emergencies...the blacktop and the north side of the parking lot.

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

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

Good Shepherd staff members review how to deal with various emergencies annually. We have rendezvous points, a system whereby each teacher checks on another teacher and class, and staff assignments including sweep and rescue, first aid, utilities, campus security, crowd control,

and emergency supplies (including the earthquake kit each child brings in as well as our own emergency water supply, solar blankets for each child, etc.)

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

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

LOCKDOWN PROCEDURE

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

Lockdowns are initiated when:

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

Goals for lockdown are:

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

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

EMERGENCY EVACUATIONS

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

Destinations for our campus can be:

- West to Simi Adventist Hospital
- East to Lemon Park
- West to Atherwood Park
- South to Hobby Lobby parking lot

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

SCHOOL SEARCHES

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

WEAPONS

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

COVID-19 Campus Plan Overview

While parents are the first line of defense in keeping our children healthy and safe during this pandemic, Good Shepherd Lutheran School has developed the following plan to ensure safety for students, faculty and staff.

These health practices have been put in place to help prevent the mitigation and spread of the Coronavirus on our campus. We used resources from the Ventura County Department of Public Health (VCDPH) and the Center for Disease Control (CDC).

The following guidelines will be strictly adhered to by all students, faculty and staff.



Healthy Hygiene Practices

- Temperature checks will be taken upon arrival each day.**
- Hand washing and/or sanitizer will be used upon arrival, before eating, after restroom use and after playing outdoors, at the end of the day and after sneezing or coughing.**
- Teachers will model proper handwashing techniques as well as properly covering coughs and sneezes.**
- Posters are displayed around campus to remind students of proper hygiene practices.**



Cleaning, Disinfecting, Ventilation

- Our professional cleaning company will clean and disinfect all classrooms, restrooms and office space daily.**
- High touch surfaces (light switches, doorknobs, sinks, student desks) will be wiped midday and at the end of the day with an EPA approved disinfectant.**
- Lunch tables will be sanitized after each use.**
- Windows and doors will be left open (with AC on) to increase ventilation.**
- New AC filters installed in each classroom will help reduce the transmission of the coronavirus.**

- Library books will be held out from rotation for 48 hours.
- Students will have their own set of classroom supplies to minimize the amount of shared materials in the classroom.



Cohorting

In order to minimize contact with a larger group of students, each classroom will be viewed as a cohort with fixed membership.

- Class size will be limited to 14 students maximum with desks spaced 6 feet apart.
- Classes will be kept separate during lunch, PE and recess and will be assigned designated spaces and times.
- Specialist teachers (like Spanish) will come into the classroom to teach but remain 6 feet away from students.
- Before and after school care for children will preserve these cohorts.
- There will be no enrichment activities...assemblies, etc.

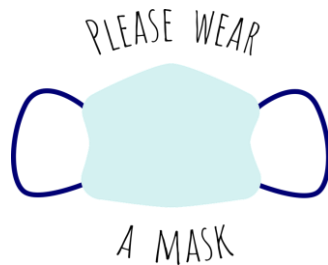


Entrance, Egress and Movement within the School

- Opening procedures will be staggered from 8 a.m. until 8:20 a.m. with temperature checks at the gate.
- Dismissal will be from each classroom. A staff member will be in

the parking lot to radio who is dismissed next. Parents will remain in their vehicle, and students will enter the vehicle from the curb side.

- The campus will have markers spaced 6 feet apart on the cement walkways to designate where to stand in line.**
- Parents will need to electronically conduct business with the front office and teachers.**
- Parents will not be allowed on campus. Any essential visitors allowed on campus will be screened.**



Face Coverings and Other Protective Gear

- All staff and students are required to wear face masks at all times when inside. This applies to both vaccinated and unvaccinated people. The only exceptions to this are when students are outside, or on nutrition breaks.**
- Face shields can be worn by any staff teaching phonics or Spanish (to ensure view of proper mouth formation for sounds).**



Health Screening for Staff and Visitors

- Staff and students are required to check their temperature at home before coming to school.**
- All staff and student temperatures will be checked each day upon arrival with a no touch thermometer. A no touch thermometer temperature reading of 99.4 F or below is required to remain on campus. If higher, the student will immediately be placed in the outside assigned sick area for immediate pick up.**
- Younger students will sniff a sticker and indicate smell. Older students will be asked if they have had loss of taste or smell. All students will be asked if they have had a cough or a fever within the last day and also if anyone in their home is ill or positive for COVID-19. This process will apply to everyone on campus.**
- Teachers will monitor students throughout the day. If a student appears unwell, seems feverish or has a cough, the student will immediately be sent to the outdoor lunch area where office staff will further screen them. If a fever is confirmed, parents will be called and requested to pick up the child immediately.**
- Students with possible COVID-19 symptoms may return to school with a doctor's note stating that the student does not have COVID-19 and symptoms are due to another diagnosis, or a copy of a negative COVID test taken after child is sent home.**
- Staff will be tested for COVID-19 every two months or as warranted due to exposure or on a schedule directed by CDPH/VCDPH.**
- Staff will be tested one week prior to school reopening.**



COVID-19 On Campus Response

- Our school has two liaisons for VCDPH. If any student or staff tests positive, we will contact the VCDPH immediately and follow the directives given.
- Quarantine or testing requirements for return will be determined by current VCDPH directions.
- Parents will be notified if a member of their child's cohort tests positive for COVID-19 according to HIPPA and FERPA mandates.
- Parents will be instructed to immediately inform the school if anyone in the household or close recent contact tests positive so we can coordinate a plan with VCDPH.
- If a teacher tests positive for COVID-19, the students will return to a distance learning platform.



Staff Training and Family Education

- Prior to in person return, all families and staff are required to review current information from the VCDPH and CDC.

Information provided covers campus infection control practices including social distancing, mask hygiene, how to protect yourself and others through hand hygiene and respiratory etiquette and cleaning and disinfecting practices

- Parents will receive emails with updated COVID-19 best practices.**



Parent and Student Responsibilities

- Remind your child to follow school policy on distance, masks, and all other safety protocols.**
- Remind your child that school will look very different from last year, but safety is important to all.**
- Practice mask wearing at home so that your child becomes comfortable wearing one...make it fun! Different masks are encouraged as long as they are school appropriate.**
- Practice washing hands for 20 seconds at home.**
- Immediately inform GSLs if anyone in your household, or a close contact, tests positive for COVID-19 so we can coordinate a plan with VCDPH.**



Final Remarks

- **The ability for the school to remain in person depends heavily on your commitment to following county health directives outside of school.**
- **Keeping your family healthy will help ensure that we can remain on campus.**
- **Student and staff safety is our top priority.**
- **Student failure to follow the outlined safety plan can result in that student's return to distance learning.**
- **Please be aware that if we are ordered to close our campus, students will return to online distance learning at home. Be sure to have a plan in place because this could happen at any time.**