

GOOD SHEPHERD **LUTHERAN SCHOOL**



Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:32

TABLE OF CONTENTS

Accreditation	4
Admissions Policy	4-5
Attendance	11
Behavior Policies and Procedures	26-27
Bicycles/Skateboards	13-14
Birthday Celebrations	26
Bullying Policy	27-28
Chapel	4
Classroom Guidelines	23
Communication	11-12
Contagious Disease	12
COVID-19 Procedures	13
Curriculum	19-20
Dress Code Violation	18
Drop Off & Pick Up and Parking Procedures	9
Electronic Devices	14
Emergency Closings	29
Emergency Evacuations	30
Emergency Procedures	29
Extra-Curricular Activities	26
Family Service Hours	6-7
Field Trips	25
Gradelink	23
Grading Scale	23
Gum Chewing	26
Hair and Grooming	17
Health Checkups and Immunizations	12-13
Health Guidelines	12
Homework	22
Honor Roll Awards	24
Hot Lunch, Snacks, & Bottled Water	16
Leaving School Grounds	14
Lockdown Procedures	29-30
Lost & Found	12
Lutheran Schools Week	4
Mandated Reporters	4
Missing and Late Work Policy	22-23
Mission	3
NIXLE	29
Overnight Trips	25
Over-the-Counter Medication	13
Parent Cooperation and Grievances	18
Parent/Teacher Conferences	25
Physical Education (PE) Policy	20-21
Prescription Medication	13

Referral Policy	19
Registration and Re-enrollment	5
Restroom Policy	13
Retention Policy	24-25
School Age Care (SAC)	9-10
School Searches	30
Schoolwide Learner Outcomes	3-4
Security Gate & Hours of Operation	8
Sexual Harassment	28
Social Media Use	15
Statement of Beliefs	3
Statement of Nondiscrimination	4
Student Planner Policy (Grades 2 – 5)	21
Student Records Policy	18-19
Substance Abuse	28
Tardiness	11
Textbooks, Chromebooks and Fire Tablets	15
Tuition and Fees	6
Uniform Dress Policy	16-17
Vision	3
Visitors	8
Volunteer Policy (Child-Facing Roles)	7-8
Weapons	30
Web Address & School Email	12

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

“Since, then, you have been raised with Christ, set your hearts on things above, where Christ is, seated at the right hand of God.” Colossians 3:1 (NIV)

Reach In with Christ

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.” Colossians 3:12 (NIV)

Reach Out through Christ

“In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16 (NIV)

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 9:00 am 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.

ADMISSIONS POLICY

Good Shepherd Lutheran School welcomes families who desire a Christ-centered education for their children. Our admissions process is designed to ensure that students are placed in an environment where they can thrive academically, spiritually, and socially.

Kindergarten Admissions:

- Children must be 5 years old by September 1 of the school year they are enrolling.
- Exceptions to the age requirement may be considered on a case-by-case basis. Inquire within for details.
- We welcome students from our Trinity Lutheran Preschool and will consult preschool teachers to assess readiness.
- Students from other preschools may be asked to provide a preschool recommendation.
- Readiness testing may be conducted by the kindergarten teacher if deemed necessary.

Grades 1–5 Admissions:

- New students must provide the most recent report card or transcript from their previous school.
- Teacher or administrative recommendations may be requested.
- All new students are admitted on a first-quarter probationary basis to ensure academic and behavioral fit.

General Admissions Information:

- Admission is based on space availability and the school's ability to meet the student's needs.
- A family interview may be required.
- Parents/guardians must support the Christian mission of the school.
- Good Shepherd Lutheran School admits students of any race, color, national or ethnic origin, and religious affiliation.

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 March 15th unless the school receives written notice of withdrawal prior to re-enrollment. Re-enrollment is not considered complete until the registration fee is paid.

If you know of someone who may be interested in our school ministry, please let us know. We will be glad to provide them with more information. A \$300 credit will be given in May for each new family that registers and completes the school year and puts your name as the answer to how they heard about Good Shepherd Lutheran School. Please consult the school office for more information regarding referring families to GSLS.

TUITION & FEES

Payments are to be made by auto withdrawal through Vanco Services. Tuition that is paid in full at the beginning of the school year will receive a 5% discount. Credit card payments are assessed a 3% fee. Families with multiple children receive a 10% sibling discount or 5% discount for 3 or more siblings. 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.

FAMILY SERVICE HOURS

At Good Shepherd Lutheran School, we believe that strong family involvement enhances the educational experience of every child. Our Family Service Hours program is designed to encourage parental participation in school life and support the mission and ministry of our school.

Service Hour Requirement:

Each school family is asked to contribute a total of **15 service hours** per school year, regardless of how many students they have enrolled. This is a **per-family**, not per-student, commitment. To ensure all hours are accounted for, **service hours or equivalent donations must be completed by the last week of school**. This deadline allows families to include volunteer time from year-end events such as the **Color Run**. If the 15 service hours are not completed by that time, families will be asked to contribute a monetary amount of **\$16 per hour** for each hour not completed, or pay the full **opt-out amount of \$250**. This ensures that the school can continue to provide valuable programs and events that rely on family support.

Who Can Volunteer:

Parents, guardians, and immediate family members (such as grandparents or adult siblings) may volunteer to fulfill the required hours on behalf of the family.

Opt-Out Option:

Families who are unable or choose not to complete the service hours may opt out by paying a **\$250 fee** in lieu of service. This fee helps support school programs and activities that would otherwise rely on volunteer assistance.

Tracking Hours:

The school office will maintain a record of each family's completed service hours. It is the responsibility of the family to ensure that their hours are reported in a timely manner. Forms for recording service hours will be available in the school office and online. An updated copy of your hours will be sent with your student's quarterly report card.

Examples of Volunteer Opportunities (not limited to):

- Volunteering for Luther's Attic
- Event setup and cleanup (e.g., PTL events, school events, fundraisers)
- Assisting in classrooms per teacher's request (does not include class parties)
- Maintaining school grounds, equipment &/or recycling
- Lunch assistance, supervision and recess supervision
- Office tasks or administrative support
- Serving on PTL committees
- Assisting with chapel or school worship

- Providing supplies or services as requested by teachers or staff
- Volunteering at Simi Street Faire Booth
- Volunteering for Church events (Advent/Lent soup dinners, Hanging of the Greens at Christmas, etc)
- Donating needed classroom/office supplies (\$16.00 = 1 hour of service)
- Donating needed sports equipment (\$16.00 = 1 hour of service)
- Donations of special food items for PTL events or school lunches (\$16.00 = 1 hour of service)

We are grateful for the time, energy, and talents our families share. Your involvement is a vital part of what makes Good Shepherd Lutheran School a Christ-centered and caring community.

VOLUNTEER POLICY (CHILD-FACING ROLES)

At Good Shepherd Lutheran School, we are committed to providing a safe and nurturing environment for all students. To uphold this standard, we require specific protocols for volunteers who serve in **child-facing roles**, which are defined as **any position in which a volunteer has direct interaction or potential unsupervised access to students**.

What is a Child-Facing Role?

Child-facing roles include, but are not limited to:

- Classroom helpers or aides
- Field trip chaperones
- Recess or lunch supervisors
- Small group tutors
- After-school activity leaders
- Chapel or worship volunteers assisting children
- Volunteers involved in Vacation Bible School (VBS), Sunday school, or other ministry activities where students are present

Requirements for Child-Facing Volunteers

- Complete a Volunteer Application and Code of Conduct Acknowledgement (available from the school office).
- Undergo a Background Check (Livescan fingerprinting) in accordance with California Education Code §45125.01.
- Complete Mandated Reporter Training as required by California law (check with school office for training link)
- Follow All School Policies, including dress code, discipline, confidentiality, and supervision expectations.
- Sign In/Out at the School Office and wear a volunteer badge while on campus.
- Work Under the Supervision of a Staff Member unless otherwise approved.

Supervision Expectations

Child-facing volunteers **should never be alone with a student in a private setting**. If a situation arises that requires one-on-one attention (e.g., tutoring or prayer), it should occur **in a visible, public, or open area** with other adults present or nearby.

Non-Child-Facing Volunteer Examples

Volunteers not directly interacting with students may assist in the following ways without the above screening requirements:

- Assisting with PTL events

- Preparing classroom materials or bulletin boards
- Helping with facilities maintenance
- Serving on committees or fundraising teams

If you are unsure whether your role qualifies as child-facing, please contact the school office for clarification.

SECURITY GATE & HOURS OF OPERATION

At Good Shepherd Lutheran School, the safety of our students, staff, and families is a top priority. To ensure a secure learning environment, we have implemented the following security measures across our campus:

- **Gated Campus:** Our school grounds are enclosed by secure fencing and gates. During school hours access is restricted to authorized personnel and pre-screened visitors. This helps to prevent unauthorized entry and ensures that all individuals on campus are accounted for.
- **Surveillance Cameras:** Security cameras are strategically placed throughout the campus, including at all main entrances and key exterior areas. These cameras provide continuous monitoring to help deter unsafe behavior and to review incidents if necessary.

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. All visitors must check in at the school office, sign in, and wear a visitor badge while on campus. This procedure allows staff to monitor who is on school grounds at all times.

Please do not try to hold a conference with teachers 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 or remain in their classroom to 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 (SAC)

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 **most** half days of school (check calendar for exceptions) 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.

SAC Procedures

Morning Care (7:00 am – 8:00 am)

- **Sign-In:** All students attending morning care must be signed in by a parent or guardian upon arrival.
- **Quiet Activities:** Students are expected to remain quiet and may:
 - Read books
 - Draw or color
 - Work on class assignments
 - Review memory verses or study materials
- At **8:00 am**, students will be dismissed to their classrooms to begin the school day.

Afternoon Care (3:15 pm – 6:00 pm)

- **Check-In:** Students not picked up by **3:15 pm** will be signed into the **School-Age Care (SAC)** program by staff.
- **3:20 – 4:00 pm: Quiet Study Time**
During this time, students will:
 - Work on homework
 - Review spelling words or study weekly memory verses
 - Read independently or participate in other quiet academic activities
- **4:00 – 5:00 pm: Snack and Playtime**
 - A snack will be provided.
 - Students will have supervised free play either outdoors or in the classroom depending on weather conditions.
- **5:00 – 6:00 PM: Classroom Activities**
 - Students return to the classroom for age-appropriate activities, such as:
 - Group games
 - Art and crafts
 - Quiet centers
 - Continued academic support

Students remain in care until they are signed out by an authorized adult

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.

Absences and Retention

Chronic absenteeism—defined as missing 10% or more of instructional days, regardless of whether absences are excused—may impact a student's readiness and could be considered when evaluating the need for retention.

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**
- **Daily Planners**
- **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

To support a safe and distraction-free learning environment, **students are not permitted to bring smartphones to school**. Additionally, students may **not use smartwatches or other devices** to send messages, access the internet, take photos, or make calls during school hours.

Limited Exceptions (in compliance with California law)

In accordance with **California Education Code §§ 48901.5 and 48901.7**, and **Assembly Bill 3216**, the following exceptions apply:

- **GPS-enabled devices** (e.g., smartwatches **with tracking only and no communication functions**) may be worn **only with administrative approval**;
- Devices required for **medical reasons** (must be documented by a physician);
- Devices required by a student's IEP or 504 Plan;
- Emergency use during a perceived threat of danger or other safety situation.

Unauthorized Device Use

Devices brought without permission or used improperly will be confiscated and returned only to a parent or guardian. Repeated violations may result in disciplinary action or loss of privilege to bring any personal devices to school.

Responsibility Disclaimer

Good Shepherd Lutheran School is not liable for lost, stolen, or damaged personal electronic devices.

Legal References:

- **California Education Code § 48901.5** – Permits schools to regulate use of electronic devices.
- **California Education Code § 48901.7** – Authorizes policies regarding use of electronic devices during school hours with specific exemptions.
- **Assembly Bill 3216 (2024)** – Requires schools to adopt formal policies regarding use of electronic devices by **July 1, 2025**.

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 and 1st grade. Chromebooks are used in grades 2 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.

Technology Use Agreement for Students (Kindergarten – 5th Grade)

Kindergarten & 1st Grade – Fire Tablets

At Good Shepherd Lutheran School, Fire Tablets are used for coding, learning apps, and other educational activities. To ensure a safe and effective learning experience, students are expected to follow these guidelines:

1. Use for Learning – Tablets are only for school-approved apps and activities.
2. Handling with Care – Students must carry and use tablets with both hands, keep them clean, and store them properly.
3. Supervised Use – Tablets will only be used under teacher direction.
4. No Downloads or Changes – Students may not download apps or change tablet settings.
5. Respect for Others – Tablets must be shared kindly when working in pairs or groups.
6. Internet Safety – Only teacher-approved websites and apps may be used.
7. Consequences for Misuse – If a student misuses a tablet, they may lose their privilege for a period of time.

Grades 2-5 – Chromebooks

1. Ownership & Charging – Students purchase Chromebooks, which are kept at school most of the time and charged there. If taken home, they must be returned fully charged.
2. Proper Use – Chromebooks are for schoolwork only, including coding and educational programs.
3. Respect & Care – Students must handle Chromebooks with care and store them properly.
4. Internet & Online Safety – Only teacher-approved websites may be accessed.

Inappropriate Use – If a Chromebook is misused, the student will lose computer privileges

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

Hot lunch is offered **periodically throughout the school year**. When available, families will receive **electronic notifications** with details and order forms. Please follow all instructions carefully when placing orders. If you have questions about ordering, contact the school office. Students who do not participate in the hot lunch program must bring a **lunch from home**. On days when hot lunch is not offered, **no other food will be provided unless a student has forgotten their lunch**.

If a student forgets their lunch:

- A **Lunchable** is available for **\$5.00**
- Parents may also **drop off a lunch** in the school office before the student's lunchtime.

Note: Due to the number of students on campus, the school office microwave cannot be used to heat student lunches. Please send meals that do not require reheating.

Snacks

Please send a **healthy snack each day** for your child to enjoy during their scheduled break time. Snacks should be easy to manage and not require refrigeration or heating.

Water

Bottled water is available for purchase during the school day for **\$1.00**. Students are also encouraged to bring a **refillable water bottle**, which can be filled at the school's water bottle filling station.

Food Safety and Allergies

Please note:

- GSLS is **not a nut-free campus**. If your child has food allergies, contact the school office to discuss necessary accommodations.
- For health and safety, **students may only eat the food they bring from home**.

Sharing food is not allowed

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" unless approved by administration (see Electronic Device Policy p. 14)
- Wear excessive amounts of jewelry or makeup.
- 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.

HAIR AND GROOMING

Students are expected to maintain a neat and clean appearance that reflects the values of Good Shepherd Lutheran School and minimizes distractions in the learning environment.

- Hair must be clean, neatly combed, and well-groomed each day.
- Students may not change their natural hair color during the school year.
- Extreme or unusual hairstyles are not permitted. This includes styles or cuts that draw undue attention or disrupt the classroom setting.
- Hair accessories must be modest and must be removed if requested by a teacher or staff member.
- Boys' hair must be kept at a reasonable length and may not cover the eyes, extend below the collar, or otherwise become a distraction.
- All students' hairstyles must not interfere with their ability to participate fully in school activities or distract others from learning.

The school reserves the right to determine whether a hairstyle or hair accessory is appropriate. Students not in compliance will be asked to make the necessary adjustments in a timely manner.

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.

STUDENT RECORDS POLICY

Good Shepherd Lutheran School maintains accurate, confidential, and up-to-date educational records for each student, in compliance with California law and applicable school policies.

Access to Student Records

- Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children**, which are maintained by school districts or private schools. The editing or withholding of any such records, except as provided for in this chapter, is prohibited.
(California Education Code § 49069)
- Requests to review records must be submitted in writing to the school office and will be honored within five (5) school days.
(California Education Code § 49069.7)

Confidentiality

- Student records are considered confidential and are only accessible to authorized school personnel or others as permitted by law.
(California Education Code § 49076)
- Information will not be released to outside parties without written parental consent, except as required by law (e.g., compliance with subpoenas or requests from public health officials).

Content of Records

Student records may include:

- Enrollment forms
- Attendance records
- Report cards and progress reports
- Health and immunization records
- Standardized testing results
- Disciplinary records
- Academic accommodations (e.g., 504 Plans)

Transfer of Records

- Upon transfer to another school, student records will be sent directly to the new school upon request and with appropriate parent authorization.
(California Education Code § 49068)
- All financial obligations must be resolved before the release of records.

Amendment of Records

- Parents may request that a record be corrected if they believe it is inaccurate, misleading, or otherwise in violation of the student's privacy rights.
(California Education Code § 49070)
- Requests must be made in writing and submitted to the school principal. The school will respond within a reasonable timeframe.

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.

Technology

- Fire Tablets are used in K – 1st grade
- Chrome Books are used in 2nd – 5th grade

Religion

K – 5th grade

- Concordia Publishing Series – *Enduring Faith*

Language Arts

K – 5th grade

- McGraw Hill *Wonders* program which includes reading, writing and spelling
- In addition to the *Wonders* program, 4th/5th grade includes Novel Studies.

Math

K – 5th grade

- McGraw Hill *My Math*

K – 5th grade

- *Moby Max* – web-based math facts practice program

2nd – 5th grade

- *Prodigy*

Science

K – 2nd grade

- *Little Science Thinkers*

3rd grade

- *Studies Weekly Science*

4th – 5th grade

- McGraw Hill *Inspire Science*

K – 5th grade

- *Mystery Science* – web based program

Social Studies

K – 2nd grade

- *Little Social Studies Thinkers*

3rd grade

- *Studies Weekly Continuity and Change*

K – 3rd grade

- *Scholastic Social Studies*

4th grade

- *Studies Weekly California History*
- *Glencoe California History*

5th grade

- *Studies Weekly United States History*
- *Glencoe United States History*

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, wearing proper footwear, 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.

STUDENT PLANNER POLICY (GRADES 2–5)

At Good Shepherd Lutheran School, student planners are an essential communication and organizational tool designed to build responsibility and accountability between home and school. The use of planners helps students develop lifelong habits of planning, time management, and academic ownership.

Teacher Responsibilities:

- Ensure students write down all homework assignments in the planner each day.
- Instruct students to write “NH” (No Homework) in any subject area with no assignment.
- Review and **initial/stamp each subject area** to confirm that assignments or “NH” are recorded correctly.
- Check for **parent initials daily** and follow up if signatures are consistently missing.
- Use the planner as a communication tool when needed (e.g., behavior notes, reminders).

Student Responsibilities:

- Accurately record **all daily homework assignments** and write “NH” if no homework is given.
- Ensure **every subject** is filled in and initialed by the teacher.
- Show the planner to a parent/guardian **each day** for review and signature.
- Bring the planner to and from school **daily** and keep it in good condition.
- Use the planner to track long-term assignments, quizzes, memory verses, and special events.

Parent Responsibilities:

- **Review and sign** your child's planner daily.
- Monitor that **all assignments are completed** and help your child manage unfinished work.
- Use the planner to stay informed of upcoming tests, projects, and events.
- Communicate with the teacher via the planner if needed.

Additional Notes:

- Lost or damaged planners are to be replaced promptly
- Students who repeatedly fail to complete planners may receive reminders or additional accountability steps from the teacher.
- Consistent use of planners is expected and valued as part of the school's commitment to academic and spiritual growth.

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)

GRADELINK

Good Shepherd Lutheran School uses **Gradelink**, a secure online gradebook system, to record and communicate academic progress for students in **Kindergarten through 5th grade**.

- **Parent Access:** Parents will receive login credentials and access instructions via email during the **first week of school**. Returning families may continue using their login information from the previous school year.
- **Teacher Updates:** Teachers update Gradelink on a **weekly basis**, entering student grades and adding comments when appropriate. This ensures families can stay informed and engaged in their child's academic progress throughout the year.
- **Family Responsibility:** Parents are encouraged to check Gradelink regularly and communicate directly with teachers if they have any questions or concerns about assignments, grades, or student progress.

Gradelink is an important tool for supporting academic communication between school and home and helps promote student accountability and success.

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 satisfactory to outstanding behavior. **Honor Roll** recognition is awarded to those students who maintain all “A’s and B’s” in all subjects while maintaining satisfactory to outstanding behavior. Awards are given in Chapel

RETENTION POLICY

Purpose

The goal of our retention policy is to support each student’s academic, social, emotional, and spiritual development. Retention decisions are made carefully and take into account attendance, academic progress, and teacher/administrator recommendations.

Please Note: Chronic absenteeism—defined as missing 10% or more of instructional days, regardless of whether absences are excused—may impact a student’s readiness and could be considered when evaluating the need for retention.

Monitoring and Communication

1. **Quarterly Report Cards**
Students receive report cards each quarter (four times per year) to inform families of academic progress.
2. **Parent-Teacher Conferences**
Conferences are held quarterly. If a student is not meeting grade-level expectations, the teacher will discuss concerns and develop a plan in collaboration with the family to support the student’s learning.
3. **Ongoing Monitoring**
Teachers monitor student performance throughout the year using formative and summative assessments, classwork, and observation.

Retention Consideration Process

Kindergarten

- In the 4th quarter, kindergarten students are assessed for readiness to advance to 1st grade.
- Readiness is based on academic achievement and developmental indicators.
- If concerns arise, the teacher will communicate with parents and discuss potential next steps, including retention if necessary.

Grades 1–5

- Retention is considered only when a student demonstrates consistent academic difficulties across core subject areas despite interventions and supports.
- Retention decisions are based on:
 - Report card performance
 - Benchmark assessments
 - Teacher observations
 - Intervention data
 - Attendance and participation
- Social and emotional development is also taken into account.

Retention Decision Process

1. Initial Concerns Identified

Teachers identify academic concerns early in the school year and notify families during conferences or communication.

2. Intervention and Support

The school implements appropriate academic supports and monitors progress.

3. Team Discussion

By the third quarter, if concerns persist, the teacher, school support staff, and principal meet with the family to discuss the possibility of retention.

4. Final Determination

A final decision is made in the 4th quarter, with input from the teacher, principal, support staff, and the family. The school has the final authority regarding promotion or retention.

Appeals

Parents who disagree with the retention decision may submit a written appeal to the school principal within 10 days of notification. The appeal will be reviewed by a team including administrative staff, and a final decision will be communicated within 10 school days.

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 and a record of Family Service Hours 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. Check in the school office if you are interested in purchasing a Birthday Gram for your child and/or their classmates. 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/Dojo 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.