

## **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 (SLOs)**

Good Shepherd Lutheran School students are:

Reaching out as loving and caring Christians

- Contributing citizens to church, community, and country

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

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

Academically prepared for the next level of education

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

Confident in the God-given talents

- Developing and growing in their talents and abilities

Honoring and respecting themselves and others

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

## **ACCREDITATION**

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

## **MANDATED REPORTERS**

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

## **STATEMENT OF NONDISCRIMINATION**

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

## **ENROLLMENT**

Returning families are given priority in enrolling for the next year. Registration begins in February each year. Please consult the school office regarding our referral policy.

## **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.

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

**8:05 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.

## **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.

## **DROP OFF & PICK UP and PARKING PROCEDURES**

### **Morning Arrivals**

- Security gate opens at 8:05 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 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 in their classrooms 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 **7:00-8:05 a.m.** and **3:15-6:00 p.m.** SAC is available on half days of school until 6 p.m. SAC is not available during school holidays.

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

### **Procedures**

Children 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**

SAC is included with full paid tuition.

SAC is charged in ¼ hour increments. SAC users must **purchase SAC hours in advance**. These hours are to be purchased in the school office. SAC hours remaining at the end of the school year are carried forward to the next school year.

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

## **COMMUNICATION**

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

- **Back-to-School Night** for all grades is held in August.
- **Parent-Student Handbook**
- **Emails** will be sent to keep families current on school happenings.
- **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](http://www.gsls-simi.com).  
The school email is [admin@gsls-simi.com](mailto:admin@gsls-simi.com).

## **EMERGENCY CLOSINGS**

Good Shepherd Lutheran School will follow the Simi Valley Unified School District's lead in deciding to open or close school during emergencies such as 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](http://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 insure that the school campus is safe for all those using the school facility. Searches for items which are prohibited from school may be conducted without warrants. Lockers may be searched based upon a reasonable suspicion that the locker contains something that would be disruptive to the educational process or dangerous to the health and safety of pupils. Searches of personal property may also be necessary based on the same reasonable suspicion.

## **HEALTH CHECKUPS AND IMMUNIZATIONS**

Documentation of a physical exam is required of all students entering 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 (see COVID information on page 20).**

## **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 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.

## **HOT LUNCH, SNACKS & DRINK CARDS**

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

Lunchables are available 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.

Drink cards may be purchased in advance of use from the school office: 10 drinks for \$7, or \$1 pay as you go. Bottled water is available throughout the day. Drinking fountains are currently closed as a COVID restriction.

## UNIFORM DRESS POLICY

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

The following is our daily uniform dress policy:

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

### **Students may not:**

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

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

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

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

## **Enforcement of Dress Code Policy**

Kindergarten-5<sup>th</sup> Grade: A dress code note will go home and a phone call will be made to the parents explaining the violation. Repeated violations may result in other disciplinary action.

## **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, SAC, Lunch and Drink Cards, 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.

## **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.

## **PHYSICAL EDUCATION (PE) POLICY**

### **Kindergarten:**

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.

### **First Grade and Up:**

0-1 point = A+

2-3 points = A

4 points = A-

5 points = B+

6-7 points = B

8 points = B-

9 points = C+

10-11 points = C

12 points = C-

13 points = D+

14-15 points = D

16 points = D-

17 or more points = F

All students begin each quarter with an A+. All students are graded upon their ability to follow instructions, sportsmanship, participation, dressing in their uniform (grades 6-8), respect for others, and being on time to class. Students maintain their A+ by following the above rules. 1<sup>st</sup> and 2<sup>nd</sup> graders receive 2-3 warnings before losing a point. 3<sup>rd</sup> graders on up receive 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 real life application of material studied in class
3. Provide data gathering and integration of knowledge experiences
4. Help develop higher levels of thinking
5. Help the student meet an intermediate deadline on a larger project

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

Students should pay attention to how long it takes them to finish work and plan accordingly.

## **Student Responsibilities**

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

## **Parent/Guardian Responsibilities**

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

## **MISSING and LATE WORK POLICY**

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

### Kindergarten

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

- If work is not returned completed, the student will need to complete the work during the school day. This will show on the report card under the *Timely Completion of Homework* category.

### First Grade

- During the week, unfinished work is placed in a folder in the classroom, and the student can work on it when he/she has free time.
- Any incomplete work will be reflected on the report card under *Timely Completion of Homework*.

### Second and Third Grade

- Unfinished work sent home is to be brought back the next day.
- All unfinished work will be sent home on Friday. It will need to be turned in on the following Monday.
- If homework is not turned in, the student will complete late work in class.
- If this involves a larger project, parents will be notified. Late projects will be subject to a lower grade.
- Late work will be reflected on the report card under *Timely Completion of Homework*.

### Fourth Grade and Fifth Grade

- 1<sup>st</sup>- 4<sup>th</sup> Quarters: Progress Reports are given at the midpoint of each quarter. Any missing assignments will be due one week after the Progress Report is given.
- Chronically turning in homework late will be reflected on the report card under *Timely Completion of Homework*.
- Unfinished homework will be completed in class.

## **Grading Scale**

A+ 97-100%	B 82-86%	C- 70-71%
A 92-96%	B- 80-81%	D+ 67-69%
A- 90-91%	C+ 77-79%	D 62-66%
B+ 87-89%	C 72-76%	D- 60-61%

Anything below a 59% is an F

## **ACADEMIC HONOR ROLL**

This honor roll is for students in grades 4 and 5 that have achieved an average of **B** or higher with no D's or F's and have received NO Needs Improvement (N) or Unsatisfactory marks (**U**) in work habits and citizenship in any class including electives. This honor roll exemplifies the best students GSLS has regarding academics and effort. Only academic subjects are used in calculating the GPA for this honor roll. 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.

## **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.

## **CHAPEL**

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

## **VISITORS**

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

## **FIELD TRIPS**

Day field trips for grades 1<sup>st</sup> – 5<sup>th</sup> 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](mailto: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 are taken by grades 4 and 5. 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.

## 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

- 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**

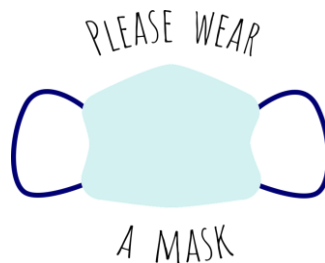
**In order to minimize contact with a larger group of students, each classroom will be viewed as a cohort with fixed membership.**

- Class size will be limited to 16 students.**
- Classes will be kept separate during lunch, PE and recess and will be assigned designated spaces and times (if distance guidelines resume).**
- Before and after school care for children will preserve these cohorts.**



## **Entrance, Egress and Movement within the School**

- Opening procedures will be staggered from 8 a.m. until 8:20 a.m. 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 encouraged, but not required to wear face masks. This may change at direction of VCDPH.**



## Health Screening for Staff and Visitors

- Staff and students are encouraged to check their temperature at home before coming to school.
- Temperatures will be checked if exhibiting signs of illness. 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.
- 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 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.**



## 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.**





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## Parent and Student Responsibilities

- Remind your child to follow school policy on distance, masks, and all other safety protocols.**
- 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.**

