



# GOOD SHEPHERD LUTHERAN ACADEMY

To know, to grow, and to show.

## PARENT HANDBOOK

# TABLE OF CONTENTS

Philosophy of Our School	
Good Shepherd Mission Statement .....	1
Administration .....	1
Curriculum .....	1
Purpose of Our School .....	1
Admissions & Enrollment Policy	
WELS/ELS Member Students .....	2
Community Students .....	3
Parent Responsibility	
Spiritual Responsibility .....	4
Involvement Responsibility .....	4
Financial Responsibility .....	5
SCRIP Rebate Program .....	5
Volunteer Responsibility .....	6
Entrance Requirements	
Preschool .....	6
Kindergarten .....	6
Grades 1-8 .....	7
Physical Examinations .....	7
Dental Examinations .....	8
Vision Examinations .....	8
Statement of Nondiscrimination .....	8
Tuition and Fees	
Preschool .....	8
Grades K-8 .....	8
WELS/ELS Member Students (K-8 Students) .....	9
Community Students (K-8 Students) .....	9
More Than One Student Per Family (K-8 Students) .....	9
Fee Payments .....	9
Application Fee .....	9
Registration Fees .....	10
Book/Activity/Supply Fee .....	10
Milk Fee .....	10
Religious Books & Materials Fee .....	10
Technology Fee .....	10
YMCA Fee .....	10
Basketball Fee .....	10
Late Payments .....	10
Collection of Delinquent Payments .....	10
Enrollment Termination .....	11
TADS Confidentiality Statement .....	11

## Policies

Academic Eligibility for Athletes.....	12
After School Care Program .....	13
Allergy, Asthma, & Diabetes Management Plan.....	13
Arrival and Dismissal .....	14
Attendance - Church .....	14
Attendance - School .....	14
Before School Care Program .....	15
Child Passenger Protection .....	16
Computer/Technology Use.....	16
Damages - Property .....	17
Disciplinary Policy .....	17
Drugs, Tobacco, Alcohol .....	19
Student Safety .....	19
Dress and Appearance .....	19
Emergency School Closing .....	21
Extra-Curricular Activities .....	21
Field Trips .....	21
Food Management Plan .....	22
Food Service .....	23
Gifts .....	23
Gum Chewing .....	23
Gym Clothes .....	23
Harassment & Bullying Policy .....	24
Health Program .....	25
Home and School Cooperation .....	25
Homework .....	26
Hours .....	27
Invitations .....	27
Library .....	27
Lockers .....	27
Lunches from Home .....	27
Media Release .....	28
Money in School .....	28
Open House .....	28
Playground Equipment, Toys, and Electronics .....	28
Progress Reports .....	28
Parent-Teacher Consultations .....	28
Report Cards .....	29
Record Keeping .....	29
School Newsletter .....	29
School Pictures .....	30
Supplies .....	30

Suspected Abuse or Neglect .....	30
Tardy Policy.....	30
Telephone and Cell Phone Use .....	31
Transportation .....	31
Volunteer Drivers .....	32
Worship .....	32
Chapel Service .....	32
Mission Offerings .....	32
School Choir .....	32
Questions and Concerns .....	32
Faculty Listing .....	33

# **PHILOSOPHY OF OUR SCHOOL**

## **GOOD SHEPHERD MISSION STATEMENT**

Good Shepherd Lutheran Academy exists to reach others with the gospel and to provide children an education that will, by God's grace,

- lead them to eternal life with their Good Shepherd, Jesus Christ,
- contribute to their spiritual, intellectual, physical, emotional, and social development, and
- prepare them for life-long Christian faith, service and learning.

## **ADMINISTRATION**

Good Shepherd Lutheran Academy is administered by Good Shepherd Lutheran Church through a School Committee, which is elected by the voters of the congregation. The pastor and principal serve as advisory members.

## **CURRICULUM**

A school curriculum consists of all the experiences that a child is involved in through school. Therefore, our curriculum shall provide, as much as is possible within the limits of the school, for the total needs of every child—the spiritual, the emotional, the intellectual, the physical, and the social. The students are instructed in the recognized and standard elementary courses as required by the Illinois School Code. However, the basis of every course and human relationship is the infallible Word of God. His saving Word is also studied apart from the standard elementary courses.

Preschool - The Preschool curriculum goal covers five areas of development. We seek to provide opportunities for growth in the spiritual, intellectual, physical, emotional, and social areas of development. Activities are provided to give children opportunities for experimentation, discovery, and hands on learning, as we know that young children learn best when they are free to interact with their environment. The schedule remains flexible to meet the needs and interests of the children and staff.

## **PURPOSE OF OUR SCHOOL**

Good Shepherd Lutheran Academy is a Christian school maintained and operated by Good Shepherd Lutheran Church. The school is conducted to assist parents in meeting their God-given responsibility to "bring up their children in the training and instruction of the Lord," (*Ephesians 6:4*), so that their children may:

- Learn to know the way to eternal life through the redemption of Jesus Christ;
- Acquire a thorough knowledge of all the academic subjects in harmony with God's holy Word;
- Be a credit to their parents and an asset to their church, community, and world;
- Spread the good news of Jesus' salvation to all.

This purpose rests on the fundamental truth that "the fear of [reverence for] the Lord is the beginning of knowledge" (*Proverbs 1:7*). Good Shepherd Lutheran Academy therefore teaches the child to see the guiding hand of God the Creator, Redeemer, and Sanctifier in the creation of the world, in the course of history, in the plan of salvation for mankind, and in the total life of every individual. Religion is not a separate subject; rather, the Word of God permeates and motivates all teaching, learning, and activities of Good Shepherd Lutheran Academy.

## **ADMISSIONS & ENROLLMENT POLICY**

Parents/guardians are required to visit the school before applying for admissions by arranging an appointment to speak with the principal or preschool director, meet the staff, tour the academy, and discuss possible enrollment and program plans.

We at Good Shepherd Lutheran Academy have partnered with TADS, an industry leader, to manage our admissions and enrollment, financial aid assessment, and tuition management processes. The system will be an online process that will have you apply, complete enrollment, and make payments all online.

**K-8** – to submit an application for consideration and the non-refundable application fee, please visit <https://www.mytads.com/a/gsla>.

**Preschool** – to submit an application for consideration and the non-refundable application fee, please visit <https://mytads.com/a/gslapreschool>.

## **WELS/ELS MEMBER STUDENTS**

Priority for enrollment at Good Shepherd Lutheran Academy is given to any and all children of the membership of Good Shepherd Lutheran Church of Downers Grove. Thereafter, enrollment priority

is given to the children of the membership of congregations in formal fellowship with Good Shepherd Lutheran Church of Downers Grove. Examples of such congregations are those in the Wisconsin Evangelical Lutheran Synod (WELS) and the Evangelical Lutheran Synod (ELS).

## **COMMUNITY STUDENTS**

It is God's great wish for "all men to be saved and to come to a knowledge of the truth" (*1 Timothy 2:4*). It is, therefore, a purpose of Good Shepherd Lutheran Academy to share this knowledge of salvation also with children outside the congregation. Providing that classroom space and teacher workload permit, community children will be considered based on the following:

- That the parent(s) commit themselves to full and prompt payment of tuition and other fees according to the prevailing amount and schedules set by Good Shepherd Evangelical Lutheran Church and/or those to whom it has entrusted such supervision of the school;
- That the parent(s) understand and agree that their child(ren) will participate in the curriculum of Good Shepherd Lutheran Academy, including Bible, Catechism, Hymnal, and other religion assignments, unless participation would compromise Scriptural fellowship principles (such as, by giving the impression that unity in beliefs exists when it does not, or by giving the impression that some Bible teachings are unimportant);
- That the parent(s) not discourage the required participation but actively encourage and assist their children in it;
- K-8 enrollment: That at least one parent of the child enrolled will attend the Bible Information Class that is offered by the church sometime during the course of the first year of enrollment at Good Shepherd Lutheran Academy. It is the privilege, and one of the purposes, of Good Shepherd Lutheran Church and Academy to share what the Bible teaches concerning God and his plan for saving all people through Jesus Christ. Bible Information Class gives parents the opportunity to become more familiar and involved with the Christian education of their child because parents learn the same teachings that their child will be

learning at Good Shepherd Lutheran Academy. Bible Information Class is also a good opportunity for parents to review and grow in their knowledge of God's Word so they may be better equipped to share it with their children and other people. Bible Information Class sessions run twice each year and consist of eight lessons. Failure to attend one of the two Bible Information Class sessions will place the continued enrollment of a child in jeopardy and may result in the child not being allowed to return to Good Shepherd Lutheran Academy the following year;

- That the parent(s) understand and agree that their failure to uphold the above and other stipulations that may pertain to Good Shepherd Lutheran Academy (discipline, dress, etc.) will place the continued enrollment of their child in jeopardy;
- That the parent(s) understand and agree that the continued enrollment of their child(ren) is dependent upon an annual review by the School Committee.

## **PARENT RESPONSIBILITY**

Good Shepherd Lutheran Church and Academy have a deep commitment for the cause of Christian education and realize the need for full support on the part of all involved in the program. As parents your attitude and cooperation are most important in your child's education. We, therefore, request your support in the following areas:

1. **SPIRITUAL RESPONSIBILITY:** Since Good Shepherd Lutheran Academy has been established to bring the message of Jesus' love to children and to show them God's will for their lives, it is important that they grow to love His Word. Therefore, we intend to attend God's house regularly and every Sunday if possible, use the Word of God in our homes, and by our example lead our children to pray, give thanks, and praise Him in their lives. We understand that this is the most important parent responsibility in this sinful world. Pastoral counseling is available to parents and students upon request and as needed.
2. **INVOLVEMENT RESPONSIBILITY:** Since the first responsibility of educating the child is given to the parents, and the school exists to aid the parents, it is essential that the parents and teachers work together as a team in this educational



effort. Therefore, we intend to work closely with the teachers, attend parent meetings and scheduled consultations, and show a genuine interest in our child's school work and activities. When our child is to participate in a school function, we will do our best to make sure our child is present. We will also abide by the rules of the school set forth in the "Parent Handbook." We will see to it that our child is a regular school attendee, only missing school for proper, valid reasons.

3. **FINANCIAL RESPONSIBILITY:** Since Good Shepherd Lutheran Academy is supported by the contributions and fees of its members and the fee payments of all students, and since these must be received with regularity in order for our school to continue operating, it is important that parents assume their responsibility in this matter. Therefore, we intend to make fee payments faithfully to support Good Shepherd Lutheran Academy, and if emergencies arise to change our intentions, we will notify the school office immediately.

NOTE: Financial assistance is available for families needing help with paying tuition. A family will be determined as eligible for financial aid only after completing an online financial aid application and submitting required documentation at [www.mytads.com](http://www.mytads.com). We require applications to be submitted prior to May 1st for consideration. We don't want any family to be unable to receive a Christian education because of financial difficulties.

SCRIP Rebate Program - Many families reduce their tuition charges through the SCRIP program. SCRIP is a fundraising program that consists of purchasing gift cards for major retail and restaurant businesses. The purchaser pays the face value for the gift card, which results in a percentage rebate that can be allocated for a child's tuition. With careful family financial planning this program could be a very useful tool for tuition reduction. Good Shepherd Lutheran Academy strongly encourages families to sign for and utilize the SCRIP program. Visit <https://www.shopwithscrip.com> for program information and contact the SCRIP Coordinator (Ph: 630-852-5081; [scrip@gsdg.org](mailto:scrip@gsdg.org)) to sign up.

4. **VOLUNTEER RESPONSIBILITY:** Since volunteers play a key role in the success of our school, it is necessary that all parents assist with classroom and other school-related activities. Therefore, we will look to serve in activities and events whenever possible. We will look for volunteer opportunities at registration and contact the office and/or teacher when we are available to organize or assist with activities.

## **ENTRANCE REQUIREMENTS**

### **PRESCHOOL**

Good Shepherd Lutheran Academy admits student's ages 3 years to 5 years of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the program. It does not discriminate on the basis of race or origin in administration of its educational policies or admission policies. "God our Savior, who wants all men to be saved and to come to a knowledge of the truth." (1 Timothy 2:4)

A child whose 3<sup>rd</sup> birthday occurs before September 1 of the year enrolled will be eligible for admission in the Preschool. A child whose 4<sup>th</sup> or 5<sup>th</sup> birthday occurs before September 1 of the year enrolled will be eligible for enrollment in the Preschool. An original, certified birth certificate (with raised seal) must be provided to the office to verify the child's age. A copy will be made for the child's file and the original returned.

It is expected that all children entering the preschool class will be toilet trained. While we are happy to help with buttons, zippers, etc., children are expected to be able to use the toilet and wash their hands without assistance. A parent will be called to assist the child if the child has an accident that presents needs beyond the staff's ability.

### **KINDERGARTEN**

Good Shepherd Lutheran Academy generally will accept into its Kindergarten program children who are five by September 1<sup>st</sup>. However, readiness for kindergarten involves more than reaching the chronological age of five. Therefore, it is clearly to the child's advantage to postpone entrance into Kindergarten for one year if he or she is not developmentally ready. Children who are enrolled before they have reached a certain stage of readiness may be academically fit for school but will frequently develop emotional and

social problems in the middle and upper grades. The teaching staff is eager to discuss the important matter of Kindergarten readiness with you.

## **GRADES 1- 8**

Children beginning their formal education with the 1st Grade should be six by September 1<sup>st</sup>. However, the advice given above regarding entrance into Kindergarten is appropriate here also.

Children will generally be admitted to any grade upon the receipt of the permanent record showing successful completion of the earlier grades in the previous school attended. However, the school reserves the right to determine a different grade placement if personal observation and/or testing warrant it. This, of course, would be done in full consultation with the child's parent(s).

## **PHYSICAL EXAMINATIONS**

Please refer to the Illinois Department of Public Health or your health care provider for detailed school immunization requirements. The form is available from the school's website at [www.gsladg.org](http://www.gsladg.org). Generally, the family physician will complete the form although the DuPage County Health Department will perform an examination if the family meets financial eligibility requirements determined by the Health Department. **Please note: The Health History portion is to be completed and signed by the parent/guardian.** An electronic medical record will also be accepted as long as it includes the signature of the health care provider and the date and the Health History portion is signed and dated by the parent/guardian.

- **PRESCHOOL** - All children entering preschool must have a physical examination and the required immunizations. The results of this physical must be signed and dated by a licensed health care provider (MD, DO APN, or PA) on the physical form. All immunizations must be up to date and in compliance with the Illinois State Department of Health codes. Illinois state law states the physical must be performed within one year prior to entering preschool.
- **KINDERGARTEN THROUGH GRADE 8:** - Physical examinations as prescribed by the Illinois Department of Public Health are required of all pupils any time within one year prior to their entrance into Kindergarten, upon entrance into the 6<sup>th</sup> Grade,

and upon entrance into any grade if the pupil has not been previously examined as prescribed.

Immunizations and booster immunizations against preventable diseases are also required of all children prior to or upon entering Kindergarten and 6<sup>th</sup> Grade, and prior to or upon entering any grade if the child has not been previously enrolled in a school in Illinois.

**DENTAL EXAMINATIONS** – The Illinois Department of Health requires children in Kindergarten and Grades 2 and 6 to have an oral health examination. Examinations must be performed by a licensed dentist, and he/she shall sign the proof of school dental examination form. Each child is required to present proof of examination by a dentist prior to April 15<sup>th</sup> of the school year.

**VISION EXAMINATIONS** – The Illinois Department of Health requires children entering Kindergarten to have a vision examination performed prior to October 15<sup>th</sup> of the school year.

#### **STATEMENT OF NONDISCRIMINATION**

Good Shepherd Lutheran Academy admits students of any race, color, 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, national or ethnic origin in administration of its education policies, financial assistance, and athletic and other school-administrated programs.

#### **TUITION AND FEES**

All fees, associated fees, and tuition payments are made through the TADS system as outlined on the applicable Fees & Tuition schedule.

- **PRESCHOOL:** The preschool is a self-supporting educational, non-profit agency of Good Shepherd Lutheran Church, financed by tuition and registration receipts.
- **KINDERGARTEN THROUGH GRADE 8:** Each year on May 1<sup>st</sup> prior to the new school year, enrollment designation of “WELS/ELS member” or “community-member” will carry with the family (for proper budget and tuition purposes) for the entire school year.

## **WELS/ELS MEMBER STUDENTS (K-8 STUDENTS ONLY)**

Since the Christian education of its youth is the responsibility and privilege of the entire Christian community, Good Shepherd Lutheran Academy is an integral part of, and is therefore supported by, the entire congregation. In this spirit, Good Shepherd Lutheran Church member children receive discounted school tuition, as outlined in the Fees and Tuition Schedule, when at least one parent is a member of Good Shepherd Lutheran Church. It is, however, expected that, along with all households in the congregation, households with children enrolled will contribute to the operating expenses of the congregation through the regular church envelopes.

When at least one parent is a member of another WELS or an ELS congregation, children receive discounted tuition as outlined in the Fees and Tuition Schedule.

## **COMMUNITY STUDENTS (K-8 STUDENTS ONLY)**

The annual tuition charge for the first child is based upon the total projected school budget costs per student for that year. Refer to the Fees & Tuition Schedule.

## **MORE THAN ONE STUDENT PER FAMILY (K-8 STUDENTS ONLY)**

Tuition charges for the second child and each additional child from a family shall be reduced according to the Fees & Tuition Schedule.

## **FEE PAYMENTS**

### **APPLICATION FEE**

- **PRESCHOOL** - A new student will be assessed a non-refundable Application Fee as outlined on the Fees & Tuition Schedule. It is paid at the time of application.
- **KINDERGARTEN THROUGH 8TH GRADE** - A new student will be assessed a non-refundable Application Fee as outlined on the Fees & Tuition Schedule. It is paid at the time of application.

Returning students who re-enroll before February 15<sup>th</sup> receive a discount as outlined on the Fees & Tuition Schedule. It is paid at the time of completing the online enrollment process.

## **REGISTRATION FEES**

### **BOOK/ACTIVITY/SUPPLY FEE (PRESCHOOL-8<sup>TH</sup> GRADE)**

All students enrolled in Preschool through 8<sup>th</sup> Grade will be assessed a Book/Activity/Supply Fee as outlined on the Fees & Tuition Schedule. This is a non-refundable fee and covers textbook rental, workbooks, copier supplies, miscellaneous supplies, and field trips.

The cost for hearing and vision screening provided by the DuPage Health Department is also included

### **MILK FEE (PRESCHOOL-8<sup>TH</sup> GRADE)**

This fee is for those who request milk provided for their child at lunch time.

### **RELIGIOUS BOOKS & MATERIALS (KINDERGARTEN-8<sup>TH</sup> GRADE)**

Religious books (Bibles, hymnals, and catechisms, etc.) are purchased and kept by the students. The cost of these books may vary depending on a student's current grade level. Some religious books such as Bibles and hymnals many need to be purchased only once since they can be used throughout your child's grade school years. Catechisms will need to be purchased from year to year as your child advances through the grades.

### **TECHNOLOGY FEE (KINDERGARTEN-8<sup>TH</sup> GRADE)**

This fee covers the cost of educational hardware, software and licensing.

### **YMCA FEE (KINDERGARTEN-8<sup>TH</sup> GRADE)**

This fee covers the cost of transportation to the YMCA for physical education classes during the winter months (typically Nov.-Feb.)

### **BASKETBALL FEE (3<sup>RD</sup>-8<sup>TH</sup> GRADE)**

This fee is for participation in our school's Grades 3-8 basketball program. It covers the cost of gym rental, uniforms, and tournaments.

## **LATE PAYMENTS**

Payments made later than the due date will be considered past due and accounts assessed a late fee per month on the missed payment(s) amount as outlined on the Fees & Tuition Schedule.

### **COLLECTION OF DELINQUENT PAYMENTS**

1. At one (1) day past due, the family will be sent a reminder to ensure payment before a late fee is added.
2. At five (5) days past due, a late fee is added.

3. At ten (10) days past due, a phone call is placed to the account holder.
4. Eighth graders whose accounts are not paid in full will not receive their diplomas until the accounts are paid.
5. For students no longer attending Good Shepherd, student records will not be transferred until accounts are paid in full.

### **ENROLLMENT TERMINATION**

If enrollment terminates during the course of the school year, a prorated portion of tuition will be refunded. However, the Registration Fees and the Book/Activity/Supply Fee will not be refunded.

**Preschool Note:** Parents must inform the Director **in writing** when a child's enrollment will terminate. We require a minimum of one (1) month advance notification. Tuition is due for this entire month whether or not the child is in attendance. If one yearly payment has been made, the remaining full months of tuition will be refunded.

### **TADS CONFIDENTIALITY STATEMENT**

TADS believes that protecting your privacy is an integral part of the customer service provided to you. In addition to the TADS policy, TADS has multiple certifications and audits completed each year.

TADS uses your information to provide the service with your school. School information is used only to provide the service. TADS never sells your information.

#### Keeping Your Information Safe and Secure

The TADS name is a trusted symbol of service and reliability. TADS is red flag certified to protect against identity theft.

#### Highlights Of TADS Commitment To You

- TADS does not sell, give away or in any way disclose customer information to third parties.
- TADS does not share customer information with outside parties who may wish to market their products to you.
- TADS is committed to protecting your customer information in every transaction, at every level of our organization.
- TADS is committed to helping you protect your privacy every day.

## **POLICIES** *(in alphabetical order)*

### **ACADEMIC ELIGIBILITY FOR ATHLETICS**

Like all extra-curricular activities, participation in athletics is a privilege. Students who wish to participate on the various inter-scholastic teams must also meet academic guidelines. When a student's academic performance becomes a concern, the teacher will contact the parents and communicate the problem clearly prior to an athletic suspension. After this initial communication requirement has been met in verbal or written form, the eligibility policy may go into effect.

Students will make use of their God given abilities in the classroom. A "C" average will be the standard for eligibility averaged at both mid-quarter and end of quarter.

Students who fail to meet academic guidelines will be suspended from their team for five school days. This suspension will go into effect on the date determined by the teacher in writing on a standard form with copies sent to the home, coach, athletic director, and principal. The student will not be allowed to participate in any practices or games during that time period, and will not sit on the bench or be in uniform during that time. It is expected that the student will use the extra time to improve academic performance. If a second suspension occurs during that sport season, parent(s), teacher, and student will meet face to face to assess academic requirements and sport participation for the remainder of the season.

Additional informal guidelines for eligibility below are to monitor performance and attitude between averaging periods mentioned above. They include:

1. two "F's" on tests or major projects
2. three incompletes in a week's time on daily assignments
3. an "F" on a quarterly report card

The above would also invoke the five-day suspension policy.

After the five-day suspension has ended, the student returns to the team if satisfactory academic requirements have been met. It is expected that the parents will continue to monitor academic performance closely to avoid further difficulties.

A copy of this policy will be included on all permission to participate forms sent home for parent signature and approval. In addition to academic eligibility, each athlete will conduct himself in a way that provides a Christ-like witness.



## **AFTER SCHOOL CARE PROGRAM**

The school operates an after school care program for those who cannot pick up their children at the 3:00 p.m. – 3:15 p.m. dismissal time on a normal school day. The fellowship hall, library, or outdoor play area is transformed into the after school care area. There are activities, homework stations, play time, and sometimes a movie. Children are encouraged to bring their own snacks.

There is a \$10 non-refundable registration fee due on Registration Day and \$15 non-refundable registration fee if paid after Registration Day.

1. The program will run from 3:15 p.m. to 5:45 p.m., Monday through Friday.
2. The parents are asked to sign up in advance.
3. If your child is not picked up by 3:15 p.m., he/she is automatically enrolled in the program.
4. The cost is \$3 per half-hour per child.
5. Billing is sent out at the end of each month.
6. Payment is due within one week of handing the bills out.
7. Late fees of \$15 will be applied for the following month if payment is not received by the due date.
8. Payments are to be placed in the secured mailbox in the office.
9. Please be advised only students whose tuition payments are in good standing are eligible for the After School Care program.

## **ALLERGY, ASTHMA, AND DIABETES MANAGEMENT**

The faculty and staff at Good Shepherd Lutheran Academy are looking forward to an excellent year for your child. As a part of our management program, you and your child will work with the school faculty/staff, as well as your child's doctor, to develop and follow an action plan that will prevent and manage allergic, asthmatic, or diabetic emergencies.

If a child has an allergic reaction, an asthmatic attack, or a diabetic emergency, our faculty and staff are CPR/AED certified and have been trained at recognizing signs and symptoms of allergic reactions, asthmatic attacks, and diabetic emergencies.

In order to provide the best possible allergy, asthma, and diabetes management for your child at school, you will be required to sign the

Good Shepherd Lutheran Academy Allergy, Asthma, and Diabetes Management form. You must also submit the school issued Health Action Plan and Medication Administration Release forms; completed with authorizing signature(s) as required.

### **ARRIVAL AND DISMISSAL**

When arriving for school, parents should drop off their children at the north entrance of the school. This is the entrance by the flagpole. Parents of younger children should escort their child to the classroom. Parents of preschool students are required to escort their child to the classroom and sign-in. All children arriving earlier than 7:50 a.m. will need to be enrolled in the Before School Care Program.

At dismissal, all children should be picked up promptly. Only those people authorized in writing or by verbal consent of the parent will be allowed to receive the child. Parents of preschool students are required to pick up their child at the classroom and sign-out. All other students are to be picked up alongside the sidewalk on the west side of the school building. Students waiting for rides must wait on the sidewalk at the west side of the school building with teachers supervising. They must remain there until their ride is first in line. At 3:15 p.m. the student(s) will be taken into After School Care program. After school care is available until 5:45 p.m. at a cost of \$3 per half-hour.

**Preschool Note: Part-time students remaining at school after 12:15 p.m. will be charged \$6 per hour.**

### **ATTENDANCE - CHURCH**

Church attendance is an important part of the child's complete spiritual life. Weekly church attendance enables the child to gain that essential precious Word of Life, which we need daily. It also provides an opportunity for the entire family to participate in the Sunday worship service. What better way to thank our God for His marvelous blessings than to worship together at Good Shepherd on a regular basis!

### **ATTENDANCE - SCHOOL**

Students are expected to be punctual and regular in attendance. Whenever possible, medical appointments should be scheduled for non-school hours, and family vacations should be planned with the school calendar in mind.

**In every case of absence:**

- **Parents of preschool students are to email the preschool director explaining the reason for the absence.**
- **Parents of K-8 students are to send a Jupiter Ed message to the teacher explaining the reason for the absence.**

**Any student who is absent for three or more days due to illness must also present a note from a doctor upon returning to class.**

### **BEFORE SCHOOL CARE PROGRAM**

In order to provide a safe and reliable place for students arriving before school, a Before School Care program has been implemented. This program eliminates unsupervised students from being in our school. ALL STUDENTS arriving at school before the designated time will be required to attend Before School Care. The following are procedures and rates regarding Before School Care:

- The Before School Care program will run from 6:50 a.m. – 7:50 a.m.
- The doors will remain locked until 7:50 a.m. All students arriving before this will be required to attend Before School Care (Including faculty and staff's children)
- Parents/Caregivers dropping off students before 7:50 a.m. will need to sign in the student to Before School Care.
- Students will be escorted to their respective classrooms by the Before School Care leader at 7:50 a.m.
- The rate for Before School Care is \$3 per one half hour. If students arrive ANYTIME during that half hour the family will be charged the \$3 fee.

Students/families that use Before School Care are expected to:

- Provide their own food or eat breakfast before attending.
- Follow the above stated procedures and rates.
- Follow student guidelines set forth by the Before School Care leader.
- Always remain in the supervision of the Before School Care leader.

In an event where procedures are not followed, the student/family may not be invited back to Before School Care and students may be subject to school discipline. Please be advised only students whose

tuition payments are in good standing are eligible for the Before School Care program.

### **CHILD PASSENGER PROTECTION**

Illinois law requires that the parent or legal guardian of a child under the age of 8 must provide an appropriate child restraint system to any person who transports his or her child (e.g. field trips).

### **COMPUTER / TECHNOLOGY USE (K THROUGH GRADE 8)**

Students are encouraged to make good use of the computer technology available at Good Shepherd, where appropriate. Because of the delicate nature of computers and related equipment, all students are to exercise extreme care when granted permission to use Chromebooks, iPads, and printers.

An instructor must supervise all Chromebook and iPad use. Chromebooks may be used only at the instructor's direction. Chromebooks and iPads may only be used during the school day and may not be taken home. No food or beverages are allowed near or around the Chromebooks.

Any student using computer technology must have a signed copy of the Good Shepherd Computer/Internet Use Expectations on file. Any abuse, misuse, or failure to follow the above guidelines will result in a student forfeiting the privilege of using school technology.

Students are not to send or receive email, post or respond to messages on electronic bulletin boards or blogs, send or receive instant messages, or participate in chat rooms/social networking sites without expressed consent and supervision of an instructor.

Students who use electronic media to bully, threaten, intimidate, make sex-related comments, or injure the reputation of another will be held accountable and dealt with accordingly. Student will be held accountable whether the activity occurs on the school grounds, if a written or electronic copy of such is brought on campus, or whether the school becomes aware of such abuse that occurred off-campus. This includes the posting of online messages, parodies, photos, and videos of school related events, faculty, or other students, including but not limited to sites such as YouTube, Facebook, Twitter, Instagram, and other social networking sites.

All students will have the opportunity to make use of a Chromebook or iPad. The use of technology to provide educational material is not an entitlement but a privilege. Students are given the opportunity to use this technology on a day-to-day basis. When abused, privileges will be taken away. When respected, they will benefit from the learning environment as a whole.

### **DAMAGES - PROPERTY**

Our school property, including the building, textbooks, equipment, etc., is a gift from our God. Willful or careless damage to this property is, therefore, contrary to God's will. The cost of such damage will be assessed to the one causing it.

It is recommended that school-owned textbooks be covered with sturdy paper, plastic, or cloth to prevent unneeded wear. If tape is used, it should never be applied to the book itself.

### **DISCIPLINARY POLICY**

When parents enroll their child in a Christian school, they give the teacher the right and duty to discipline their child. The Lord has called the teacher to assist in bringing up their child "in the training and instruction of the Lord." Discipline is an important part of that training. Students will be assured of constant love, acceptance, and forgiveness, while he/she is made aware of his/her bad choices and their consequences. Through the example of God's love and forgiveness, children can learn to forgive each other and themselves, learn from their mistakes, and begin to make better choices in the future. Teachers will alert parents when troublesome misbehaviors occur and work together for mutually agreeable solutions. In an extreme situation, a child may be suspended.

There will be times when students misbehave and need to face consequences for their actions. In most cases these situations will be handled by the classroom teacher or principal. Students may lose recess time or be required to stay after school. Teachers will provide students and parents with a list of classroom rules and will outline disciplinary procedures in registration folders and at the Back-to-School Information Meeting & Orientation night.

Good Shepherd uses the classroom behavior plan called 1, 2, 3, Magic by Thomas W. Phelan, Ph.D. This plan is put in place to help children begin to realize they may be making some disruptive

choices and gives them an opportunity to check and control their behavior. Below is the outline for this procedure:

Check 1. If a student gets this number, it is a gentle reminder to stop the behavior.

Check 2. This number is a firmer warning. If arguments, eye rolls, or any disrespect is shown to the teacher, the number could be advanced.

Check 3. If a 3 is reached, the student must be removed from the classroom for 10 minutes. After the 10 minutes, that student may have a private conversation with the principal in the principal's office.

Check 4. If the student reaches yet another number in the same day, that student may be subject to removal from the school for the day. A parent/teacher meeting may follow.

**K-8 students:** There will also be times when continued non-compliance with school or classroom rules requires further action. When this is the case the following steps will be taken:

1. The child will serve a **one-hour detention** after school. The teacher will contact the parent(s) to notify them of the misbehavior and to plan a course of action. The principal will be notified of this action.
2. The child will serve **three consecutive one-hour detentions** after school. The teacher, principal, and parents will meet to further discuss the situation and to join in a unified effort in disciplining the child.
3. The child will serve a **one-day suspension** from school and all extra-curricular activities. The teacher, principal, parents, and pastor will meet to discuss the situation before the child returns to the classroom.
4. The School Committee will consider further action, including expulsion.

Also, considered grounds for disciplinary action are: **fighting, deliberate truancy, stealing, open defiance or disrespect, and vandalism.**

A child may be suspended by the principal only. A written explanation will be given to the parents at the meeting noted in #3 above.

Final authority for expulsion lies with the School Committee.

In all discipline cases the principal or the School Committee may accelerate the steps involved as the situation warrants.

### **DRUGS, TOBACCO, ALCOHOL**

A student found bringing and/or possessing tobacco products, alcohol, or any illegal substance will be automatically suspended from school and all extra-curricular activities for five days. During that time, the School Committee will review the case and decide if expulsion is warranted.

### **STUDENT SAFETY**

The safety and well-being of all our students is a primary concern of our school. Therefore, in any case that safety is threatened, the following policy will be implemented.

1. Any student **threatening** the use of items to inflict bodily injury on a student or teacher will immediately be suspended by the principal until the principal and the parents of the student can arrange a meeting and discuss the violation.
2. If a **second offense** occurs, the student will immediately be suspended until a meeting with the parents, principal, and School Committee can be arranged.
3. Finally, if any student uses a device in a **potentially injurious** way against another student, faculty member, or any other personnel, that student will be **expelled** by the principal. All suspensions and expulsions are reviewed by the School Committee.
4. The following items are forbidden on school property and at school functions: guns, explosive devices, and knives (excluding plastic dinnerware).

### **DRESS AND APPEARANCE**

Good Shepherd Lutheran Academy has not adopted a detailed dress code, as we want our students to learn to exercise responsible Christian judgment on their own. We have, however, adopted some general guidelines to help you and your child make good decisions about clothing and grooming.

In general, we expect our students to dress neatly and modestly for class and school activities. The following is Good Shepherd Lutheran Academy's Dress Code:

- Clothing with holes or frayed edges are not permitted.
- Clothing with advertising or slogans referring to alcohol, tobacco, or drugs, or with questionable innuendoes are not permitted.
- If yoga pants, leggings, or jeggings are worn, a tunic style shirt must be worn.
- Dress or casual shorts may not be worn from November – February.
- Flip-Flop type shoes are not permitted.
- No baggy, sagging, or low hanging pants are allowed at any time.
- Girls are not to wear clothing that exposes the midriff; Spaghetti straps and low-cut necklines are not permitted (You will be required to wear a t-shirt when these guidelines are infringed).
- Skirts and shorts need to extend beyond the fingertips when arms are relaxed at their side.
- All students should be aware that no undergarments should be visible at any time.

Parents need to dress students appropriately (hats, mittens, boots) during the cold or inclement weather. **If the class is going outside, the students are all required to go outside.** If there is snow on the ground, all students are expected to wear boots or a different pair of shoes for that purpose.

These guidelines have been adopted not to restrict our students or to deprive the student's freedom of expression. Rather, they are an attempt to remind our students that they represent our Savior at all times and will want to make the best possible impression in the way they act and appear. We kindly ask and expect parents and guardians to support the policies of Good Shepherd Lutheran Academy.

When a teacher gives counsel regarding clothing or appearance, both parent and student will honor that judgment. This judgment is,



of course, subject to discussion between the parties involved, but not to defiant challenge.

## **EMERGENCY SCHOOL CLOSING**

If it becomes necessary to close school due to inclement weather or some other natural emergency, you will be contacted by the automated notification system. Normally Good Shepherd Lutheran Academy will follow the recommendation of Downers Grove School District #58 when making a school cancellation due to inclement weather. Please also visit our Facebook page or website at [www.gsladg.org](http://www.gsladg.org) for closure/cancellation notices.

It is the policy of Good Shepherd to not cancel school events unless due to extreme circumstances. If a cancellation is necessary, the principal will initiate notification of parents. Canceled events will normally not be rescheduled.

## **EXTRA-CURRICULAR ACTIVITIES**

Provision is made, within the limits of the school, for the development of special gifts, talents, and interests. Athletic, artistic, and scholastic competitions held by our school or with other schools of the Chicago Area Lutheran League are open to students who by their attitude, conduct, and effort in academics could properly represent our school in such competitions.

Competitions and activities offered are:

### **Academic**

forensics (5-8)  
spelling bee (3-8)  
math meet (5-8)  
geography bee (3-8)  
science fair (3-8)  
Bible bowl (3-8)  
social studies fair (3-8)

### **Athletics**

co-ed basketball (grades 3-8)  
co-ed soccer (grades 4-8)  
co-ed track (grades 3-8)  
Jr. soccer tournament (PreK-3)  
field day (PreK-8)

### **Music**

music recital  
piano (3-8)  
band (5-8)  
musical/play (PreK-8)  
art fair (5-8)

## **FIELD TRIPS**

Field trips are scheduled as an important part of enriching and supporting the curriculum. Walking field trips on the church property are also part of the curriculum.

If the field trip necessitates leaving the property, a separate permission slip is made available in advance for the signature of the parent/guardian.

Please note: No child will be allowed to participate in a field trip without a signed permission form.

When private cars are used for transportation, the drivers must be over the age of 21, hold a valid State of Illinois driver's license, hold liability insurance, and carry only those children for whom the vehicle has seatbelts.

Also, note that the parent or legal guardian of a child under the age of 8 must provide an appropriate child restraint system to any person who transports his or her child.

Students are encouraged to model their Christian faith while on field trips. "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

### **FOOD MANAGEMENT PLAN**

Good Shepherd Lutheran Academy seeks to provide the safest environment for our students. In order to ensure that, Good Shepherd Lutheran Academy looks to work as a team with the parents and the child's doctor. If your child has a diagnosed allergy, the family must provide the school with a doctor-signed action plan. The family also needs to provide the prescribed medication from the doctor for the school staff to administer.

Good Shepherd Lutheran Academy is also taking further steps to ensure your child's safety. The following are restrictions regarding allergies:

- For food meant to be shared, parents will work with the classroom teacher to determine what can be provided in your student's classroom.
- A peanut free lunch table will be provided at both lunch sessions. Teachers will check the lunches of those who choose to sit at that table.
- The school will provide Kraft Easy Mac and Cheese if a child has forgotten his/her lunch. If this food does not suit your child's condition, the parents need to provide the school suitable food for their child.

All parents reserve the right to refuse any food given by another family or by the school. If you do not wish for your child to be given food, please contact your classroom teacher and provide an alternate snack for your child.

If a child has an allergic reaction that is undiagnosed, our faculty and staff are CPR/AED certified and have been trained at recognizing signs and symptoms of allergic reactions and asthma attacks.

### **FOOD SERVICE**

Milk (chocolate and white) is available during the lunch hour and/or at recess. In addition, the school may occasionally provide hot lunches. There is a fee to cover the cost of these optional services.

### **GIFTS**

Good Shepherd Lutheran Academy is supported financially by the entire congregation as it annually plans and adopts a budget. School bills are paid from the congregation's general fund. Since it is the intention of the congregation to fully support its school, items needed by the school are generally included in the congregation's budget. However, if a person wishes to give a special financial gift, he or she may do so through the School Special Needs Fund. If a person wishes to donate new items (athletic equipment, audio-visual aids, library books, computer software, etc.,) prior approval should be sought from the School Committee. Additionally, families may utilize the SCRIP program and designate a portion or all of their earned rebates to go towards the tuition of any child attending Good Shepherd Lutheran Academy.

### **GUM CHEWING**

To keep floors and furnishings clean and free from damage, no gum chewing is allowed on school property.

### **GYM CLOTHES**

We ask that each child bring appropriate gym clothes for physical education both outside and at the gym (YMCA). It is necessary to have a clean pair of gym shoes when using the gym at the YMCA. These shoes should not be the shoes normally worn during the school day.

## **HARASSMENT AND BULLYING POLICY**

Students, either individually or as part of a group, shall not engage in harassment or bullying. Harassment is repeatedly or persistently performing actions which create an intimidating or threatening educational environment for a student or the students of the school. Bullying is the use of aggression with the intention of hurting another person physically, emotionally, or spiritually. Scripture encourages his people to do what edifies and builds up others, whereas both harassment and bullying result in pain and distress to God's people.

### **HARASSMENT AND BULLYING MAY INCLUDE:**

- Emotional: Tormenting through actions and gestures.
- Physical: Kicking, hitting, punching, or any use of violence.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Sexually abusive comments or physical contacts.
- Verbal: Spreading rumors, vicious teasing.
- Cyber: All areas of internet use, such as email, internet chat rooms, and social networking sites, text messaging or calls, blogging, misuse of associated technology, i.e., cell phone cameras or video.

### **PROCEDURES:**

- Incidents of harassment or bullying should be reported to the homeroom classroom teacher(s) responsible for the student(s) involved.
- The teacher will record details and share with the Principal.
- Parents of all involved parties will be informed of the incident. A meeting may be required to discuss the matter with the classroom teacher and Principal.
- If a meeting is required between parents and principal, the School Committee will be notified.
- If necessary and based on severity, local police will be consulted.
- If the harassment or bullying behavior does not stop immediately, the result may be detention, suspension, or expulsion.

## HEALTH PROGRAM

The health program is conducted with the help of the DuPage County Health Department. Records are kept of each child's illnesses and immunizations. Hearing and vision screenings are administered annually as prescribed by the DuPage County Health Department.

Please do not send your child to school when he/she is ill. If your child has a stomachache, fever, severe respiratory infection, or any flu symptoms, he/she belongs at home. **Please note: Your child should not return to school until they meet the following criteria:**

- No fever for 24 hours WITHOUT the use of fever reducing medication (such as Tylenol/Ibuprofen)
- No vomiting or diarrhea for 24 hours
- If the student has been diagnosed with a contagious illness like strep throat or the flu, they should bring documentation from their physician stating they may return to school.

A Medication Authorization Release form filled out by the parent is required for medication taken during school hours. The form and the medicine should be delivered to the teacher by the parent with a copy of the form placed in the student's health file maintained by the office staff. If the medication is a prescription drug, it is required to be in the pharmacy bottle appropriately labeled by the pharmacy or physician stating name of medication, dosage and instructions. If the medication is an over-the-counter drug, it is required to be in the original container labeled with the child's name.

Basic first aid is administered by the teacher or other responsible adult. Any serious injuries will be reported to the parent as soon as it is possible.

## HOME AND SCHOOL COOPERATION

The Lord through His Word has given the home and the school "an arm of the church" one and the same aim when He said to parents: "These commandments that I give you today are to be upon your hearts. Impress them on your children," (*Deuteronomy 6:6-7*) and when He said to the church: "Teaching them to obey everything I have commanded you" (*Matthew 28:20*). Teachers are to assist parents in that most important work of making children wise for

salvation. Parents and teachers are expected by God to join hands so that nothing may rob our children of the crown of glory prepared for them in heaven. Both parents and teachers must know and be committed to the goals of our school so that both work diligently to achieve them.

## **HOMEWORK**

The following guidelines are based upon the understanding that homework is not a means unto itself, but rather is the unfinished portion of school work used to reinforce the basic idea of the lesson. Therefore, homework should only consist of unfinished work and not entire lessons. Some long-range projects will be given throughout the year as homework assignments.



If the homework for your child is excessive or is causing strife at home, please notify the teacher immediately and request that a course of action be taken to correct the problem quickly, that is in a week or less. It is far too easy to blame the child for not working or to fault others when a problem arises. Please evaluate your child's homework based upon these guidelines and help us create a genuine love of learning in your child and not a hatred for school and school work. If the parents and teachers work together from the beginning of school to the end of the year, it will be a positive learning experience for the child.

### **Kindergarten:**

Memory work, reading (10-15 minutes)

### **Grades 1 & 2:**

Memory work, hymnology, reading, math (20-30 minutes)

### **Grades 3 & 4:**

Memory work, basic work in skills areas (30-40 minutes)

### **Grades 5 & 6:**

Memory work, basic reading and work in content areas, some long-range assignments (45 minutes)

### **Grades 7 & 8:**

Memory work, Jr. High classes, long-range assignments (1 hour - 2 hours)

## **HOURS**

**Preschool – Grade 8:** 8:10 a.m. - 3:00 p.m. all school days. Preschool students enrolled in a half day program dismiss at 12 p.m. Please refer to the school calendar for days where early dismissals have been scheduled.

Children should arrive at school no earlier than 7:50 a.m. unless enrolled in the Before School Care Program. Students should leave the school grounds when dismissed.

For reasons of safety, children should not play on the grounds either before or after school. Students should remain on the sidewalk when waiting for their ride outside of school.

## **INVITATIONS**

The teachers recommend that invitations for parties be distributed to classmates **outside** of school.

## **LIBRARY**

We encourage the use of the public library by all our students. We also have a very fine library of over 3,400 books. We encourage all students to use the school library as much as possible. Donations of books to the library are appreciated. We welcome and need volunteers to run the library. These volunteers have helped make our library an excellent asset to our students.

## **LOCKERS (K-8)**

Each student will be assigned a locker to use for their lunch box and outer clothing. Locks may not be used on lockers. Any locker damage must be reported to the office. Repair is the responsibility of the parents. Lockers may be inspected by the administration at any time. Magnets may be used inside of lockers. No tape or stickers are allowed. No student may exchange his locker with another student. Each student is responsible for all articles placed in the locker and is expected to keep the locker neat and clean at all times. Food is not to be kept in the locker overnight.

## **LUNCHES FROM HOME**

It is the responsibility of the parents and the student to make sure that the food brought from home is kept and stored in a safe manner. Special care should be given for foods that are temperature sensitive.

## **MEDIA RELEASE**

Consent will be obtained when completing enrollment through the online TADS system to have photographs and/or videos of your son/daughter for use by Good Shepherd Lutheran Academy to be used in print, on our website, newsletter, brochures, posters, and on social media. Any photo/video would be used solely to publicize school programs or to illustrate educational activities.

## **MONEY IN SCHOOL**

Please avoid sending money with your child to school. If your child must have money in school, it would be wise for your child to give the money to the teacher for safe keeping until the end of the day.

## **OPEN HOUSE**

We encourage all parents to visit school at any time. If you plan to visit, please inform the classroom teacher. We would like parents to see the positive things that go on in the school each day. A visit may help both parents and teachers communicate about learning problems that their child may have. The visit may help parents and teachers understand each other's points of view. Please come and join us! Open houses, especially for parents of prospective preschool and kindergartners, are held several times a year.

## **PLAYGROUND EQUIPMENT, TOYS, AND ELECTRONICS**

The school will supply games and equipment needed for recess, playtime, and physical education. No toys or other equipment (skateboards, electronic games, mp3 players, etc.) should be brought from home unless they are approved by the teacher.

## **PROGRESS REPORTS**

### **PARENT-TEACHER CONSULTATIONS**

Following the end of the first quarter the teacher will meet privately with the parents of each child to discuss all matters regarding the child's spiritual, emotional, intellectual, physical, and social development.

Of course, the home and the school should not wait for a scheduled consultation day if a problem or concern arises. Special consultations can easily be scheduled.

Note carefully that a child's problem should not be discussed in the presence of the child or others who have no definite contribution to make. Generally, the child should be present only if he or she is expected to contribute to the discussion.



## **REPORT CARDS**

The official report of your child's progress is given quarterly. This report card should not be opened by the student, but should be delivered to a parent. Parents are asked to study the report card carefully, sign the envelope, and return the envelope to school as soon as possible. Please consult with the teacher if you have any questions concerning the report card. Mid-term grades will be given to each student as an indication of his/her progress at the intervals shown on the school calendar. Mid-term grades will be sent home during the week following the close of the mid-term as stated on the calendar. Grades 1-8 teachers also post grades and attendance on a web-based grade book at [www.jupitered.com](http://www.jupitered.com). Parents and students obtain their access codes from the teacher at registration.

## **RECORD KEEPING**

A permanent record folder is kept for each child in attendance at Good Shepherd Lutheran Academy in the school office. The folder contains report card grades, achievement test results, and any other information the teacher had deemed pertinent about the student. This folder is important and open to parents upon request. Each teacher is required to keep each student's folder as accurate and up-to-date as possible.

No records shall be transferred out to another school without permission of the principal and written consent of the parents. A designated trained volunteer keeps health records in a separate file.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. Good Shepherd complies with FERPA and HIPAA (Health Insurance Portability and Accountability Act) guidelines.

## **SCHOOL NEWSLETTER**

During the school year, the newsletter is published weekly and sent to all families via e-mail. Please read this newsletter. It is the means by which the school provides all important information to the parents during the school year. If you would like to suggest certain valuable articles on school topics during the year, please e-mail [newsletter@gsdg.org](mailto:newsletter@gsdg.org) for consideration.

## **SCHOOL PICTURES**

School pictures of the students will be taken during the fall by a professional photography company and are available for purchase.

## **SUPPLIES**

A detailed list of required school supplies will be furnished prior to the start of each school year.

## **SUSPECTED ABUSE OR NEGLECT**

The state of Illinois requires that the staff of a child care or school facility report all cases of suspected abuse or neglect to the Department of Child and Family Services.

## **Tardy Policy**

Regular attendance is a prerequisite for satisfactory academic performance and is a proper setting for students to learn the value of punctuality and reliable attendance. This value is taught by the model and expectations that we set for our children. Additionally, students arriving late:

- Miss morning devotions, the cornerstone of our Christian elementary school.
- Disrupt classroom teaching and the educational process for students who arrive on time.
- Develop behavioral patterns that are undesirable in school and later in life as employees. While school officially begins at 8:10 a.m., students may arrive as early as 7:50 a.m. and are to be in the classroom no later than 8:00 a.m. to prepare for the day. That preparation includes memory work, paper corrections, individual help, and student conferences.
- School doors will be locked at 8:10 a.m. K-8 students will be considered tardy if they are not in the room when the bell rings at 8:10 a.m. When a student is tardy they will need to go to the office to sign the tardy log before proceeding to their classroom.

While an occasional tardy may occur due to unexpected circumstances, chronic tardiness will be handled in the following manner:

- All teachers in Kindergarten through 8th grade will record instances of tardiness.
- On the 3rd tardy in a quarter a note will be sent home reminding the parents how many instances of tardiness have been accumulated. Parents are required to sign the note and return it.

- On the 5th tardy in a quarter the student and parents will be required to meet with a School Committee member and the principal.
- If after that meeting one or more instances of tardiness have been accumulated in that same quarter, this may be considered sufficient grounds for suspension or expulsion at the sole discretion of the School Committee. Parents who wish to challenge a tardy may file an appeal in writing with the School Committee to be reviewed at its next monthly meeting.

Good Shepherd Lutheran Academy has accepted the responsibility of providing your child with a Christian education. We cannot provide that education if your child is not present. As a parent, it is your responsibility to get your child to school on time.

### **TELEPHONE, CELL/SMART PHONE, SMART WATCH AND FITBIT USE**

Children may use the school telephone with the permission of the teacher. Permission to use the phone will be granted for emergencies and unforeseen circumstances. Routine matters should be handled at home. If a child brings a cell phone or smart watch (ex: Apple Watch) to school, it must be turned off and stored in the student's locker between 7:50 a.m. and 3:00 p.m. If a Fitbit is worn to school, all notifications must be turned off. Cell phones or smart watches are not permitted on field trips as the teachers have the emergency contact information needed. Any deviations from this policy must be discussed with the principal prior to the off-site event. If an electronic device is misused at school, it will be taken away and put in the principal's office. The electronic device will be held until a parent/guardian comes to pick it up.

### **TRANSPORTATION**

Although transportation is not provided by the school, assistance will be given to those interested in working out a car pool with others from their area.

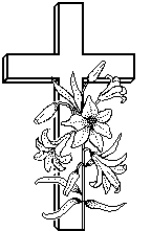
### **VOLUNTEER DRIVERS**

When private cars are used for transportation, drivers must be over the age of 21, hold a valid State of Illinois driver's license, hold liability insurance, and carry only those children for whom the vehicle has seatbelts. A copy of a valid driver's license and insurance card must be on file and provided annually.

## **WORSHIP**

### **CHAPEL SERVICE**

A chapel service will be conducted on the first Wednesday and the third Tuesday of each month, beginning at 8:10 a.m. (consult the School and Activities Calendar). All parents and other members of the congregation are encouraged to attend.



### **MISSION OFFERING**

Jesus said, "Go into all the world and preach the good news to all creation" (*Mark 16:15*). In order to carry out this command and to train the children in systematic free-will giving out of love for Christ and His Church, our school conducts an organized mission program. Special mission projects of our Wisconsin Evangelical Lutheran Synod and congregation are supported during the course of the year. For this purpose, each child will receive an envelope packet or mission coin box. The weekly offering will be received during the chapel service or on Wednesday of that week.

### **SCHOOL CHOIR**

To sing forth God's praise is a natural response for the child of God. Therefore, at selected times during the year, various grade groupings of school children will serve as the choir in the worship services of the congregation. The Children's Choir (grades 3 – 8) performs for both the school music recital and in selected church services. Parents will be notified of each such occasion in advance.

### **QUESTIONS AND CONCERNS**

At times, parents may disagree with a school policy or practice, especially as it pertains to their child(ren). Such concerns should not be allowed to linger, nor should they become the subject of public conversation. God has a better plan. Discuss the problem with the person involved.

Approach the discussion with prayerful humility. Rejoice that the problem is between fellow Christians whose Lord is over all, for under our almighty all-knowing God any problem can be resolved. If a parent has a concern regarding policy, it should be directed to the attention of the principal. If deemed necessary, the matter will then be brought before the School Committee.

## FACULTY LISTING

Name	Grade(s)	Year Came to GSLA	Years Experience
Mrs. Kathryn Blumer	Preschool Director / Teacher	2017	10
Mrs. Amanda Bergemann	Kindergarten	2019	16
Miss Ellen Zank	1 – 2	1999	36
Mrs. Barbara Koch	3 – 4	1991	35
Miss Elise Rosenbaum	5 – 6	2019	2
Mr. Roekle, Principal	7 – 8	2017	5
Mrs. Rebecca Stiglitz	7 – 8 Math	2017	10
Pastor Jon Bergemann	7-8 Catechism	2018	17