

# **Good Shepherd Lutheran School**

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## **Parent/Student Handbook**

**Foster a love of Christ in the hearts of our students, and create  
lifelong learners dedicated to excellence and encourage our  
students to a life of serving God and others.**

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# **WELCOME TO GOOD SHEPHERD LUTHERAN SCHOOL**

Good Shepherd Lutheran School is owned and operated by Good Shepherd Lutheran Church in North Ft. Myers, Florida, as part of its program of general education for the congregation and the community. Its purpose is to provide the highest quality of creative and enriching education possible. All teaching is done in a Christian atmosphere with love and understanding for each child.

Our program is designed to enhance excellence in academics, Christian leadership, self-discipline, integrity and citizenship.

We thank you for allowing us to have this opportunity to share in the spiritual and academic training of your child. We encourage all school families to take part in our Church's services and activities. We will strive to work closely with all families in order to ensure a successful and enjoyable school year.

Our school began as a kindergarten in 1967. Through the years we have grown in numbers to include a Florida Department of Children and Families #C20LE0043 licensed preschool serving children 1 to 4 years old and Voluntary Pre-Kindergarten for children who turn 4 years old on or before September 1<sup>st</sup>.

We also offer an accredited Kindergarten through 12th grade.

At Good Shepherd Lutheran Church and School, our MISSION is to Foster a love of Christ in the hearts of our students, create lifelong learners dedicated to excellence and encourage our students to a life of serving God and others.

Our VISION is to be the best early learning center and K-12 education in Lee county.

Our GOAL is to provide a loving and caring environment for the entire family, enabling every child to strive to reach their fullest potential, knowing God and His love in Jesus Christ.

***“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”***

***Matthew 19:14***

Our philosophy takes commitment. The commitment is not to a program, a building, or even a profession. The commitment is made to God and the students/ families that He entrusts to our care.

***“Let the word of Christ richly dwell within you as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God. And whatever you do, in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.”***  
**Colossians 3:16-17**

### **ADMISSION PROCEDURES**

Please note that throughout this handbook the term Parent(s) shall include the child's parent(s), legal guardian, custodial parent, custodial guardian or adoptive parent(s).

### **NON-DISCRIMINATORY POLICY**

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

### **QUALIFICATIONS**

All potential students must follow the following enrollment process:

- All grade level students must complete a placement test. Placement will be based upon test results which will be maintained in the in the student's permanent file.
- Grade level students must have a personal interview with an individual within the administration or as designated by administration of Good Shepherd School. Students entering mid-year must also meet with the classroom teacher prior to enrollment.
- All students and parents must read the student/parent handbook and sign the acknowledgement page that they understand and will abide by all of the rules.

### **REGISTRATION**

The following procedures must be followed in order to register for enrollment in Good Shepherd Lutheran School:

#### **NEW STUDENT - GRADE 5K – 12**

1. Testing must be completed to determine proper placement of each child.
2. Parent must visit the school for a personal tour of our campus.
3. All necessary enrollment forms must be completed.
4. According to Florida Standards, proof of a recent health physical and up-to-date immunization records must be received by the office staff.
5. A copy of certified birth certificate must be turned in to the office.
6. Registration fees must be paid at the time of enrollment.
7. Custody agreement, (in cases of divorced families).legal guardianship, or legal adoption documents must be provided and a copy will be kept on file in the School office. Whenever there is any change concerning the custody of a student, we require an updated copy of these agreements..

(8. Records from previously attended schools are required and will be requested at the time of enrollment acceptance.

### **TUITION PAYMENTS**

**School tuition payments can be made in the following ways:**

- **Option #1:** Prepaid - Entire yearly tuition paid in full on or by July 13<sup>th</sup>.
- **Option #2:** Installment - Yearly tuition paid in two equal payments.
  - First payment is due and collected on or by July 13<sup>th</sup>.
  - Second payment is due and collected on or before January 4<sup>th</sup>.
- **Option #3:** Installment - Monthly payments of yearly tuition are divided throughout an eleven month period.
  - First payment is due on or before July 13<sup>th</sup>.
  - The last payment is due on or before May 15<sup>th</sup>.
  - All Option #3 payments are collected through Vanco Services Program, an automatic tuition payment plan, or Tuition Express.
  - Students enrolling after July 13<sup>th</sup> must have all tuition paid in full on or before May 15<sup>th</sup>.

### **OTHER FINANCIAL CONSIDERATIONS**

Registration fees are payable upon application and are non-refundable (except in non-acceptance of enrollment)

- A \$30.00 charge will be assessed for all returned checks or automatic debits. This includes but is not limited to: tuition fees, day care fees, lunch fees and sports fees.
- A student cannot continue to attend classes if an account is more than 30 days past due and financial arrangements have not been made and adhered to.
- Accounts must be paid in full in order to receive report cards or records.
- Withdrawal fees, see Student Withdrawal section, will be charged if a student is withdrawn any time before the end of the school year.
- Wrap-Around program care must be paid for in advance.

### **STUDENT WITHDRAWAL**

In some instances, it may be necessary for a parent to withdraw their child's enrollment from Good Shepherd before the school year is completed. In the event that a child's enrollment must be cancelled, the following procedures must be followed:

- The classroom teacher and office administration must be notified of the withdrawal at least one week in advance.
- Withdrawal forms must be completed in the front office at least one week prior to the withdrawal.

- If a highschool student is withdrawn prior to the second semester you are responsible for \$1,00.00 Abeka curriculum fee.

All payment option plans are considered to be binding contracts until the contract is completed. Therefore, tuition refunds may be granted in accordance to the following guidelines:

- Any part of a month during which the student has been enrolled in classes will be considered to be a full month's enrollment.
- Once the student is accepted in Good Shepherd Lutheran School, if at any time they are withdrawn, you will be held responsible for the month in which they are withdrawn and 2 additional months.
- Any due refunds will be made in the most prompt manner possible. We do exercise the right of allowing up to six weeks for payment of these refunds.
- If the appropriate procedures for withdrawal (as listed above) are not followed and a student is withdrawn without proper notification, the student will be considered to be enrolled until the parent states otherwise through the correct procedures. All tuition payments will be considered due until proper notification and official withdrawal is made.

**Sports fees and club fees are separate fees and will be determined at the beginning of the school year.**

### **FUNDRAISING EVENTS**

Throughout the school year, special fundraising events are scheduled to provide for the general budget needs, capital needs, specific programs, equipment and building expansion. It is our hope that every family participates in these events. All fund-raising activities must be approved by the School Administration and the School Board.

Good Shepherd Lutheran Church and School is a not-for profit organization. Therefore, all funds collected at these fund-raising events are used for the benefit of our educational programs and the future growth of our school.

### **CAMPUS PROCEDURES**

#### **OFFICE HOURS**

The school office is open from 6:30 a.m. to 6:00 p.m. weekdays. Please drop off any forgotten lunches, books or materials to the office during school hours. Our office staff will be sure to make all deliveries to the appropriate rooms. **NO PERSON WILL BE ALLOWED TO ENTER A CLASSROOM AFTER 8:30 AM WITHOUT FRONT OFFICE APPROVAL.**

#### **KINDERGARTEN THROUGH GRADE 8th Times: 8:10 - 3:20**

Students are required to be at school every day that it is in session unless prevented by illness or emergency. Students must be in their classrooms no later than 8:20 a.m. and prepared to work. Students will be marked tardy if not present at 8:25 a.m. Children who arrive after 8:25 a.m. must visit the office to receive a tardy slip in order to be admitted into the classroom. Notation will be made of excused and unexcused tardiness. Students are required to have a note explaining the reason they are late.

### **High School Times: 8:10 - 2:10**

### **DISMISSAL TIMES**

Students in 5K through 8<sup>th</sup> grades will be dismissed at 3:15 p.m.

Front Office Gate will be open from 8:00 a.m. to 8:20 a.m. and 3:10 p.m. until 3:20 p.m. daily.

Gate will be locked from 8:20 a.m. to 2:55 p.m. daily. All visitors must enter through main office. Any student arriving when gate is closed must enter through the front office.

### **BIKE RIDERS AND WALKERS**

Students who ride bikes or walk to or from school must have written permission. Children will not be allowed to leave campus on their bikes or walking without written permission. Good Shepherd employees reserve the right to retain a child at school should severe weather exist or other factors that might cause harm to the child. In cases such as this, the child will be placed in the aftercare room until parents can be notified to pick up their child. Wrap-around care fees will be applied.

Students must wear appropriate bicycle helmets. Students who do not have a helmet will not be permitted to ride their bicycles. (Fl. Statute 316.2065 d)

### **ARRIVAL AND DEPARTURE PROCEDURES**

- Students arriving between the hours of 6:30 a.m. and 8:20 a.m. must report to the room designated for morning care
- Breakfast is available from 7:40-8:15
- All children in grades 5K through eighth who arrive at 8:20 am may be dropped off in the car line area and are to go directly to their classrooms.
- **No child will be allowed to remain in the hallways prior to 8:20 a.m. without a parent present.** Morning care fees will be applied between the hours of 6:30 a.m. and 8:00 a.m
- All children are dismissed at 3:15 p.m. and will be accompanied by their teacher to the car line area.
- Teachers will supervise traffic flow and student pick up.
- Car line ends at 3:20 p.m.
- Children who are not picked up by 3:30 p.m. will be taken to area designated for after care – **Fees will be applied.**



Please **DO NOT PARK OR LEAVE YOUR VEHICLE UNATTENDED** on the blacktop area inside of the fence. If you should need to park for some reason you must park outside of the gate.

**Please be aware that the teachers are monitoring the children at this time. If you need to speak with your child's teacher please wait until car line is over at 3:25 p.m. !!!!!!!!**

**Allowing children to walk across the parking lot to meet parents is strictly prohibited.**

### **WRAP-AROUND PROGRAM - Before and After School Care**

Good Shepherd Lutheran School offers a supervised Wrap-Around and School day off Program for all registered students who need additional hours of care before and/or after school hours. This program is available to all students between the hours of 6:30-8:00 a.m. at the rate of \$15.00 per week for morning After Care is \$30.00 per week. Early dismissal days are \$15.00 per day, and Full days off are \$25.00 per day or \$105.00 per week. These services are only provided to children who are registered students at Good Shepherd Lutheran School.

**The Wrap-Around/ Extended care program payment is due weekly in the school office THIS WILL BE STRICTLY ENFORCED. Failure to be current with you payment will result in a loss of the service.**

All financial information is available in the Business office.

The same behavior standards of obedience, respect and good manners which are expected in the classroom must be followed during this time period, 6:300 - 8:00am and 3:25 – 6:00pm.

Each class has a daily check-in/check-out record for the students who attend before and after care. Parents must sign the record sheet acknowledging their child's arrival/departure time. Parents must also **sign out on the computer**

Children are NOT permitted to sign in or sign out in the record books. It is necessary that each parent make the notations of these times daily so that fees are accurately calculated. Failure to sign in or sign out a child will result in weekly billing.

Wrap-around program care fees are separate from tuition payments are not included on the automatic tuition deduction plan. Late fees will be charged on any amount not paid in full.

Parents who do not pick up their children by 6:00 pm will be charged an additional fee of \$2.00 per minute for every minute after 6:00 pm.

**If a balance is owed on day care or extended care, you MAY NOT drop off your child to use those services.**

## **CLOSED CAMPUS POLICY**

Good Shepherd Lutheran School operates on a closed campus policy. Upon arriving at school, students are to remain in supervised areas until properly dismissed from school. All visitors in our school must register with the school office to obtain a visitor's pass or volunteer pass.

**The gate will be locked from 8:20 am until 2:55 pm.**

## **STUDENT PICK-UP AUTHORIZATION CARDS**

To ensure the safety of our children:

- All parents must identify persons who are authorized to pick up your child must carry an authorization card (including parents)
- Must show this card as proof of identity. These cards will be given to you at the open house or may be obtained from the front office. You must then distribute them to the persons who are authorized to pick up your child.
- Must present a photo ID (driver's license, Passport, etc) and a copy will be obtained and placed in the student folder.

In the rare case when a student is being picked up by someone not listed on the Authorization Form, you must send a written notice to the teacher and email office with your permission to authorize pick up of your child. This person must come to the front office and identify themselves and present a photo ID. A copy of the photo ID will be placed in the student folder. Children will not be permitted to call parents to set up alternative plans.

## **EARLY DISMISSAL PROCEDURES**

In the event that our school dismisses on a half day schedule, children can be picked up in the car line area at 12:00 pm. Children who cannot be picked up by 12:10 must attend the Wrap-around care program – appropriate fees will be applied.

## **SCHOOL FIELD TRIP DAYS**

Periodically, our students attend a school-wide field trip to various locations. These trips help to encourage unity and fellowship between students, parents and staff members.

Each child must have a properly signed permission slip in order to attend these functions. If your child does not have a permission slip, they will not be allowed to attend. **Only students in the class which is attending the field trip may go on the field trip, no siblings.**

## **PERSONAL EARLY DISMISSAL**

Early dismissals are granted for illnesses, medical appointments, court appearances, family emergencies, etc. If it is necessary for a student to leave school during the day for an appointment, follow the below procedure:

- Present a note, signed by the parent to notify the teacher of the need for early dismissal.
- Parents must visit the office and sign their child out.

- Students leaving the school before dismissal time must remain in their classrooms until their parent arrives to pick them up.
- Children will be called to the office upon arrival of the parent.

### **ABSENTEE POLICY**

The purpose of adhering to an absentee policy is to establish the procedures and consequences associated with attendance. All students are expected to attend daily classes unless special circumstances do not permit. Daily attendance is essential if a student is to become successful in academic life. It also helps to instill the qualities of responsibility and diligence.

When an absence occurs the student must provide a written excuse from the parent in order to be readmitted to class. This excuse can be submitted to the office or student's teacher.

The following reasons shall constitute an excused absence:

- Personal illness or injury; medical or dental emergencies or appointments
- Impassable roads due to inclement weather, natural disasters or car accident.
- Family emergency, death of a family member or attending a funeral service.

All absences which do not meet the criteria for being excused must be pre-approved by the administration. All absences, whether excused or unexcused, shall be considered when determining excessive absences.

**Vacations are not considered to be excused absences. All assignments that are due during a family vacation are due the first day the child returns to class or will be considered late.**

### **EXCESSIVE ABSENCES**

Absences may be considered excessive if a student accrues EIGHTEEN (18) absences in one year. A notice will be sent when a student exceeds six absences within a nine week period.

A student who accrues eight absences within a nine week period will be required to attend a parent/teacher/administrative conference.

If twenty-four absences have occurred, the student will be referred to the Academic Review Committee to determine whether the student shall be promoted to the next grade level. The Academic Review Committee is made up of the Administrator, teacher in the student's grade level and one school board member. During a review, the progress of the child will be discussed and the determination of retention will be made, keeping in mind the very best interest of the child. Parents have the right to appeal any decision of retention by contacting the administration to request a meeting with the Academic Review Committee. However, Good Shepherd School reserves the right to retain a child, should it be determined that the child would benefit from retention.

# **STEP UP FOR STUDENTS ABSENCES MAY NOT EXCEED 18 DAYS!**

## **REPORTING AN ABSENCE**

When your child is absent, call the school office at 995-7711 by 9:30 am. Notify the school as to the reason for the absence and the anticipated length of the absence. A written excuse must be sent on the day of return in order to readmit the child to class.

An absence is considered unexcused if no written excuse is provided.

**Homework requests must be made to the front office by 9:30am and homework will be made available for pick-up after 3:00pm in the front office.**

## **TARDINESS**

It is imperative that all students arrive at school in a timely manner in order to avoid disruption of a classroom. Students are considered tardy if not in their seats and ready to work by 8:30 am. Three days of tardiness per quarter (nine weeks) will result in an afternoon detention. Students who are tardy must have a note explaining why they are late for class and be signed in by an adult.

## **HURRICANE DAYS**

Good Shepherd Lutheran School will always close when Lee County Schools close due to extreme weather conditions. Please tune in to your local television and/or radio station for a list of Lee county school closings. Any missed school days, due to extreme weather conditions, will be added to the end of the school year or applied to pre-scheduled make up days.

## **CURRICULUM**

Our curriculum is designed to provide students with an academically enriching program based on God's principles. Our curriculum is blended. Some of the curriculum is from Abeka. We strive to have our entire curriculum Bible based and Christ centered.

## **CURRICULUM AND PROGRAM STUDIES**

The purpose of our school is to provide learning experiences that view knowledge from a Christian perspective and meet the spiritual, academic, social and emotional needs of our students.

## **ACADEMIC STANDARDS**

All Students must maintain a "C" or above average in all classes in order to participate in Extracurricular Activities.

## **HOMEWORK POLICY**

Good Shepherd School is very aware of both the advantages and disadvantages of homework for children. We also know that maximal learning occurs when the concepts taught in school are supported, encouraged and reinforced in the home. The homework is always grade appropriate.

Homework is considered to be a vital part of teaching children responsibility and adding to their educational experience. It is important that the students complete their homework so as to not be charged with a homework miss.

A homework miss includes:

- Homework lost or forgotten
- Missing books
- Folders with tests not returned or not signed by parent.
- Notes not returned with signatures.
- Progress reports or report cards not returned by the third day.

All assignments are due on the next day assigned or on the day that the classroom teacher specifies. In the event that a student does not turn in an assignment on the day due, the student will be graded accordingly. Any assignment that is not turned in will result in not receiving credit for the assignment.

## **HELPING YOUR CHILD TO SUCCEED**

Parents play an intricate part in the success of a child's educational experience. There are many practical ways that parents can become informed and involved in their child's education, as well as adding to their child's success.

- Pray for your child, our school and your child's teachers.
- Show great interest in your child's school day.
- Praise your child for their accomplishments and efforts.
- Display your child's work at home.
- Discuss your child's successes openly with others.
- Provide a special place for children to study that is free from distractions.
- Offer help in understanding a concept
- Limit time spent watching TV or use of electronic devices until assignments are completed and comment on your child's diligence when doing an assignment on their own.
- Provide an early bedtime each night and nutritious breakfast each morning.
- Show your support in our school and refrain from openly discussing any personal concerns that you may have with staff. Communicate openly with the school before drawing conclusions.
- Take responsibility for proving that punctuality and good attendance are important.
- Keeping all scheduled conferences will deliver the message that education is important to you. Therefore, it will be important to the child also.
- Talk with teachers. Ask questions and share any concerns openly.

- Volunteer in our school or become involved in daily activities. By doing this, a child will know you care.

**GRADING SYSTEM AND REPORT CARDS**

Good Shepherd Lutheran School grades are available daily for the parents to view. Report cards are to be sent home signed and returned to the teachers.

**GRADING SCALE**

**The grading scale for kindergarten students is as follows:**

|        |                                      |
|--------|--------------------------------------|
| E<br>G | Excellent<br>Good                    |
| S<br>W | Satisfactory<br>Working On           |
| N      | Needs additional help or improvement |
| U      | Unsatisfactory                       |

**The grading scale for grades 1 through 8 is as follows:**

|    |        |  |   |       |  |    |       |
|----|--------|--|---|-------|--|----|-------|
| A+ | 98-100 |  | A | 94-97 |  | A- | 90-93 |
| B+ | 88-89  |  | B | 84-87 |  | B- | 80-83 |
| C+ | 78-79  |  | C | 74-77 |  | C- | 70-73 |
| D+ | 68-69  |  | D | 64-67 |  | D- | 60-63 |
| F  | 0-59   |  | - | -     |  | -  | -     |

**MAP TESTING**

We will be participating in MAP testing. Students will be tested three times this year. We will test at the beginning of the year, in the middle of the year and at the end of the year. This will help us determine what is needed for each child and to make sure they reach their highest potential. This test will replace the SAT that we were taking at the end of the year.

**PARENT/TEACHER CONFERENCES**

A Parent/Teacher conference will be scheduled during the month of October and additional conferences may be scheduled throughout the year as deemed necessary by either parents or by teachers. Conferences are held to discuss academic progress, behavior and spiritual development.

To arrange a conference, either call the school office to request a meeting or make a personal request to your child's teachers.

We recognize the importance for communicating ideas and thoughts. Therefore, we welcome the opportunity to discuss and share these ideas or concerns.

We request that you work with your child's teacher before engaging the administrator.

### **HEALTH MATTERS**

All children must have an immunization card and proof of recent physical examination upon entering school. Records of all examinations and immunizations are required by Florida law and are to be on file in the school office prior to attendance. Florida Department of Health immunization requirements are located at: [http://www.doh.state.fl.us/disease\\_ctrl/immune/children/schedules/school-requirements.html](http://www.doh.state.fl.us/disease_ctrl/immune/children/schedules/school-requirements.html).

### **STUDENT HEALTH AND WELFARE**

The physical health and welfare of each student is of highest priority at Good Shepherd Lutheran School. We realize that our effectiveness in teaching largely depends on the physical well-being of each child. Therefore, we ask for your assistance in maintaining a healthy environment for all children.

**If your child is ill, please keep them at home as to not expose others to infection.** Never send your child to school if they have a fever, as this is the time when most communicable diseases are spread to others.

Upon return to school after an illness, the child's temperature will be obtained to assure that temperature is within normal range.

#### **Illness and Sick Policy**

***IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.***

#### **24 HOUR RULE:**

**ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND PRESCHOOL/VPK.**

***Good Shepherd Lutheran Church and School reserves the right to temporarily deny any child admittance to the preschool/VPK for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when a child may return to school.***

Whenever a child becomes ill during the school day, parents will be notified immediately. Every parent must list someone that is available to pick up their child in case of illness. These persons should be indicated on the family information sheet at the time of enrollment. Children should be picked up within 45.

**Fever free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.

**Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school

**We strictly observe this health department regulation for children (and staff) to protect the health of everyone at Good Shepherd Lutheran Church and School. The School does reserve the right to deny admittance to class.**

**Parent must notify the office immediately if a child:**

- Is diagnosed with any **communicable diseases** including strep throat, pink eye, lice, hand, foot, mouth, pinworms, or any other of the diseases common to a school environment. The notification is important so that GSLCS can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that GSLCS will not release the name of the child or family involved. We simply post "There has been a case of \_\_\_\_\_ reported ...."
- Has any **allergies** or if you have any concerns about any aspect of your child's health.
- Is taking **medication**, as medicine may affect your child's behavior.

If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.

Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.

**Head lice:** sometimes occurs in school because it is contagious and easily passed from child to child. You may want to look online for more information and to find examples of what lice look like in order to check your child's head correctly ([www.cdc.gov/lice/head/treatment](http://www.cdc.gov/lice/head/treatment)). Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice.

We also reserve the right to implement additional procedures, such as head checks, and no Nit Policy if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

**If a child exhibits any of the following symptoms, our office or Teachers will notify the parents or guardians immediately:**

**FEVER: 100 degrees**



If a child is sent home with a fever, they may not return until **“fever free” for 24 hours**. In case of fever caused by allergies, allergic conditions should be discussed with the teacher and listed on health records. We reserve the right to not allow a child to attend if administration have concerns.

**DIARRHEA:** 3 loose watery stools in one day. If these conditions exist for three (3) days, the child needs to be evaluated by a physician. If a child has loose stool that is more than 3 times or not containable administration may request a child to be picked up.

**HEAD LICE:** If head lice are found, the student must be sent home in order to keep this condition from spreading to others. Children may return when they have received proper treatment and found to be “nit free.” The front office staff and or Director reserves the right to not allow a child admittance to the preschool if nits are present.

**VOMITING:** If the child is vomiting they will need to go home.

**UNEXPLAINED RASH:** On face, extremities or trunk requires the child to be removed from the classroom environment.

**CONJUNCTIVITIS (Pink eye)** this needs evaluation by a physician. Conjunctivitis is contagious, so treatment is required. The child should be kept out of school at least 24 hours after treatment is given. Symptoms are:

- o Red eye
- o Yellow sticky mucus
- o Itching of the eye

**IRRITABILITY:** Excessive irritability or listlessness.

**Impetigo:** is a common skin infection in young children It is caused by streptococcal or staphylococcal bacteria. Although common in children, impetigo can occur in people of any age. Be excluded from school or child care, with **draining sores/blisters that are open**. until 24 hours after the start of treatment,

**CHICKEN POX:** The first signs are red, watery blisters around ears, under arm and chest. These blisters will eventually crust. Symptoms may also include a fever and itching. The child may return to school when all blisters have formed crusts which occur 6 - 9 days after onset.

**We strictly observe this health department regulation for children (and staff) to protect the health of everyone at Good Shepherd Lutheran Church and School. The School does reserve the right to deny admittance to class due to open or active blisters.**

**FAINTING:** This is often a form of shock. Parents will be called immediately for medical evaluation.

**SCABIES, RINGWORM AND PINWORM:** These conditions require medical treatment. Proper documentation of treatment must be presented when the child returns.

**Hand, Foot Mouth (Coxsackievirus):** Hand, foot, and mouth disease is usually characterized by tiny blisters on the inside of the mouth and the palms of the hands, fingers, soles of the feet, Young children are primarily affected, but it may be seen in adults. Most cases occur in the summer and early fall. Outbreaks may occur among groups of children especially in child care centers or nursery schools. Symptoms usually appear 3 to 5 days after exposure. Excluding children from child care or school settings if the child has a fever, uncontrollable “hand to mouth” behavior, not able to contain their secretions, such as ulcers in the mouth and the child is drooling, or **draining sores/blisters that are open.**

**We strictly observe this health department regulation for children (and staff) to protect the health of everyone at Good Shepherd Lutheran Church and School. The School does reserve the right to deny admittance to class due to open or active blisters.**

### MEDICATIONS

If you child requires medication during the school day, all medications including over -the -counter medications must be turned into the office. Prescription medication and Non-prescription over the counter medication must come with a doctor’s note containing written instructions on proper dosage and when the medication is to be administered. All medication must be in its original container.

#### Written instructions for all medications must include the following:

- o Signature of physician
- o Signature of parent
- o Child’s name
- o Dosage
- o Time needed to be administered
- o Reason for giving the medication
- o Side effects (such as drowsiness, etc.)

***Please inform your child’s teacher if medication is being taken on a regular basis or if a child has a specific health condition which may affect them during the school day.***

### DRESS CODE

A unified school dress code has been adopted as a positive action to focus the children’s attention on their school work and to reflect an attitude of diligence and right living. Dress and behavior have been found to be directly related. Therefore, our dress code policies have been established accordingly:

### GRADES KINDERGARTEN – 12TH- THE SCHOOL UNIFORM DRESS CODE

- Long uniform pants and uniform shorts may be worn in the colors of khaki, navy or black.
- All clothing must be of the appropriate size.
- ***Basketball shorts, gym shorts, athletic style shorts/pants and leggings/jeggings style bottoms are not acceptable.***
- Khaki, navy or black skirts, skorts, jumpers and capris are permitted for girls.
- Shorts, skorts, skirts and jumpers must be long enough to reach the tips of the fingers when held down to the sides of the body.
- Belts must be worn with long pants and shorts at all times, if the pants or shorts have belt loops. No scarves, chains, or rope may be used in place of a belt.
- Shirts can be short or long sleeved golf style shirts (buttons not zippers) in red, black, blue, navy, white, or green. White oxford-type shirts or white blouses are also permitted. **All shirts must have the Good Shepherd Logo.** Call the office at 239-995-7711 for more information on logos.
- Footwear must be closed toe tennis shoes or sneakers with backs. Shoe must be matching pairs.
- Platform shoes, boots and open-toed shoes are not permitted.
- All sneakers or tennis shoes must be worn with socks or tights.
- Jackets and sweaters may be worn outside during cold weather, but they must be appropriate for a Christian School. **Jackets are not permitted to be worn in the classroom unless they have the embroidered logo.**
- Children in fourth grade through eighth grade must change for PE. They may wear a plain T-shirt and elastic waist shorts. Shorts must be no shorter than five inches above the knee.
- Any type of grooming supplies such as makeup or jewelry that causes a distraction in the classroom must be left at home.
- Students may not wear any dark color cosmetics.
- No body piercing on any students except earrings of standard size in each ear.
- Students may only wear one piece of jewelry around their neck no larger than ½ of a centimeter (0.39”) in width.
- Students can only wear one piece of jewelry on each arm no larger than one centimeter in width (excluding watches)
- Combing or brushing of hair or application of cosmetics must be done before school or after school and not during class.
- Male student’s hair must be kept clean and neat at all times.
- All students’ hair must be a natural color.
- Students will be notified of proper dress during the time of a field trip. Unless specifically stated, the dress for field trips is the same as our daily uniform dress policy.
- **Dress code violations will result in a detention, and a loss of special privilege. Parents will be called and will need to bring proper clothing to the school immediately. If a parent is unable to return to school with proper clothing, the student will be given clothing that is available in the office and sent back to the classroom.**

**DRESS DOWN DAYS – DRESS CODE**

- Students may wear blue jeans, shorts, skirts or dresses. They must be of proper fit and adhere to all other dress code policies. Basketball shorts, gym shorts, athletic style shorts/pants and leggings style bottoms are not acceptable.
- Good Shepherd T-shirts or the normal uniform shirt must be worn.
- Footwear rules apply as listed in the dress code.

Students are permitted to dress down on Fridays. **If they participate in the “dress down” day, they will either donate \$1.00 or a can of food for the food pantry. The monetary proceeds will go into a special projects fund.** Only students in “Good Standing” may dress down.

### **LUNCHESES**

All kindergarten through twelfth grade students may bring their own lunches. Lunches should be nutritious, well-balanced. **It is not possible to refrigerate or microwave food or drinks. Please take this into consideration when packing lunches.** Ice packs placed in lunch boxes or thermal containers work well for refrigerating and warming purposes.

A lunch menu will be available in the front office.

Please have your child bring their lunch in the morning to avoid interrupting the classes. If a lunch must be dropped off, you must take the lunch to the front office and the child will be called to the office to pick it up.

Do not store food or drinks in glass containers. Food may be eaten only during the lunch period and no food or drink may be eaten after the lunch period or taken out to the playground.

### **LUNCHROOM RULES**

- Walk to and from lunch room
- Sit at the table assigned by your teacher
- Speak quietly
- No playing with or throwing food or trash
- Pick up all trash, food, etc., around your table area and place in the trash can when the teacher instructs you to do so
- No sharing or trading food

### **SNACKS**

Kindergarten students receive a snack at mid-morning.

Students who stay for extended care will be provided with an afternoon snack and drink.

### **SPECIAL OCCASIONS**

Parents may bring refreshments for the class on their child’s birthday. The teacher must be notified in advance.

- If your child is having a birthday party and you are giving out invitations, please do so through the mail. The only exception is if every child in the class is invited to the party. Then, the invitations may be passed out through the teacher. This will help to eliminate hurt feelings.

### **CARE OF PROPERTY**

The appearance of our school is a direct reflection of the respect that we have for one another and for ourselves. We wish our community to know that we are proud of the facilities that God has provided for us. We expect that all students participate in helping to keep our grounds and buildings in good order.

Students are responsible for all property used by them including buildings, grounds, books, computers, and other equipment owned by the school.

Any damage or loss, whether willful or accidental, must be paid for by the student(s) involved. Parents are responsible for seeing that any fees that might be associated with damage are paid in full.

### **TEXTBOOKS**

Textbooks are purchased by the school and remain the property of Good Shepherd Lutheran School. All books must be covered and taken care of properly. Hardbound books must be covered with paper covers or fabric covers.

Students will be held responsible for the replacement of books that are marked, abused or lost. Textbooks brought home for assignments must be returned the next school day.

The replacement cost for a soft covered workbook is \$30.00. The replacement cost for a hard covered book is \$60.00.

All soft covered textbooks cost \$20.00-\$30.00 to replace. All novels cost \$10.00-\$15.00 to replace.

### **TECHNOLOGY**

Good Shepherd Lutheran School has made a large investment in technology. Proper use of this technology is imperative. At no time may students use any technology without the direct supervision of a Good Shepherd Lutheran School teacher. Deliberate misuse or careless treatment of computers, tablets, or interactive technology will result in the following:

- Tablets and computers less than two years old will incur 100% of the cost to repair or replace the item.
- Tablets and computers more than two years old will be charge 75% of the repair or replacement cost
- Students are, at no time, permitted to use interactive technology without the direct supervision of a teacher of Good Shepherd Lutheran School. Any violation of this by a student will result in 100% of the cost to replace or repair the technology.

Students will receive the Code of Conduct for Technology Usage and Internet Access Rules. After reading the rules if you have any questions or concerns, please address them with the teacher. The user agreement and parent permission form, which is the last page of the document, must be signed by both the student and the parent and returned to the teacher. This is an acknowledgement of the understanding and agreement to comply with the stated rules and responsibility for any financial expenses that result from improper technology usage.

### **LOST AND FOUND ITEMS**

- Any found items will be turned in to the school office.
- Lost items that are not claimed after a one month period will be donated to a charitable organization.
- All students are asked to bring any found items to the front office.
- All clothing, lunch boxes and other belongings should be marked with the student's name. Teachers reserve the right to mark personal items that are not properly labeled.

### **MATERIALS NEEDED AT SCHOOL**

Children will be given a supply list at open house and at the time of registration. Lists are available in the school office. Teachers may request additional items

It is the parent's responsibility to provide materials that their children use in the classroom and to replenish them when their supplies run out.

### **PERSONAL ITEMS**

- Comic books and magazines are not permitted on campus unless requested by the teacher.
- Weapons, toy weapons, knives, nail files and other sharp or dangerous objects are not permitted at any time.
- Erasable ink pens and permanent markers are not to be used unless requested by the teacher.
- Toys are not to be brought to school unless it is something specially requested by or approved by the teacher. Any toys brought without permission may be kept by the teacher and returned at a later date.
- Kindergarten students may bring toys on "show and tell" days only. Books may be brought in any day.
- Children are not permitted to trade belongings or take home something belonging to another child, even if both children are in agreement with the exchange. School property or supplies are never to be taken home, as this encourages children to take things that do not belong to them.
- **Students are not to bring electronic equipment to school. This includes, but is not limited to: video games, iPods, tablets, etc. If an item such as this is retrieved by the teacher, the item will be taken to the school office where a parent must make arrangements for its return.**

The school is not responsible for any lost, damaged or stolen items that are brought to school. Please take this into consideration when selecting things to bring to school.

### **MESSAGES AND PHONE CALLS**

Students are only to receive phone calls in the event of an emergency. Messages can be left with the school secretary and given to the teacher at appropriate times during the day.

Students are not permitted to use any phones in the school or church unless given permission to do so by a teacher at the appropriate time.

Students may only use the front office telephone with the permission of a teacher. Phones located in other areas of the church and school may not be used at any time.

### **CELL PHONES**

If your child brings a cell phone to school, it **MUST BE TURNED OFF PRIOR TO ARRIVING AT SCHOOL**. Students may keep their cell phones in their book bags. In the event of a local emergency, students may turn the cell phone on. **Any student using a cell phone without authorization is subject to disciplinary action and confiscation of the cell phone.**

### **FIRE DRILLS**

Fire drills will be held periodically throughout the school year. When the fire alarm sounds, everyone must exit the buildings in an orderly manner. The classroom teacher will guide each student to the proper safety area.

### **COMPETITIVE SPORTS PROGRAM**

Good Shepherd Lutheran School offers competitive interscholastic sports programs for students in 4th through 8th grade. Sports include soccer, flag football and basketball, running club.

The following criteria must be met in order to be eligible for competitive sports:

- Provide proof of current sports physical examination from the physician, copy to be maintained in student folder
- Required to maintain a “C” or above grade in all core subjects.
- Failure to maintain a “C” average in all core subjects; the student will be benched until such time that a “C” average is attained in all subjects.
- Having a below “C” average for four (4) consecutive weeks will result in removal from the specific sport activity for the remainder of the season.
- Student must be a member of the team, in good standing, for 50% of the games in order to be eligible for tournament play.
- Athletes are required to be in class all day on the day of the game in order to participate in the sporting event. Exceptions to this must be approved by the Athletic Director.

- Should an athlete be given a detention on a practice day or game day, they must serve the detention and may not attend the sporting event.

### **COMPETITIVE SPORTS CONDUCT**

All students who participate in sports are considered to be representatives of Good Shepherd School and are expected to:

- Conduct themselves in a Christian manner at all times
- They are to listen and show respect for their coaches, team members and adult drivers.
- All team members are to display good sportsmanship and courtesy to the officials and to other teams at all times

Any violation will result in disciplinary action based upon offense as stated in the Discipline System section of this handbook.

### **TRANSPORTATION TO GAMES**

Transportation to games that are held at other schools is provided by parents. If you have a child who participates in a sport, please make driving arrangements with fellow parents in advance.

### **SPORTS UNIFORMS**

Students who participate on one of the traveling teams must purchase their uniforms. Uniforms remain the property of that student.

### **SPECIAL PROGRAMS**

Our students participate in special programs during the school year. These programs are considered mandatory. Program dates will be listed on our school calendar.

### **SERVICE HOURS**

**ALL families are encouraged to complete 20 hours of volunteer service throughout the year.** There are numerous ways in which this obligation can be fulfilled. Check in the administration office for details. If you have suggestions, please speak with the principal for approval prior to completing the task.

### **GOOD SHEPHERD PARENT/TEACHER LEAGUE**

The purpose of the Good Shepherd Parent Teacher League is to provide an avenue of information to parents; unity between administration, staff, students, and parents; and to enhance the wellbeing of our school through involvement and fellowship between all parties.

Our PTL holds several fund-raising activities during the school year that directly benefit our school by providing the financial support that is needed for future growth and development.

Meetings are held the first Thursday of the month at 6:00. All families are encouraged to attend and become an active part of their child's education as well as the growth and development of our school.



## ANTI-BULLYING

I. Good Shepherd Lutheran Church and School will practice a **zero bullying tolerance** as the standard of behavior. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s)

II. Students demonstrating bullying behaviors will be subject to the discipline process as explained in the student handbook.

III. Staff members demonstrating bullying behaviors will be subject to a conference and review with the appropriate supervisor(s) with an action plan given to address needed behavior changes. Follow up review(s) will take place at intervals determined by the supervisor(s). Severity of the staff bullying action may result in immediate dismissal.

### BULLYING - A DEFINITION

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending oneself.

Bullying can take many forms: [Reference: [www.stopbullyingnow.hrsa.gov](http://www.stopbullyingnow.hrsa.gov)]

- Physical bullying (such as hitting or punching)
- Verbal bullying (such as teasing or name calling)
- Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- Cyber bullying or bullying through note writing, social network postings, blogs, IM's etc... (Such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

The state of Florida statutes declares:

(a) "**Bullying**" means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing;
2. Social exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual or racial harassment;
9. Public humiliation; or
10. Destruction of property.

(b) "**Harassment**" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places student or school employees in reasonable fear of harm to his or her person or damage to his or her property;

2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

(c) Definitions in s. 815.03 and the definition in s. 784.048(1) (d) relating to stalking are applicable to this section.

(d) The definitions of "bullying" and "harassment" include:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation. 27 8/14/2011
  2. Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee, by:
    - Incitement or coercion;
    - Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system;
- Or
- Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

As Christians witnessing to the world, we endorse the Nationwide program and FL anti-bully initiatives that remind us to live out the 8th commandment of helping and befriending our neighbor.

### **Student Expectations**

Come to school prepared for learning:

Matthew 24:24 - "So you also must be ready, because the Son of Man will come at an hour when you do not expect him."

Follow directions:

James 2:10 - "For whoever keeps the whole law and yet stumbles at just one point is guilty of breaking all of it."

Maintain safe behaviors:

1 Corinthians 6:19 - "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own."

Use appropriate language and good manners:

Ephesians 4:29 - "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Treat individuals with respect:

Golden Rule - Matthew 7:12 - "So in everything , do to others what you would have them do to you."

Do your very best work:

Colossians 3:23 - "Whatever you do, work at it with all your heart, as working for the Lord, not for men."

### **Consequences**

Proverbs 13:24 - "Whoever spares the rod ruins their children, but the one who loves their children is careful to discipline them."

1. Verbal Warning
2. Walking Laps during Recess or Free Time
3. Call or Note To Parent
4. Teacher Detention
5. Principal's Office
  - A. Principal Detention with Work Detail
  - B. In-School Suspension
  - C. Out-Of-School Suspension
  - D. Recommendation for Expulsion

### **GOOD SHEPHERD CHURCH SERVICES**

We welcome you to attend the Sunday worship services at Good Shepherd Lutheran Church. Worship services begin at 10:00 am.

### **CHAPEL SERVICES**

We also encourage all parents to join their children in the weekly school chapel services each Monday and Wednesday, 5k – 8<sup>TH</sup> at 8:30 a.m. The service will last one-half hour. We hope that you can join us!

By signing this statement of commitment to Good Shepherd Lutheran Church and School, I/We commit to the following:

- To support the Christian philosophy of education taught by Good Shepherd Lutheran Church and School.
- To partner with Good Shepherd Lutheran Church and School Teacher, Adminstors, Pastors and Staff to educate and foster a positive learning environment.
- To accept teacher and administrative authority and to abide by the discipline policy as stated in the Student-Parent handbook.
- To follow God's line of authority. The Matthew 18 principle In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems: "Moreover, if thy brother shall trespass against thee, go and tell him his fault between him and you alone. If he hears thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses, every word may be established. And if he neglects to hear thee, tell it unto the church: but if he neglects to hear the

church." In summary, the Matthew 18 principle requires that individuals talk to each other about problems before they talk to Administration then Pastors.

- To support the Teachers, administration, Pastors and staff by volunteering time and talents.
- To attend Good Shepherd Lutheran Church and School events and functions.
- To be an active part of the school community by attending PTL meetings, Parent events and assisting with School functions.
- To partner with Good Shepherd Lutheran Church and School to raise and obtain funding to support the educational process.

I/We understand that my child(ern) attendance at Good Shepherd Lutheran Church and School is a privilege and not a right and if at any time his/her conduct, academics progress or cooperation with the school is not in keeping with the school's standards, the Administration and staff reserve the right to terminate, at their discretion my child's enrollment. I also understand that my conduct and cooperation with the School and Church authorities is an example to my child(ren), I will conduct myself with respect and model positive behavior. I hereby certify the facts given in this enrollment application are true and complete to the best of my knowledge. I understand that falsification of statement or significant omission of fact may result in the student(s) to be dismissed from the school.

Student

Name(s): \_\_\_\_\_ age(s) \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Relationship \_\_\_\_\_ date \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Relationship \_\_\_\_\_ date \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Relationship \_\_\_\_\_ date \_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Relationship \_\_\_\_\_ date \_\_\_\_\_

Please Note this is a Partnership with Good Shepherd Lutheran Church and School and all parents/guardians of the above mentioned Child(ren). If child(ren) live with more than one parents, all must sign

### **Parent/Student Handbook Acknowledgement Form**

**By signing this form, I acknowledge that I have read and discussed with my child(ren) the rules and regulations of Good Shepherd Lutheran School and agree to abide by them.**

**All parents and students must recognize that enrollment and subsequent attendance is a privilege and not a right and must adhere to the written policies of the school. Failure to do so could result in the cancellation of student's enrollment. I/We agree to uphold the standards of Good Shepherd Lutheran Church and School. I/We understand the financial, homework, volunteer, and discipline policies.**

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**Student Signature:** **Grade:**

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**Parent/Guardian Signature:** **Date:**

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**Parent/Guardian Signature:** **Date:**

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**Teacher** **Date:**

**This form must be signed and returned**