



Good Shepherd Lutheran School

GSLM 2.0

4770 Orange Grove Blvd. North Fort Myers, FL 33903
Main Office: (239) 995-7711
FAX: (239) 217-7445
www.goodshepofnfm.com



Kindergarten - 12th Grade Parent/Student Handbook

*Fostering a love of Christ in the hearts of our students, creating lifelong learners
dedicated to excellence and encouraging our students to a life of serving God
and others.*

But Jesus called the children to him and said, "Let the little children come to me,
and do not hinder them, for the kingdom of God belongs to such as these." Luke

18:16

Welcome to Good Shepherd Lutheran School (GSLs)

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 curriculum is taught 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 1st . We are also an accredited Kindergarten through 12th grade institution.

At GSLs, 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 strives 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

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).

Good Shepherd Lutheran School Administration & Staff

Pastor & E. Interim Executive Director: Robert Davis, M.Div., LC-MS, IIMC - pastordavis@goodshepofnfm.com

Director, K-12 Education: Mr. Hector Gomez, Jr., MBA, MS, SPHR - hgomez@goodshepofnfm.com

Director, ELC & VPK: Mrs. Janet Turner - jturner@goodshepofnfm.com

S.T.A.R.S. Program Coordinator: amgomez@goodshepofnfm.com

P.A.S.S.I.O.N Academy: PAatGSLCS@goodshepofnfm.com

Abeka Coordinator (High School): Ms. Adrienne Cope - asmith@goodshepofnfm.com

K-12 Teachers: Visit our website to find a staff directory for your student(s) teacher

Front Office:

Mr. Adam Denny - addenny@goodshepofnfm.com

Mrs. Ashley Denny - asdenny@goodshepofnfm.com

General information requests, comments, suggestions or complaints: info@goodshepofnfm.com

Main Office: (239) 995-7711 Ext. 1

ADMISSIONS PROCEDURES

All records must be received by our office before a child can be admitted.

- A copy of the child's Florida physical exam must be current (form 3040)
- A copy of your child's birth certificate must be on file
- A copy of Florida Certificate of Immunization (form 680) or Medical exemption (form 681).
- Signed Release for school records
- Enrollment/Registration/Re-enrollment forms Signed and dated with emergency contact information
- Copy of parent/guardian photo id must be on file
- Copy of Child's Social Security Card/number (needed for the Food Program)
- Registration fees and tuition payment when applicable (We strongly encourage parents to utilize the automatic payment option)
- Award letter for scholarships
- Tuition and payment agreement signed and notarized (notary on campus)
- Parental Acknowledgment/Photograph release form must be returned to the office
- Court Papers/Custody when applicable
- Completed notarized application (notary on campus)
- Permission for Food-Related Activities & Special Occasion Food Consumption
- Authorization to treat a Minor Child during School
- Statement of Commitment signed

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 of 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 student's permanent file.
- 6th - 12th Grade level students must have a personal interview with an administrator or as designated by the administration of GSLS. **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 and will submit back to the student's homeroom teacher.

ADMISSIONS PROCESS

As you begin the search for a school that will align with your family values spiritually and academically, know that you are invited and welcome to come to Good Shepherd Lutheran School (GSLs) to look around, and ask questions to understand better who we are and if our school will be the best fit for your family. Our admissions philosophy is not designed to fill student seats, but to ensure that school, family and students all agree on basic foundational ideas that will create an environment for a successful and positive educational and spiritual experience for all involved.

INQUIRE: We invite you to complete the **New Student Application**, peruse our website (www.goodshepofnfm.com) and or talk to current families. You may inquire about enrollment at any time. You may also make an inquiry by calling the school's front office at (239) 995-7711 or email info@goodshepofnfm.com.

VISIT: Schedule a tour to hear directly from school administrators and receive an overview of the school's mission, curriculum, extra-curricular opportunities, and the admissions process. At least one parent will need to visit our school before beginning an application for admission. Tours are available Monday - Friday between 8:30 a.m. and 2:30 p.m. If both parents are not available, we will have to schedule a separate family interview that will include parents and prospective students (6th-12th).

APPLY: After prayerful consideration, if Good Shepherd Lutheran School is the right fit for your family's educational needs, you will be able to complete an **Application for Admission**.

STUDENT PLACEMENT TESTING: Once your application has been completed and reviewed by the Director of Admissions, you will be contacted to schedule readiness screening or placement testing with one of our academic personnel. All testing will take place at GSLs, and the results will be discussed during the family interview. We would love for your child to spend some time in the classroom, shadowing a current student as well.

FAMILY INTERVIEW: The family interview is a vital part of the admissions process and will be scheduled after all the prerequisite steps have been completed. The interview provides the opportunity for us to get to know each other better, discuss the compatibility of your family's goals with the school's vision, review placement testing results, and answer any questions you may have. Both parents must attend the family interview, and students applying for grades 6th through 12th will be required to complete their own interview as well. Students in grades K through 5th are not required to be interviewed and do not need to be in attendance for the family interview, but strongly suggest they at least be present during the tour.

RECEIVE AN ADMISSIONS DECISION, ENROLL, AND PREPARE: Admissions decisions will be communicated via phone call or email after all prior steps of the admissions process have been completed and reviewed by our admissions committee. Families are usually notified within 2 weeks of the family interview. Following an acceptance offer, you will receive further information on school enrollment and tuition payment.

NEW FAMILY ORIENTATION: At least one parent will need to attend our beginning of the year open house. At the open house, families will be able to learn about the day-to-day workings of our school, such as lunch ordering, carpool procedures, school software, and more.

REGISTRATION PROCESS

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

NEW STUDENTS K-12

1. Educational Consultation must be completed to determine proper placement of each child.
2. Tour of our campus must be completed
3. Family Interview must be completed
4. All necessary enrollment forms must be completed and submitted to the school office.
5. According to Florida Standards, proof of recent health physical and up-to-date immunization records must be received by the office staff.
6. A copy of a certified birth certificate must be turned in to the office.
7. Registration fees must be paid at the time of enrollment.
8. 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. Foster parents must present documentation of being a student's legal guardian.
9. Records from previously attended schools are required and will be requested at the time of enrollment acceptance.

RETURNING STUDENTS K-12

1. Re-enrollment forms and new tuition agreement must be completed by no later than May 1st each year in order to facilitate the placement of your student for the following school year.
2. Updated physical if the one on file will expire.
3. Updated Immunization records (if applicable)
4. Updated custody agreement (if applicable)
5. **Account balances must be settled in order to place your student for the following academic year.** **No student will be placed until accounts have been settled or a payment plan has been agreed upon by the parent/legal guardian and the school administration.*

REGISTRATION FEES (NEW STUDENTS)

- K-12 Students: \$150.00 registration fee (non-refundable) per student or a \$200.00 family registration fee for families with multiple students.

OTHER ADDITIONAL FEES

- Before Care: \$25.00 per week
- After Care: \$40.00 per week
- Both: \$50.00 per week
- Non-school days (i.e. Thanksgiving break, Christmas break, Spring break, etc.):
\$40.00 per day or \$100.00 per week. ***See school calendar for details.*
- P.A.S.S.I.O.N. Academy Students: \$25.00 registration fee (non-refundable) per student
- S.T.A.R.S. Program Students: \$50.00 registration fee (non-refundable) per student

TUITION PAYMENTS

School tuition payments may be made in the following ways:

- **Option #1:** Prepaid - Entire yearly tuition paid in full on or by August 1st. *(A 10% discount may be applied to those accounts paid in full)*
- **Option #2:** Installment - Yearly tuition paid in two equal payments.
 - First payment is due and collected on or by August 1st .
 - Second payment is due and collected on or before January 4th .
- **Option #3:** Installment - Monthly payments of yearly tuition are divided throughout a ten month period.
 - First payment is due on or before August 1st
 - The last payment is due on or before May 1st .
 - **All Option #3 payments are collected through Vanco Services Program, an automatic tuition payment plan. or Tuition Express.**
 - Students enrolling after August 1st may still apply to use the above options. Nevertheless, accounts must have all tuition paid in full on or before May 15th .

GSLS strongly encourages parents/guardians to utilize the automatic payment option for any of the 3 options mentioned above. Please request a meeting with an administrator to make special tuition payment arrangements.

OTHER FINANCIAL CONSIDERATIONS

Registration fees are payable upon application and are non-refundable

A \$50.00 charge will be assessed for all returned checks or declined automatic debits. This includes but is not limited to: tuition fees, Before and After care fees, Field trips, special events, sports fees and any additional 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 high school student is withdrawn prior to January 31st of the school year (second semester) **you are responsible for the \$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 admission has been approved to attend GSLS, if at any time the student is withdrawn, you will be held responsible for the month in which the student is withdrawn and 2 additional months of tuition.
- 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 as the events are announced.

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 **7:00 a.m. to 5:30 p.m.** on 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 8:15 AM WITHOUT FRONT OFFICE APPROVAL.*** Visitors/vendors wanting to enter our campus will need to provide a picture ID (Office staff will make copies) and will be required to sign-in and wear a Visitor badge.

K-12 TIMES: 08:15 AM - 03:15 PM

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 8:15 a.m. and prepared to work. Students will be marked tardy if not present at 8:15 a.m. Children who arrive after 8:15 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 in the myschoolworx account. Students are required to have a note explaining the reason they are late or were absent.

DISMISSAL TIMES:

Students K-12 will be dismissed at 3:15 PM

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 walk 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. 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)

STUDENT DROP-OFF & PICK UP PROCEDURES

- Students arriving between the hours of 7:00 a.m. and 7:50 a.m. must report to the cafeteria for before care * K-3 Cafeteria, 4th-12th Back of the Chapel
- Breakfast is available from 7:20 AM-8:05 AM
- All children in grades K through 12th who arrive between 7:35 AM - 8:05 AM may be dropped off in the car line in front of the school using the roundabout. 4th-12th are to go to get their breakfast and go to the back of the chapel. Any student arriving after 8:15 AM must check in at the front desk and proceed directly to their classrooms.
- Parents are asked to be considerate of others and to please be prepared to have your child get out of your vehicle once you arrive at the drop-off area, so that we can avoid a backup of cars.
- No child will be allowed to remain in the hallways prior to 8:15 a.m. without a parent present. Before care fees will be applied between the hours of 7:00 a.m. and 8:05 a.m
- All children are dismissed at 3:15 p.m. and will be accompanied by their teacher to the car line area. (AIRNASIUM WILL SERVE AS PICK-UP AREA IN THE AFTERNOONS)
- Teachers will supervise traffic flow and student pick up.
- Car line ends at 3:30 p.m.
- Children who are not picked up by 3:30 p.m. will be taken to the area designated for after care and After Care fees will be applied to the account.
- While the car line is happening, the blacktop inside the gates and airnasium are considered active areas and students will not be allowed to walk across the blacktop to meet parents.

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 the car line is over at 3:30 p.m. and come into the school.

Please DO NOT PARK OR LEAVE YOUR VEHICLE UNATTENDED on the roundabout up front or the blacktop area inside of the fence. If you need to park for some reason you must park outside of the gate in a designated parking spot. UNDER NO CIRCUMSTANCES SHOULD ANYONE PARK IN FRONT OF THE GATE DOORS. VIOLATORS MAY BE TOWED AT THEIR EXPENSE.

WRAP-AROUND PROGRAM - Before and After Care Services

GSLs 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 7:00 AM and 8:05 AM at the rate of \$25.00 per week for morning Care, After Care is offered between the hours of 3:30 PM and 5:30 PM at the rate of \$40.00 per week. Both Before and After Care is \$50.00 per day, and Full days off are \$25.00 per day or \$100.00 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 your 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, 7:00 - 8:05am and 3:15pm – 5:30pm.

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 with the Before and

After Care Staff Member. Children are NOT permitted to sign in or sign out in the record books

WRAP-AROUND PROGRAM FEES ARE SEPARATE FROM TUITION PAYMENTS AND ARE NOT INCLUDED IN 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 5:30 pm will be charged an additional fee of \$2.00 per minute for every minute after 5:30 pm.

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

CAMPUS VISITOR 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 or volunteer badge.

STUDENT PICK-UP AUTHORIZATION CARDS

To ensure the safety of our students:

- All parents must identify persons who are authorized to pick up their student(s) and 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 student(s).
- 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 the office ahead of time with your permission to authorize pick up of your child, you may send the email to: info@goodshepofnm.com. 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 after 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.

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/authorized person(s) must visit the office and sign the student (s) 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 the arrival of the parents.

ABSENTEE POLICY

School operational hours for students

8:15 AM - 3:15 PM For Kindergarten - 12th Grade

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 the 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 accidents.
- 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. You may check your student's myschoolworx account to monitor absences and tardiness.

A student who accrues eight absences within a nine week period will be required to attend a parent/teacher/administrative conference. Each additional absence will require the student to attend after school study hours.

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 Lutheran School reserves the right to retain a child, should it be determined that the child would benefit from retention.

The Florida Department of Education requires the following from all private schools in regards to compulsory attendance/truancy:

Attendance Records and Reports: Private schools are required to keep and prepare certain attendance records for compulsory attendance purposes. [ss. 1002.42\(4\)](#) and [1003.23\(2\), F.S.](#) [Rule 6A-1.09512, F.A.C.](#) - in order to meet the compulsory attendance requirements, a child must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level.

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district.

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

FOR ANY STUDENT ATTENDING GOOD SHEPHERD LUTHERAN SCHOOL UNDER ONE OF THE STEP UP FOR STUDENT SCHOLARSHIPS, THEY ARE TO NOT EXCEED 18 DAYS OF ABSENCES OR YOU RUN THE RISK OF LOSING SCHOLARSHIP ELIGIBILITY.

REPORTING ABSENCES

When your child is absent, call the school office at (239) 995-7711 by NO LATER THAN 8:15 am or email the school at: info@goodshelopofnfm.com from an email we can verify no later than 08:15 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 3:15pm 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 8:15 am. **Three days of tardiness per quarter (nine weeks) will result in an afternoon detention and a loss of after school care privileges.** Students who are tardy must have a note explaining why they are late for class and must be signed in by an adult.

HURRICANE DAYS

Good Shepherd Lutheran School follows Lee County Schools' closures due to extreme weather conditions. However, we reserve the right to extend or re-open as deemed fit. Please tune in to our social media accounts for any updates. We will send out emails via myschoolworx notifying you of any closures or early dismissals. 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

GSLS 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. Each teacher will have leeway to execute their modified version of the homework policy based on their classroom needs.

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 STUDENT SUCCEED

Parents play an intricate part in the success of a child's educational experience. At GSLS, we strive to reach a mutually understanding and beneficial partnership with parents/legal guardians in order to work together to help the student succeed. 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 in a professional and calm demeanor.
- Volunteer in our school's Parent Teacher League (PTL) 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. GSLS utilizes the myschoolworx system for grades and report cards. It is imperative for all parents/guardians to activate their accounts. In myschoolworx, you will have access 24/7 to your student's grades, assignments, absences, tardiness and any discipline referrals that happen during the day.

GRADING SCALE

The grading scale for kindergarten students is as follows:

E G	Excellent Good
S W	Satisfactory Working On
N	Needs additional help or improvement
U	Unsatisfactory

The grading scale for 1st-12th 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. It is an opportunity to clarify communication and strengthen the partnership.
- To arrange a conference, either call/email the school office to request a meeting or make a personal request to your child's teachers.
- We recognize the importance of 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 administrators.
- Failure to respond to a request for a conference from your student's teacher or administrators will result on re-evaluation of your student's enrollment and your commitment to partner with the school

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.

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 so as to not expose others to infection or a virus. 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 SCHOOL (K-12, PRE-SCHOOL & VPK).

Good Shepherd Lutheran Church and School reserves the right to temporarily deny any child admittance to the School/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 need to 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 COVID-19, 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 GSLS can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that GSLS 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). 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 the administration has 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 your 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.

*****UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO CARRY THEIR OWN MEDICINE. IF A STUDENT IS FOUND IN POSSESSION OF PRESCRIPTION OR OVER THE COUNTER MEDICATIONS, THE STUDENT WILL FACE DISCIPLINARY ACTION.**

Written instructions for all medications must include the following:

- Signature of physician
- Signature of parent
- Child's name
- Dosage
- Time needed to be administered
- Reason for giving the medication
- 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.

UNDER NO CIRCUMSTANCES WILL A GSLS STAFF MEMBER ADMINISTER MEDICATION TO A STUDENT WITHOUT WRITTEN PERMISSION FROM THE CUSTODIAL PARENT/GUARDIAN AND THEIR PHYSICIAN.

STUDENT DRESS CODE

A unified school dress code has been adopted as a positive action to focus the student'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. Details of appropriate uniform attire will be discussed in the next few paragraphs. Home Room teachers are responsible to be our first line of defense in identifying students who are in violation of the dress code. ***Good Shepherd Lutheran School requires all students K-12 to wear uniforms on a daily basis.***

MALE STUDENTS:

TOPS: Button up dress shirts with the GSLS logo (ties are optional) and Polo style shirts (collars) with the GSLS Logo in solid colors: red, white, black, light blue, yellow, green, gray, tan or blue.

BOTTOMS: Khaki style pants, dress pants, drawstring khakis, cargo pants, khaki style shorts of solid color (khaki, black, tan and navy). No gym shorts or jeans shorts are allowed. No ripped, cut-off or torn bottoms of any kind, no sweat pants. Denim items are only allowed on dress down Fridays. *T-shirts or shirts of any kind with writing on them are not allowed. No tank tops either.*

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.

FOOTWEAR: must consist of closed toed style, tennis shoes, dress shoes and must have ankle straps. No flip flops, Croc style shoes or sandals allowed. ***Shoes must be matching pairs.***

GROOMING: Male student's hair must be kept clean and neat at all times. All students' hair color must be a natural color (**No blue, purple, pink, green, fluorescents, etc.**).

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.

All uniform items (tops and bottoms) must be of appropriate size and fit properly.

SPECIAL CIRCUMSTANCES

Students will be notified of proper dress code during the time of a field trip. Unless specifically stated, the dress code for field trips is the same as our daily uniform dress policy.

Dress code violations will handled as follow:

First violation: detention, and a loss of special privilege.

Second violation: One day in-school suspension

Third or more violations: Parents will be notified to come in for an administrator/parent conference to discuss the violations.

Should a student continue to commit violations even after a meeting with the parents was conducted, the administration has the right to decide whether or not to escalate the situation and suspend the student.

In any case of dress code violations, the 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. The student may be sent home if the violation goes against GSLS principles and standards. A student that violates dress code 3 or more times per quarter will require an administrator/parent conference to discuss the issue.

FEMALE STUDENTS

TOPS: Solid colored button up dress shirts with the GSLS logo (ties are optional) and Polo style shirts (collars) with the GSLS Logo in solid colors: red, white, black, light blue, yellow, green, gray, tan or blue.

BOTTOMS: Dresses with the GSLS logo must be red, white, black, light blue, yellow, green, gray, tan or blue. (skirts, shorts, dresses, skorts must be). **NO LEGGINS, SWEAT PANTS OR YOGA PANTS.**

Khaki, navy, tan or black pants, skirts, skorts, jumpers and capris are permitted for girls. Shorts, skorts, skirts and jumpers must be within 2 inches from the top of the knee. Denim items are only allowed on dress down Fridays. Basketball shorts, gym shorts, sweat pants and leggings/leggings style bottoms are not acceptable. No ripped, cut-off, soiled or torn bottoms of any kind.

All uniform items (tops and bottoms) must be of appropriate size and fit properly.

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.

FOOTWEAR: must be closed toe tennis shoes or sneakers with backs. Shoes must be matching pairs. ***Platform shoes, boots, croc style and open-toed shoes are not permitted (THIS A SAFETY ISSUE, IT APPLIES TO ALL K-12 STUDENTS).*** All sneakers or tennis shoes must be worn with socks or tights.

OUTERWEAR (MALE & FEMALE) Jackets and sweaters may be worn outside during cold weather, and they must have the GSLS logo on them. They must be solid GSLS colors. ***Jackets are not permitted to be worn in the classroom unless the individual classroom teacher allows it. GSLS sweatshirts are authorized in the classroom.***

Jackets, sweatshirts and sweaters of solid GSLS colors without a GSLS logo may be allowed with permission from the administration. However, **they may not be worn without a logo when in the hallways.** They must be zipped down enough to show the embroidered logo on the underneath shirt. **Sweatshirts, sweaters with no GSLS logo must be taken off when traveling through the hallways.**

SPECIAL CIRCUMSTANCES

Students will be notified of proper dress code during the time of a field trip. Unless specifically stated, the dress code for field trips is the same as our daily uniform dress policy.

Dress code violations will handled as follow:

First violation: detention, and a loss of special privilege.

Second violation: One day in-school suspension

Third or more violations: Parents will be notified to come in for an administrator/parent conference to discuss the violations.

Should a student continue to commit violations even after a meeting with the parents was conducted, the administration has the right to decide whether or not to escalate the situation and suspend the student.

In any cases of dress code violations, the 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. The student may be sent home if the violation goes against GSLS principles and standards. A student that violates dress code 3 or more times per quarter will require an administrator/parent conference to discuss the issue.

** 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 2 inches above the knee.*

PROHIBITED ITEMS: 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 or over emphasized eyeliner or lipstick.

- No body piercing on any students except earrings of standard size in each ear.
- No ballcaps, visors, hats, watch caps, etc. are allowed. Female students may wear headbands of appropriate colors.
- All students' hair must be a natural color (**No blue, purple, pink, green, fluorescents, etc.**).

DRESS DOWN FRIDAYS – DRESS CODE

Students may wear:

- 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 still not acceptable.***
- Good Shepherd T-shirts, your favorite sports team shirt 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 (**If you have detention that Friday, you are not allowed to dress down**). Teachers are to enforce the canned goods or the \$1.00 donation for those students choosing to participate in dress-down Fridays. **The administration reserves the right to revoke a student's ability to participate in dress down days.**

UNIFORM STITCHING: You may purchase uniform tops and bottoms at your retailer of choice. You can have the tops embroidered with our logo at either:

- AppleStitch (103 NE 4th Ave, Cape Coral, FL 33909), (239)-548-9700, www.applestitch.com
- Matteo Graphics (160 Hunter Blvd. Suite A-1, Cape Coral, Florida 33909), (239) 652-1002, www.matteographics.com.

LUNCHES (K-12)

At Good Shepherd Lutheran Church and School, we believe every child needs to begin the day with a healthy breakfast. Good nutrition is vital to children's physical and mental development. Our menus have been carefully designed to promote good nutrition and encourage the development of good eating habits that will last a lifetime. Throughout the day, your child will be offered breakfast, a balanced and nutritious lunch, and afternoon snack. We ask that children at least try each food group that is presented. All menus are based on the National School Lunch approved Child Care Food Program. Breakfast, lunch, are all included and are provided FREE.

All K-12 students may bring their own lunches. The lunches should be nutritious, well-balanced. ***Soda and candy should be saved for home and are not permitted in school.*** It is not possible to refrigerate or microwave food or drinks for our students. 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. School cafeteria 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. At teacher's discretion, students are allowed to purchase snacks through our concessions and bring them back to the classroom. Should a student be witnessed littering snack wrappers, their concession's privilege will be revoked. From time to time parents may choose to bring/order a special lunch for their child please no Soda.

LUNCHROOM RULES

Students are expected to behave in a Christ-like manner during lunch. Upon the class receiving their lunches, they will return to their classrooms to eat lunch as a class.

Students are still expected to follow the following rules:

- No playing with or throwing food or trash
- Pick up all trash, food, etc., around your desk area and place it in the trash can outside the classroom. Be careful to not splash food into the wall when throwing away your lunch items.

MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS *are not allowed to use the church kitchen, upstairs kitchenette for personal use.* This includes drinking the coffee or any other drinks in the kitchen or kitchenette, using the microwaves or storing personal food items in the refrigerators. As mentioned above, students shall not bring lunch items that need to be refrigerated or heated. The use of a thermal lunch box is encouraged in order to keep the desired food temperature.

HIGH SCHOOL STUDENTS: Good Shepherd Lutheran School is a closed campus. No students are allowed to leave campus for lunch or otherwise during the school day.

SPECIAL OCCASIONS

Simple birthday snacks may be provided by parents to recognize children's birthdays. Please set a date with the teacher one week in advance. Less notice may result in a date other than your first choice. This time is necessary to assess the safety of all children who use your child's classroom, primarily with regard to life-threatening allergies. Be prepared to tell the teacher the snack that you would like to serve so that other parents can send a safe alternate treat, if needed.

Snacks provided by families must be store bought and should be small portions (one cookie, mini-muffin, doughnut hole, etc.). We ask that Cupcakes be the mini ones. Each class will have its own distinct way, determined by the teacher, to honor birthdays.

Birthday parties and events away from school are encouraged to develop a strong family and school bond, **WE REQUIRE THAT EVERY STUDENT BE INVITED IF INVITATIONS ARE DISTRIBUTED IN SCHOOL.** Teachers are prohibited from passing birthday party information if it does not include inviting the whole class. Thank you for your attention to these matters. Advance planning is vital to the safety of our children and to smooth daily classroom procedures.

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.

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 \$20.00. The replacement cost for a hard covered book is \$60.00. All soft covered textbooks cost \$30.00 to replace. All novels cost \$10.00 to replace.

TECHNOLOGY, INTERNET AND COMPUTER EQUIPMENT POLICY

Good Shepherd Lutheran School (GSLs) retains sole right of possession of the Chromebook/Laptop/Tablet and related equipment.

The listed item(s) on the user agreement are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe working environment.

The borrower may use the school property only for non-commercial purposes, in accordance with the school's policies and rules. Any included software may be used only in accordance with the applicable license and it is the borrower's responsibility to be familiar with and comply with the provisions of such license.

Borrower may not install or utilize any software in connection with borrower's use of the school property other than software owned by the school and made available to the borrower in accordance with this receipt and agreement and the borrower agrees not to make any unauthorized use of or modifications of such software.

Good Shepherd Lutheran School (GSLs) is not responsible for any computer or electronic virus that may be transferred to or from the borrower's data storage medium and the borrower agrees to use his/her own best effort to ensure that the school's property is not damaged or rendered inoperable by any such electronic virus while in the borrower's possession. The borrower acknowledges and agrees that his/her use of the school property is a privilege and that by the borrower's agreement to the terms hereof, the borrower acknowledges his/her responsibility to protect and safeguard the school property and to return the same in good condition and repair.

Responsibilities of Stakeholders:

General Care of the Chromebooks/Laptops/Electronic Device

- If the Chromebook is damaged or not working properly, it must be turned in to the IT Department for repair or replacement. Users are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- Keep your Chromebook closed when transporting it.
- Do not leave your Chromebook in an unsecured area.
- Do not loan the Chromebook to anyone (Except GSLs students, at which time, teachers must have their parents sign an agreement that must be turned into the IT Department prior to issuing a student the item).
- Protect the Chromebook by unplugging the power supply and other peripherals when transporting it.
- The Chromebook, charger and case (As applicable) are the property of GSLs and should be kept clean and free of marks.
- You are strongly encouraged to use Chromebooks on a flat, stable surface, such as a table. Chromebooks are fragile, and if they are dropped they may break.
- Users should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets.
 - Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.

- Users should use care when plugging in any cords, cables, or peripheral devices into their Chromebooks.

- Chromebooks should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat, and will result in damage to the Chromebook and possibly a fire.

GSLs fully expects that all members of the school will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations as a guide when working within our computers or computer systems:

- Follow GSLs' Technology policy when using the Internet at home or at school.
- Users must immediately report theft or damage to their device to their homeroom teacher.
- Do not remove programs or files from the Chromebooks.
- GSLs has the right and ability to filter and view browsing history while on and off campus. You are responsible for supervising use of the Chromebook at home. Do not give out personal information when using the Internet.
- Users are expected to follow all copyright laws.
- Files stored within the school computer systems (both Chromebook and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on school computer systems.
- The GSLs Technology Department makes every effort to block obscene, pornographic, or otherwise offensive material.
- If you inadvertently access a website which contains obscene, pornographic, or otherwise offensive material, notify an administrator immediately so that such websites can be blocked. This is not a request – it is a responsibility.
- Users should always protect their user account by logging off when not at their Chromebook.
- Each Chromebook is assigned to an individual. Never swap or share their Chromebook with another user.
- Chromebooks should be in a user's possession or secured at all times.
- Passwords should always be kept confidential.
- Users are responsible for saving or backing up their documents.
- All users must agree to never maliciously damage or steal school computer equipment or electronic data.
- All users must agree to never change the settings of school supplied software.
- If the computer equipment is stolen while at home, users should immediately report the theft to the local police. This information must be conveyed to a school administrator at the first opportunity available.

USERS SHOULD BE AWARE THAT INTERNET ACCESS AND EMAIL, AND OTHER MEDIA THAT ARE ACCESSED, CREATED OR STORED ON THEIR COMPUTER EQUIPMENT, ARE THE SOLE PROPERTY OF GOOD SHEPHERD LUTHERAN SCHOOL.

Users who leave the school and fail to check in their Chromebooks and any related equipment will have theft charges filed against them immediately upon the school's knowledge of such an event. The school will prosecute the occurrence to the fullest extent of the law.

Estimated fees for misuse, abuse, or accidents:

- Replacement of device for damage, loss or theft: \$200.00
- Repairing broken screen: \$100.00
- Replacing broken keys: \$30.00
- Lost, damaged or destroyed power adapter: \$30.00
- Lost, damaged or destroyed carrying case (if applicable): \$20.00 or supplied replacement

I have read this user agreement and understand my responsibility in the use of the Chromebook/laptop/tablet, computer network, internet and any other applicable equipment. This equipment is the property of GSLS, and is herewith being loaned to the user for educational purposes. The equipment will be returned to the school on the expected return date or sooner if the user leaves employment with GSLS prior to the end of the school year. If the property is lost, damaged or stolen while in the borrower's possession, the borrower is responsible for the replacement and/or repair thereof and the borrower agrees to indemnify GSLS from any claim occurring during or resulting from borrower's possession or use of GSLS' equipment, including but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to borrower's use of the equipment.

CELLULAR PHONE POLICY

In order to provide another layer of protection for our students, we have developed this policy as a measure of protection.

K-12 students are not authorized to have electronic devices, cell phones, gaming systems, etc. out in the classroom or in their pocket. They must keep electronic devices in their bags during the hours of 08:10 AM to 03:15 PM. Phone must be placed inside a bookbag and must be in **silent mode** not vibrate.

We ask that parents don't text or call students during class hours. If there is an emergency, please call the main office and we will get a hold of the student.

Should your students violate this policy, the following will take effect:

1. If cell phones or electronic devices are seen by the teacher, staff and/or administrator, the student will have their device confiscated.

- First offense: Device will be confiscated and will remain in the front office until the end of the day when the student can recover it.
- Second offense: Device will be confiscated and sent to the main office. Only a parent or legal guardian can retrieve the cell phone (Parent must physically enter the front office to recover the electronic device. Students will have detention the following day and after care privileges will be revoked for the day.
- Third or more offenses: Device will be confiscated and will not be released until a parent picks it up during a parent/administrator meeting and the student will be suspended from school.

Good Shepherd Lutheran Church and School is not responsible for lost, stolen and/or damaged cell phones/electronic devices.

Our goal is to safeguard every student in our care and to provide a learning environment free of distractions. To that end, this policy will help us achieve this goal.

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.

LOST AND FOUND ITEMS

- 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 Lost and Found bin located in the hallway
- 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

Students and parents will be given a supply list from each of their teachers via our website (www.goodshepofnfm.com) and via email. You may bring your supplies to the classroom during the beginning of the year open house. 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.
- **Students 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.

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.

STUDENT ATHLETE

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

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.
- Students 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 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

The school will make every effort to transport as many students as possible to the sporting events away from our school. However, it is still expected that parents help to transport students to the venues. **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 Director of Education for approval prior to completing the task.

GSLs PARENT/TEACHER LEAGUE (PTL)

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.

Meeting days and times will be posted on the school calendar. **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]

- 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 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 or sitting on the benches during Recess or Free Time (K-5th only)

3. Email to parent
4. Call Parent
5. Teacher Detention
6. Parent/Teacher Conference
7. Director of Education's Office
 - A. In-school Suspension
 - B. Out-of-School Suspension
 - C. Parent/Teacher/Administrator Meeting
 - D. Recommendation for Expulsion

Please be aware that we reserve the right to escalate the disciplinary action without following the above steps at the administration's discretion.

CHAPEL SERVICES

We also encourage all parents to join their children in the daily school chapel services beginning at 08:13 AM. The service will last ten minutes, except on Wednesdays (30 minutes). We hope that you can join us!

GOOD SHEPHERD CHURCH SERVICES

We welcome you to attend the Sunday worship services at Good Shepherd Lutheran Church.

Worship services begin:

10:00 am (Traditional)

11:30 am (Contemporary)

STANDARDS OF ETHICAL CONDUCT **GOOD SHEPHERD LUTHERAN SCHOOL**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement: All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

Reporting Misconduct by Instructional Personnel and Administrators: All employees and

administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Director of K-12 Education, (Hector Gomez, Jr.: (239) 995-7711 or hgomez@goodshepofnfm.com) or Director of Early Learning Center for ELC incidents (Janet Turner: 239-995-0711 or jturner@goodshepofnfm.com).

Reports of misconduct committed by administrators should be made to Pastor Robert Davis: (239-995-0711 or pastordavis@goodshepofnfm.com) or Mr. Russell Brown: 239-995-7711.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the front office and breakroom and on our Website at

<https://goodshepofnfm.com/staff-directory/>

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason for such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences

unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

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

- To support the Christian philosophy of education taught by GSLS
- To partner with GSLS teachers, administration, pastors, staff and other GSLS employees to educate and foster a positive learning environment for your student(s).
- To accept teacher and administrative authority and to abide by the discipline policy as stated in the Student-Parent handbook.
- To respond to a teacher's notification of your student's conduct in a calm and professional manner. Remember our partnership, we want to work with you to find a solution, there is no us against them.
- To behave in a Christian, professional and calm manner while on campus or when communicating with our staff via electronic means (e-mail or phone calls).
- To never use vulgar/derogatory language towards your student(s), our staff, fellow parents or at anyone at large while you are on campus (this includes car-line, sporting events and special occasions.).
- 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.

Parent/Student Handbook Acknowledgement Form

I/We understand that my student(s) attendance at GSLS 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

