

# **PARENT HANDBOOK**

## **2020-2021**



### **GOOD SHEPHERD LUTHERAN SCHOOL**

**1180 Lynwood Drive**

**Novato, CA 94947**

**(415) 897-2510**

**Preschool & K-5 Grades - Attendance Line (415) 209-9398**

**Middle School - (415) 897-8099**

**Federal Tax ID 94-1637119**

**Updated 11/2020**

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# **GOOD SHEPHERD LUTHERAN SCHOOL GENERAL INFORMATION PRESCHOOL – 8TH GRADE**

## **Creating Foundations for Life**

It is our primary mission to offer an enriched environment with academic excellence in a Christian setting. Good Shepherd Lutheran School is a mission of Good Shepherd Lutheran Church and exists as a coeducational, Christian day school, encompassing preschool and kindergarten through grade eight. We are a unique community where children are nurtured while being given the educational and spiritual foundations they need for life. At GSLS students are treated with respect and given guidance to help them make age appropriate decisions that will aid them throughout their lives.

Our program provides opportunities for academic, emotional, social, spiritual and physical growth. We believe that it is our duty to maintain the highest educational standards integrated with the teachings of God's Word.

### **Administration**

GSLS is operated as a mission under the Articles of Incorporation of Good Shepherd Lutheran Church. GSLS welcomes all children regardless of race, color, religion, gender identity, national origin or ancestry. The affairs of the School are governed by the Upper School Director, the Lower School Director, and the School Board.

The School Board is composed of six to eight voting members plus the following ex officio members: The Upper School Director, Lower Director, Pastor of GSLC, and selected staff member(s) of the school administrative team. New Board members shall be selected following a prescribed application process. New members need to have the approval of the existing board members, the Upper School Director, and the Lower Director.

The Upper School Director and the Lower School Director interpret established policies, implement the curriculum and manage the day-to-day affairs in the pre-school, elementary and middle school.

### **Staff**

The staff consists of an Upper School Director, Lower School Director, Admissions Director, teachers, aides, and office personnel. They are responsible for planning, evaluation and revision of the program, for being aware of current developmental practices, for providing exploratory materials, curriculum and experiences, and for establishing the best possible relationship among the child, the school and the home. Our K-8 classroom teachers are all highly qualified and credentialed teachers. Our enrichment teachers are all specialists in their fields. Our preschool teachers all meet the California State requirements for preschool teachers.

### **Non-Discriminatory Policy**

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

### **Role of Parents**

GSLS endeavors to act in partnership with parents for the benefit of the students. We believe the academic, moral, and spiritual growth of children to be a ministry that begins at home. As a school community, we invite

parents and staff to constantly reinforce the importance of the relationship between parent, child, and school. As role models for children, parents and teachers realize that their example of effective partnership is vitally significant.

### **Conferences**

The teacher will schedule conferences with the parents during the school year. If immediate attention is required, the Upper School Director, Lower School Director, teacher, or parent may request a conference at any time. Pick-up and drop-off times are not appropriate for conferring. When students are present, teachers need to give their full attention to them, and parents are asked to refrain from discussing concerns at these times.

### **Parent Participation**

Parents are expected to participate in and/or attend the following:

- Back to School Night
- Chapels at Christmas, Easter, close of school
- Art & Music Night for grades K-8
- Open Classroom Night
- Conferences
- Child's regular attendance and punctuality
- Parent required volunteer hours (Page 15)

### **Kindergarten**

All kindergarten students must be five (5) years of age by September 1 of the academic year for which they are seeking admission. Kindergarten acceptance requires an interview with the student's parents and/or guardians, a one on one assessment, participation in a peer group assessment, and meeting minimum standards on a developmental screening for school readiness.

### **Preschool**

All preschool students must be the required age by admittance "start" date of the academic year for which they are seeking admission. Students entering the 3 year old classroom and above are required to be toilet trained.

### **Tuition and Fees**

Registration and tuition fees are set each year by the GSLS Board to project operating costs. While GSLS carefully allocates its resources, the cost of this experience cannot be sustained by tuition alone. Your continued support of the school's Annual Fund plays a critical role in supporting the annual financial needs of programs, faculty and our campus.

### **Registration Priorities**

#### **1st - 8th Grades:**

- Priority 1** Continuing students and children of GSLC and GSLS staff
- Priority 2:** Siblings of continuing students on last year's waiting list but were not admitted because the class was full
- Priority 3:** Siblings of continuing students
- Priority 4:** Members of Good Shepherd Lutheran Church NOT already enrolled
- Priority 5:** New Families

#### **Kindergarten:**

- Priority 1:** GSLS Preschool students with siblings at GSLS and/or children of Good Shepherd Lutheran Church and GSLS staff
- Priority 2:** GSLS Preschool students whose families are members of Good

- Shepherd Lutheran Church
- Priority 3:** Children who did not attend GSLS Preschool but have siblings in GSLS
- Priority 4:** Members of Good Shepherd Lutheran Church not already enrolled
- Priority 5:** GSLS Preschool students
- Priority 6:** New Families

**Preschool:**

- Priority 1:** Members of Good Shepherd Lutheran Church, currently enrolled K-8 families, and children of GSLS and GSLS staff
- Priority 2:** Continuing preschool families
- Priority 3:** New Families

In order to maintain a **Priority 1** status, the student/sibling must remain enrolled for the same school year. Continuing students must be enrolled to be students for the full school year in order to maintain their space for the upcoming year. **If you withdraw your K-8 child after registering, your preschooler will lose priority registration status even if they are already registered, and will be placed on the waitlist for that class.** The School reserves the right to balance the boy: girl ratio in a class. Those not getting an immediate class placement will be put on a waiting list.

**If you withdraw your child** beginning June 1st, and after receipt of the GSLS Early Withdrawal form, the Tuition and the Technology Fee shall be paid through the date that is 30 days after notice, or 25% of annual tuition, whichever is greater. The Activity Fee shall be paid to the extent expenses have been incurred. Registration fee is non-refundable once paid.

**Emergency and Natural Disaster**

Parents are notified immediately of serious injury or sudden illness that occurs during school hours. **For this reason, it is necessary that you notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached.** It is understood that enrollment at GSLS confers upon the School the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision when the parents cannot be reached.

In the event of a natural disaster, listen to your local radio and TV stations for emergency information. We will follow the direction of the Marin County Office of Education as to the opening or closing of the School. GSLS has developed a disaster preparedness plan to be used in the event of a major emergency. Our staff has been trained in first-aid, CPR, and emergency procedures. Our buildings are all up to code and inspected annually to maintain a safe environment. Each campus is stocked with food and water for all students and staff for 72 hours of isolation.

If your child requires prescription medication, please provide a 72 -hour supply to his/her teacher to be used in case of an emergency. The welfare of your child is our primary concern. In all emergency situations, children will be kept at school under staff supervision until they are released to an authorized person, unless evacuation is ordered to a civil defense area.

Parents must inform the school at once of any changes to the information contained on the Registration or Identification and Emergency Information (LIC 700) forms.

**Power Outages**

In order to prepare for potential planned power outages (Public Safety Power Shutoffs/PSPS) by PG&E, GSLS is planning ahead. In coordination with the Marin County Office of Education, PG&E, the Marin County Fire

Department, and the Marin County Sheriff’s Office of Emergency Services, we will follow the steps below in case of an outage.

- In the event that power is shut off before 7:00AM (Monday – Friday), we will send a Parent Alert text and email by 7:30AM to notify parents of the school closure for that day.
- In the event our power is shut down between 7:30AM – 3:00PM, elementary and middle school operations will continue through the remainder of that day. However, if the temperature is too warm in the classrooms, we will notify you, by Parent Alert text and email, to pick up your children. **Due to Licensing regulations for our Preschool**, if power is off for more than 2 consecutive hours, we will send a Parent Alert text and email for you to pick up your child. If power is restored (after a shut off) during the school day, school will be back in session, unless notified otherwise.
- In the event our power is shut down over the weekend, we will notify everyone on Monday morning by 7:00AM if school will be open or closed. Based on estimates from PG&E, Public Safety Power Shutoffs may result in extended power outages of 3-5 days.

**It’s very important that each family have their contact information (phone numbers and emails) up-to-date in RenWeb. This is how you will be notified in case of a power outage or other emergency.**

We will make every effort to provide updated information regarding the status of the outage, using whatever information channels we have available (email, text, social media, local news, if applicable) with the understanding that communication systems may be limited.

We know these power outages can be very disruptive, so please do your best to plan ahead. In order to stay up-to-date on the most current information, our public safety officials are recommending that you register your contact information at the following sites:

<ul style="list-style-type: none"> <li>• <a href="http://www.AlertMarin.org">www.AlertMarin.org</a></li> <li>• <a href="http://www.nixle.com/">http://www.nixle.com/</a></li> </ul> <p>(text zip codes to 888777)</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/public-safety-power-shutoff-faq.page">PG&amp;E Alerts for Account Holders https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/public-safety-power-shutoff-faq.page</a></li> <li>• <a href="https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/psps-zip-codes.page">PG&amp;E Zip Code Alerts for non-account holders (sign up for your school’s zip code) https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/psps-zip-codes.page</a></li> </ul>
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\*If possible, it would be beneficial to procure a solar charger for your cell phone

Here are some additional links with important resources to assist you in being prepared at home.

<ul style="list-style-type: none"> <li>• <a href="http://www.ReadyMarin.org">www.ReadyMarin.org</a></li> <li>• <a href="http://www.Prepareforpowerdown.com">www.Prepareforpowerdown.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/psps-weather-map.page?WT.mc_id=Vanity_weather">https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/psps-weather-map.page?WT.mc_id=Vanity_weather</a></li> </ul>
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**Emergency Closure**

If any disruptions in basic services occur, school will not be held if it is a safety concern. These services include power, water, telephone, and anything else that might compromise safety or health. Additionally, any extraordinary circumstances including but not limited to air quality and public health advisories could lead to temporary school closure. In case of temporary rolling blackouts, every effort will be made to remain open, but each situation must be evaluated for safety as it occurs. The school will communicate through text, phone or email, in an emergency situation.

If your child requires prescription medication, please provide a 72 -hour supply to his/her teacher to be used in case of an emergency. The welfare of your child is our primary concern. In all emergency situations, children will be kept at school under staff supervision until they are released to an authorized person, unless evacuation is ordered to a civil defense area.

Parents must inform the school at once of any changes to the information contained on the Registration or Identification and Emergency Information (LIC 700) forms.

### **Dual Households**

GSLs requests that both parents in a split family situation provide us with emergency/information. If requested, families must provide information explaining each parent's responsibility for tuition, hot lunch, field trips, daycare, enrichment payments, and elective costs.

### **Child Abuse Reporting Obligations**

In accordance with California law, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. GSLs staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Immunizations/Medical Records**

Students entering our school or transitioning from preschool to kindergarten for the first time must bring an immunization record from their healthcare provider verifying the following minimum immunizations:

- **Diphtheria, Tetanus and Pertussis (DTaP, DTP, Tdap or Td)** – Five (5) doses depending on age
- **Polio (OPV or IPV)** – Four (4) doses
- **Hepatitis B** - Three (3) doses
  - Not Required for 7<sup>th</sup> Grade Entry
- **Measles, Mumps and Rubella (MMR)** – Two (2) doses
- **Varicella (Chickenpox)** – Two (2) doses

Students entering 7<sup>th</sup> Grade must have a Tdap Booster administered on or after 7<sup>th</sup> Birthday

The month, day, and year of the immunization must be furnished to the school office. Most children need booster immunizations before entering kindergarten. First graders must have a complete health examination during the 18 months before entering first grade.

To simplify things, your child could have the examination when you visit the doctor for immunization boosters before kindergarten. The Physician's Report (a school form) needs to be filled out and signed by the doctor as a permanent record in your child's school file.

State regulations require that each student have a California Immunization Record in his/her school file that is filled out by the staff using the immunization record that you bring when the child enters school.

### **Absences**

Please call the school attendance line to report all absences.

- Preschool – 5th Grade: 415-209-9398
- Middle School: 415-897-8099

### **Illness**

A student can fully benefit from the school day only if they are physically well enough to participate in both indoor and outdoor activities. In addition to considering your child's well-being, please consider the well-being of your child's classmates and our staff when deciding whether to send your child to school. Given the COVID virus, we ask that parents err on the side of caution and keep your child home if they are sick. (See COVID Health and Safety Guidelines Section)



We are not able to accommodate sick children or those with infectious conditions at school. Parents are asked to judge their children's health, but the Upper School Director or Lower School Director has the final decision on whether a sick child should remain at the school or be sent home. If your child becomes ill at school, you will be called and expected to pick him/her up immediately. Please be sure that the school office has all current phone numbers including cell phone numbers. Should you not be able to pick up immediately, other contacts from your emergency form will be contacted.

Children should be kept from extended care or school if any of the following exist:

1. Elevated temperature: (Oral temperature above 99.6 degrees F).
2. Dry Cough, Shortness of Breath, Coughs interfering with sleep, causing vomiting or spitting up of mucous.
3. Persistent pain, including earaches, stomach pain, pain on urination, or injured limbs.
4. Parasitic infections such as lice, pinworms, or scabies.
5. Vomiting or nausea within the last 24 hours.
6. Diarrhea within the last 24 hours.
7. Fever within the last 24 hours.
8. Sore throat.
9. Rashes that itch, are blister-like, weeping, and/or accompanied by a stiff neck, enlarged glands, or any of the above.

Children *must be symptom free without aid of fever reducers for 24 hours before returning to school. They should not have had diarrhea or vomiting within the last 24 hours.* The only way to keep our children and staff healthy and safe is to keep children home when they are sick.

### **Medication - Authorization for Administering**

The California Education Code provides for any pupil who is required to take, during the regular school day, medication prescribed for her/him by a physician provided the school received:

1. A medication authorization form signed by the parent or guardian indicating the desire that the school assist the student in taking his/her medication.
2. Medication in the original and appropriately labeled prescription container.

All medications and the authorization form must be turned in to the teacher. Students must be able to assist and be cooperative in taking any prescribed medications at school.

### **Physician Treated Injuries**

If your child has been treated by a physician for an injury, any special care instructions need to be sent from the physician to the school office in person or by fax 415-892-0663. Until we receive this document, your child will not be allowed to participate in active playground activities or PE.

### **Health Requirements**

Please notify the staff of any contagious disease or serious illness in the family. The school will notify all parents of known exposure to contagious disease. This will usually be done by posted notice at the classroom or a notice emailed to the family.

In cases of common illness, the parents should be guided by their concern for the child's condition and his/her susceptibility if exposed as well as concern for the well-being of the other children. **A child should be symptom-free (fever, vomiting, diarrhea, etc.) for 24 hours before returning to school.** In case of serious illness, the child may not return to school without written permission from a physician. Final health authority is the County of Marin Health Officer.

## **Nut Policy**

We always seek to provide a safe, welcoming environment for all students, including those with allergies. Therefore, we are expanding the no nut policy (including tree nuts and peanuts) from Preschool to Kindergarten through 5th grade.

In 2007, it was estimated that over 3 million children aged 18 years and under had some kind of food allergy, and that number has been rising. There are many theories as to why this is; however, no one knows for sure. What we do know is that allergic reactions can range anywhere from mild –with symptoms like redness and itchiness – to severe - with anaphylaxis, a life-threatening reaction that can include vomiting, difficulty breathing, and in extreme cases, death. To complicate matters, no one can predict with 100% certainty which children are at risk for anaphylaxis; and worse, a child doesn't need to eat a food they are allergic to have an anaphylactic reaction. Contact with another child or an item that has been exposed to the allergen can sometimes be enough to trigger onset. For this reason, foods containing nuts or foods processed in facilities with nuts **are strictly prohibited** from our children's classrooms as well as the playground. We do have a number of children with severe nut allergies at our school who must carry their EpiPens throughout the day. In order to ensure safety, items brought to be shared, such as those for class parties or birthdays, must be store-bought and in their original packaging.

The following link is updated frequently and provides current information on snacks and other nut-free options: <https://snacksafely.com/safe-snack-guide/>

## **AIDS Policy**

In accord with guidelines developed by the Centers for Disease Control (CDC) of the U.S. Public Health Services, GSLS has developed the following policies regarding students or staff who are infected with Human Immune Deficiency Virus (HIV), Acquired Immune Deficiency (AIDS) or AIDS-Related Complex (ARC).

1. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student's physician, the student's parents or legal guardian, Preschool Director, K – 8 Principal and public health personnel.
2. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student or staff.
3. Decisions regarding the type of educational and care setting for a student infected with the AIDS/ARC virus should include the behavior, neurological development, and physical condition of the student.
4. For most infected school-age students, the benefits of an unrestricted environment should be given priority in the decision-making process.
5. For the infected preschool child and some neurologically handicapped students who lack control of their bodily secretions or who display abnormal behavior, such as biting, and those students who have non coverable lesions, a more restricted environment is advisable until more is known about transmission in these settings.

## **Sexual Harassment**

The State of California Assembly Bill #2900 requires that all education institutions have a written policy on sexual harassment. Good Shepherd Lutheran School (GSLS) recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. To promote an environment free of sexual harassment, the Preschool Director, K – 8 Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

GSLs shall not tolerate the sexual harassment of any student by any other student or any school employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. GSLs encourages students and staff to immediately report any incidence of sexual harassment to the Preschool Director, K – 8 Principal or designee. The designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.

Other types of conduct which are prohibited in the School and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the educational environment.
6. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policies.

### **Field Trips**

Classroom field trips are an important part of our program at GSLs. They provide parents an opportunity to be directly involved in their child's education. Please use the following guidelines when driving on field trips:

- Leave siblings at home.
- Be a model: Chaperones should model good behavior by listening to and following the rules explained by the teacher.
- Please refrain from talking or texting on a cell phone when you are driving.
- Keep the schedule: Field trips are carefully orchestrated, with set times for arrival, departure, lunch, and events. It's important that all the chaperones follow the schedule precisely. Focus on the children. It is important you stay focused on keeping your group of students together and on task. Remember that the field trip is a learning opportunity for the class.
- Parents are required to provide their child's car seat/booster for compliance with the State Law that states:
  - Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4' 9" in height must be secured by a safety belt in the back seat.
- It is strongly recommended by the National Highway Traffic Safety Administration that all children ride in the back seat of a vehicle until 13 years of age.
- If you are planning to drive, GSLs must have a copy of your CDL, DMV driving record and current insurance. Approved drivers who are not parents (family members, au pairs, or nannies) must be on the family's emergency contact list and must be at least 21 years old.

- Drivers who are not on the approved driver list or who have more than one violation in 3 years will be allowed to drive their child only.
- Drivers that are accompanying only their child to a field trip, need to submit a copy of their Driver's License and Declaration Page showing proof of insurance and limitation amounts.
- Teachers have the right to set the number of drivers that are needed for a field trip.
- The use or possession of alcoholic beverages when students are present is prohibited (a) on school premises and (b) before, during and after any school-organized or school-sponsored student field trip or extracurricular activity away from the school premises.
- It is requested that drivers/chaperones provide the teacher with a cell phone number in advance of the field trip.
- Chaperones of overnight field trips must submit a Live Scan report.

### **Parent Teacher Council (PTC)**

The GSLS Parent Teacher Council is an association formed to benefit all students. Officers are elected at a general meeting. There are no membership dues. Parents of children in the School are encouraged to take an active part in the PTC by attending meetings and offering their time and services.

The goals of the PTC are:

1. Sponsorship of special events and enrichment for the children
2. Liaison between school board and parents
3. Education of parents
4. Raising funds for special events

### **Hot Lunch Program**

GSLS provides a hot lunch program from preschool through 8<sup>th</sup> grade. Please refer to the school website for ordering information. Participation is voluntary.

### **Pets**

Pets are not to be brought into the classroom at any time unless they are the subject of a prearranged share. Pets brought on campus are to remain in vehicles at all times.

### **Lost & Found**

Please label all personal items. The elementary lost and found is located on the big playground. The preschool lost and found is located in the schoolhouse. Small articles may be claimed from the school office. Several times throughout the year leftover articles will be given to charity. We cannot be responsible for lost personal property.

### **Birthday Parties, Invitations and Gifts**

Party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at school-sponsored activities. Please send all party invitations through the mail. Do not use Friday folders or children's backpacks to distribute birthday party invitations. Please refrain from having balloons delivered or brought to the classroom or the playground. Please check with your child's teacher as to how their class celebrates children's birthdays.

### **Service/Volunteer Hours**

Every family is required to provide service hours each school year. Service hours can be met in a variety of ways including, but not limited to: helping in the classroom, driving on field trips, serving hot lunch, working at PA events or other school events and activities. Simple repairs, participating in work days, and helping teachers with classroom preparations are also considered service hours. Hour requirements are as follows:

K – 8 only	25 hours
Families with preschool and K – 8	25 hours
Preschool only	7 hours

You will be billed \$24 for each hour not completed. You have until June 1 to complete your needed volunteer hours and to reverse the penalty charge on your account. **NOTE - Volunteer hours temporarily suspended given the pandemic and restrictions on visitors and field trips. The board will let parents know when volunteer hours are instituted again.**

**General Service/Volunteer Guidelines:**

- Attendance at Chapels, Back to School night, parent teacher conferences, Open House, band concerts, Sacramento tours, amusement park outings, parties outside of school hours, etc. **DO NOT** count as service hours.
- To count driving towards service hours, your driving must be needed for transportation and you must transport children other than your own.
- Middle School student service hours are separate from family hours.
- Donations of items for auctions or school use, such as classroom treats, etc., are not considered service hours.
- Hours spent baking for your child’s birthday treat at school are not considered service hours.
- Hours spent shopping are not considered service hours.
- Items purchased for the school are considered donations and are not prorated into services hours.

Hours can be turned in at any time to the school office. Families who fail to complete hours of service by the end of the school year or who choose not to participate will be charged a \$24 per-hour fee for hours not served. The GSLS Board must approve any exceptions. Families who leave GSLS for any reason during the school year will be charged for hours not served at a prorated rate of hours per month. Service hour/volunteer log sheets are available on our website and in the school office. **Parents and visitors volunteering in the classroom MUST sign in at the office prior to entering the classroom, each time he/she visits the classroom** (this is a safety procedure, and an expectation for all families). Please note that ALL hours must be signed off by the staff person that assigned the job.

**Volunteer Code of Conduct and Confidentiality Agreement**

As a volunteer, I agree to follow the Volunteer Code of Conduct. I will be kind, safe and responsible by doing the following:

- Signing in and out
- Being patient and kind and modeling positive behaviors
- Using respectful, encouraging and appropriate language when speaking with students and adults
- Being prompt, reliable and conscientious
- Respecting the activities as outlined by the teaching staff, aides and directors
- Following established disciplinary policies and procedures consistently which means that all school rules apply to volunteers too!
- Turning off my cell phone or pager so that my child knows that I truly am present and working in the classroom, library, science lab, art room or field trip
- Respecting the privacy of all children
- Keeping observations, experiences and information confidential
- Understanding that younger siblings are NOT to be present when I am volunteering due to liability and so that I may devote quality time to the classroom without distraction to student learning

## **Student Records**

School records will be retained permanently at the school site.

Each student's permanent cumulative record may include:

- Directory information
- Academic work completed
- Grade or level placement
- Enrollment data
- Standardized test results
- Permanent health record
- Social and developmental behavior

## **Access to Student Records**

- Parents of currently-enrolled or former pupils have the right to access records related to their children to all families in good financial standing.
- School-certified personnel shall have access to student records for legitimate educational interests only.
- Designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under supervision of the Lower and Upper Directors.
- The School will not, without written authorization from parents, release student records. This authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for release, and the names of the parties to whom the records will be released.
- The school must comply with a court order to release information concerning a student with or without parental authorization.

## **Calendar**

GSLs follows a traditional school year calendar which is posted at the end of the prior school year and is available on the school website.

## **Code of Conduct**

As a Christian school it is our philosophy that students, staff and parents be treated with the love, respect and kindness Jesus asks of all of us. The *GSLs Code of Conduct and Behavior Guidelines* were developed to promote a Christian learning environment that protects the rights of students, parents and teachers. Specific behavior guidelines and discipline policies apply to students at the various grade levels. The *Parent Code of Conduct* applies to all GSLs parents.

## **Parent Code of Conduct Agreement**

As my child's primary role model, I understand that I teach my child by my own example. I wish to partner with everyone to create a culture of reverence, responsibility, and respect. As a partner in my child's education with GSLs, I understand that my child's teacher is a dedicated professional who makes decisions in the best interest of my child and the other students. In order to show my cooperation, support, and respect, I will:

- do my utmost to ensure that my child is in school on time every day with the necessary school supplies, completed assignments and appropriate dress.
- set a fine example in my own speech and behavior.
- commit to being a positive ambassador for GSLs
- not allow inappropriate language from my child, nor tolerate bullying, violence, or aggressive behavior.

- demonstrate kindness and respect for teachers, staff, fellow parents, students and members of the community at all times.
- speak directly with teachers should a classroom related problem or concern arise, doing so in a kind and considerate manner.
- refrain from sharing confidential matters with others, including when I am volunteering in the classroom.
- strive to assist the staff and school community in increasing the overall academic achievement, social emotional learning, and safety of everyone at GSLS.
- supervise and take responsibility for my family's behavior during school and church sponsored events (chapel, drop-off/pick-up time, fundraisers, etc.).
- follow protocol and procedures as set forth by the School Board and Administration
- Conferences with teachers must be scheduled. Please do not converse with teachers during drop off, pick up or during recess and lunch breaks.

I will abide by this code of conduct while my child is enrolled at GSLS.

## **Bicycle Rules Agreement – Upper School**

### **Bicycle Rules**

1. Students in **fourth – eighth grade** may ride bikes to school.
2. All bike riders must wear helmets.
3. Bike riders are to file an application for permission to ride his/her bike to school with the school office.
4. All bicycles must be locked and parked in the bike rack. All bicycles must stay in the bike rack during school hours.
5. All bicycles must be walked on and off the school grounds. No bikes should be ridden on the school grounds while children are playing there.
6. Every bike should have a lock. This is the best means of preventing someone from riding your bike.
7. Bicycle riders shall use all hand signals employed by a driver of a car.
8. Keep to the right and ride in a single file. Keep a safe distance behind all vehicles.
9. Look out for cars pulling out into traffic. Keep a sharp lookout for sudden opening of car doors.

10. Never hitch a ride on other vehicles, “stunt,” or race in traffic. Never ride two on a bike.
11. Slow down at all street intersections, and look to the right and to the left before crossing.
12. Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.
13. Both hands should be used in steering the bike.
14. Be sure your brakes are operating efficiently, and keep your bicycle in perfect running condition.
15. Give pedestrians the right of way on sidewalks. Bikes should be walked on sidewalks.



# Preschool

## **Philosophy - Preschool**

Good Shepherd Lutheran School's preschool philosophy is based on the knowledge that children learn through experience—they learn by doing. We work towards enhancing the development of the whole child. We strive to provide a program that nurtures their social, emotional, cognitive, physical, and spiritual development. We provide an environment that is as child-centered and with as many hands-on projects as possible. Preschool is the beginning of the child's school experience. The transition from home to school is a positive one through careful planning by experienced and qualified teachers. Happy and nurturing experiences in preschool build a positive attitude that can be the foundation for life-long learning.

We work toward:

- Developing the habits and attitudes that will make the child comfortable and free to learn
- Practicing the give and take of getting along with others
- Growing in understanding of self and attaining a good self-image
- Developing a background of experiences that will serve as a basis for future learning

We offer an integrated theme-based curriculum with daily learning stations that may include activities in the following areas: art, science, math, and literacy which support cognitive and physical development. We believe that every child goes through developmental stages of growth, and that it is the responsibility of our staff to foster that development and to consider each child's individual needs.

## **License - Preschool**

Good Shepherd Lutheran School Preschool is licensed by the State of California Department of Social Services (DSS) and accredited through the National Association for the Education of Young Children (NAEYC). Our policies and procedures are in compliance with Child Care Center Regulations as set forth in the Community Care Licensing Division Manual of Policies and Procedures. The licensing agency has the authority to conduct school inspections and interview children without prior consent and to observe the physical condition of the children including conditions that could indicate abuse, neglect, or inappropriate placement, and to have licensed medical professionals physically examine the children.

## **Program - Preschool**

Good Shepherd Lutheran School Preschool offers a developmentally and age appropriate program for children ages 2-5. Student/teacher ratios (1:12) as required by the State of California are maintained at all times.

We will not allow your child to leave school with anyone other than persons included on the emergency form. In cases where a person not listed on your emergency form will be picking up your child, please contact the school office. Please also inform the person picking up that he/she will be asked to show identification.

## **Preschool Schedule Changes**

Any parents wishing to change their child's schedule, including adding or reducing days or hours, must first contact the Preschool Director. They must also submit a schedule change request form (available in the office). All schedule changes are subject to availability and will be charged a \$100 change fee. Schedule changes are limited to two per school year; in addition, reductions are subject to a 30-day notice period. Because tuition is an annual amount, tuition will be recalculated and distributed over the remaining billed months.

### **Admission Policy - Preschool**

GSLs welcomes all children regardless of race, color, religion, gender identity, national origin or ancestry. Our Preschool operates on a traditional school year calendar. As California State law requires, all forms must be filled out and returned to the office before a child can attend preschool.

Children entering 3's class and older must be toilet trained.

### **Facility Operation - Preschool**

Children are admitted to the classroom at the designated starting time for each class and must have an authorized adult pick them up at the end of class. Children must be signed in at arrival and signed out at departure. Handwriting must be legible on the signature sheet. The authorized adults must sign their full names and the time in/out. This is a California state law.

### **Parent/Teacher Communication - Preschool**

Parents have the right to and are welcome to visit and observe the classroom; however, the visit cannot be used as a parent/teacher conference time since the teacher has responsibilities to other children as well. A parent may make arrangements for a conference with the teacher outside of class time. *(Note - Visitors are not allowed due to the pandemic at the moment. Conferences with the director or teachers are available.)*

### **Discipline - Preschool**

The preschool staff uses positive techniques of guidance that include redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism. Consistent, clear rules are explained to the children. We believe in and practice positive redirection. The preschool staff strives to help children be comfortable, relaxed, happy, and involved in all of their activities.

GSLs makes every effort to work closely with parents to maintain a mutually supportive relationship. We will communicate with you regarding your child's developmental progress. The school reserves the right to dismiss children who, in the eyes of our staff, are not making a positive adjustment to our school environment. A child who exhibits patterns of behavior that endanger others may also be dismissed.

### **Newsletter/Calendar - Preschool**

The school year begins in August and closes in mid-June. We generally follow the Novato Unified School District calendar. Thanksgiving, Christmas, President's week, and spring break are holiday breaks where we usually offer preschool camp. A school year calendar that lists all vacations, holidays, and camps is published at the end of the prior school year and is available on the school website.

### **Snacks - Preschool**

Snack time is included as part of our program and is provided by the school. Teachers are made aware of specific allergies that have been noted by the parents or guardians on the students' medical forms. Our preschool is nut free.

### **Birthdays and Special Days - Preschool**

Birthdays are special days to acknowledge your child. The parent may confer with the teacher to schedule a special day to acknowledge a child's birthday. If a child's birthday falls during the school year, the special day will be scheduled near his/her birthday. For children who have a birthday during vacation time, their special day may be scheduled on an agreed upon date during the year. On this day, you may wish to provide a special, **healthy** snack to share with the class, a family photograph and/or a favorite book or toy for the child to share.

Party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at school-sponsored activities. Please distribute all party invitations outside of school. Do not use Friday Folders or children's backpacks to distribute birthday party invitations.

Please do not bring balloons or flowers or have them delivered to school. Please remember that it is a simple acknowledgement of your child's birthday, not a birthday party at school.

Toys brought from home are not allowed at school or extended care unless approved by the teacher.

### **Clothing - Preschool**

Because our program involves a wide variety of experiences each day, we ask that children come to school dressed in comfortable play clothes. Children can enjoy themselves much more if they do not have to worry about spoiling their good clothes. We push up sleeves and provide aprons or smocks for messy activities. Clothing that is suitable for active play is best.

We ask that children wear sturdy shoes that completely cover the feet and have non-slip soles. Plastic sandals, cowboy boots, flip-flops, slip-on sandals, jellies, wheelies, ballet flats, clogs and/or party shoes can be dangerous on the climbing equipment and are not recommended. Tennis shoes that fit and stay securely on the foot are best for school and are the most suitable for active play.

**Please use a permanent marker to put your child's name in any and all articles of clothing your child might remove during the course of a day. Unclaimed items in the lost and found will be donated throughout the year.**

### **Extended Care - Preschool**

GSLs offers extended hours for families needing child care beyond the preschool day.

1. We operate from 7:00 a.m. to 5:30 p.m. Monday through Friday on school days.
2. The program does not operate during school holidays, vacations, or teacher in-service days.
3. When leaving from extended care parents of all children must sign out with legible signatures for legal reasons and to ensure correct billing. If there is no legible signature or time noted at sign-out, you will be charged until closing. In addition, if your child is scheduled to be here until 5:30p.m. and is not signed out, a penalty fee of \$15 per 15 minutes after 5:30 p.m. will be charged to your account.
4. Parents must pick up children at their specified end of day. They must inquire with the Lower School Director about adding extra hours and must call if they will be late to pick up for any reason.

### **Lunches**

We encourage parents to provide healthy and nutritious food choices for their children. The children are encouraged to eat the food their parents provide; however, in a stimulating environment such as school, many children do not eat their normal quantities of food. Any uneaten food will be sent home in your child's lunch box. We do not allow children to share their lunches with other children. In addition, candy, soda, juice, and glass bottles are not allowed at school. We cannot reheat food for the children, so please pack any hot food in insulated containers and include any needed eating utensils. Our preschool is nut free.

### **Nap Time**

Per licensing regulations, we must offer all children staying in the afternoon a time to rest. After lunch, children are given the opportunity to lay quietly on a mat (provided by the school). Any children who do not fall asleep will be allowed to get up and read or play quietly. If your child will be staying past 12:30 p.m., please send blankets or a small sleeping bag. If the need should arise to pick up your child during nap time, please inform us beforehand.

# Elementary School – Grades K-5

## Curriculum

GSLs follows the educational framework developed by the State of California. Guided by the common core standards, our teachers design lessons that ensure students receive essential knowledge in each area of the curriculum. While the core standards guide essential instruction, the curriculum is supplemented with materials and activities which enhance and enrich the learning experiences of our students.

**Language Arts:** We offer an integrated program that fosters students' creative, critical, and independent use of written and oral language. Components of this program include literature, phonemic awareness, phonics, grammar, spelling, handwriting, creative writing, etc.

**Mathematics:** Our program is activity based with a focus on operations, functions, reasoning, patterns, measurement, logic, statistics, and basic drills.

**Science:** We offer a balanced, activity- and inquiry-based science program where the acquisition of content and skills comes through active participation. Life, earth, and physical sciences are covered.

**Outdoor Education:** Each year, beginning in fourth grade students participate in an off campus Outdoor Education experience. This age appropriate program offers students the opportunity to learn in the outdoors, both individually and through guided discoveries. The faculty will integrate the environmental science or history component of the week into their curriculum, including class instruction prior to and following the camp experience.

**Social Sciences:** We offer an integrated program that incorporates history, geography, political science, anthropology, sociology, and humanities. It is our belief that an understanding of the vital connections among the past, present, and future are necessary in developing responsible citizens of tomorrow.

**Religion:** We believe that our school is a community of grace; we are all encircled by the unconditional love and grace of God in Jesus Christ. Prayer, Bible study, chapel attendance, and participation in service projects are all integral parts of our program.

**Physical Education:** Our Physical Education program incorporates movement, coordination, cooperative activities, team games, and good sportsmanship.

**Music:** We offer an integrated approach that includes Kindermusik in the lower grades. We include vocal development, movement, rhythm, pitch discrimination, ear training, symbol recognition, and note reading. Recorders are introduced in third grade and band instruments begin in fourth grade.

**Drama:** Beginning in third grade, students will learn about theatre arts, gain basic acting skills and perform several skits throughout the year. Students will focus on character development, stage direction, and stage movement & choreography. Fourth and fifth grade students will be given the opportunity to audition for the spring drama production. Additional after school rehearsals will be required prior to performances.

**Art:** The children use their art process as a tool for self-discovery through a variety of mediums while learning the history of art and the backgrounds of many great artists.

**Technology:** The computer lab is used to enhance and support our curriculum and provides instruction in basic computer operations and keyboarding. Classroom computers are used for research and reference.

**Spanish:** Classes provide a foundation in daily vocabulary, simple conversation, reading, and writing basic Spanish phrases.

### **Elementary Admission Policies - New Students**

Students accepted for admission are enrolled by their priority. Those accepted for admission are placed on a waiting list if the class they are registering for is full.

There may be circumstances when the school requires a full educational evaluation in order to consider a student's continued enrollment.

### **Grading Periods/Progress Reports/Conferences**

The Elementary School is on the semester system. Report cards are sent out at the end of each semester.

GSLS encourages ongoing communication among staff and parents. Parent/teacher conferences will be held in the fall. Conferences may be held at other times by teacher or parent request.

Requests for outside academic or behavioral testing may be communicated at least 30 days after observing and documenting the child's progress. A meeting with parents will be scheduled to communicate observations, modifications, accommodations made over the course of the month if necessary.

### **School Hours and Procedures**

#### **Elementary School Hours (General times, may be adjusted)**

- 7:00 a.m. Before school extended care opens
- 8:20 a.m. Students may enter classrooms
- 8:30 a.m. School begins
- 2:00 pm Kindergarten dismissal
- 2:55 p.m. School dismissed for 1<sup>st</sup> and 2<sup>nd</sup> grades
- 3:05 p.m. School dismissed for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades
- 3:00 p.m. After school extended care begins
- 3:10 p.m. Students not picked up are signed into extended care
- 5:30 p.m. Extended care closes

Every Thursday of every month is an early-dismissal day for staff meeting/development time. Kindergarten and middle school are dismissed at 1:45 noon, first through fifth grades are dismissed at 1:30 p.m.

#### **Morning Arrival**

For safety and insurance reasons, we ask that no student arrive at school before 7:00 a.m. **Unsupervised students arriving at school prior to 8:20 a.m. are to go to extended care.** The only exceptions are students who have made prior arrangements with a teacher. Good Shepherd Lutheran School and Church will accept no liability for students on the grounds who have not reported to the extended care program. Classrooms are opened at 8:20 a.m. by staff. Parents of students in grades 3 -5 are to refrain from walking their child(ren) to the classroom in an effort to instill independent life skills and promote safety. Parents who need to go into the classroom should make prior arrangements with the teacher and sign in at the office beforehand. The playground is off limits in the mornings. PARENTAL ATTENTION TO THIS MATTER OF SUPERVISION IS MANDATORY.

Students should arrive 10 minutes before class starts in order to have a few minutes to prepare for the school day. Students who arrive late often feel out of step with the class and may miss important directions. Students

who arrive earlier than 8:20 a.m. will be signed in to the extended care program. Parents are asked to make arrangements with the extended care program if they need to drop their children off before 8:20 a.m.

### **After School Dismissal**

Parents are not to park along the fire lanes, in handicapped spaces, across handicapped spaces, in reserved spaces, block fire lanes or block emergency entrances including any coned off areas at any time.

The white curbs in front of the school are for drive by drop-off and pick-up only. Drivers who park in these spaces are to remain in their cars. If you need to get out of your car for any reason, please park in the main parking lot. Children are not to be left unattended in vehicles for any length of time.

Please do not stop to talk in the drive-by lanes before or after school (refrain from stopping to talk and make after school arrangements with other families/staff). Student waiting for parent pick up for more than 10 minutes after school dismissal will be signed in to extended care.

Your child will not be permitted to leave school with anyone other than persons included on the emergency form. In cases where a person not listed on your emergency form will be picking up your child, please contact the school office. Please also inform the person picking up that he/she will be asked to show identification.

## **Attendance**

### **Absences**

Please call the school **attendance line (415-209-9398)** to report an absence. Homework may be requested by calling **before noon**. The assignment(s) may be picked up in the school office at the end of the school day by the parent or another student. If your child becomes ill at school and needs to be picked up, the office staff or teacher will call the parents. **Your child will be waiting in the office and must be signed out on the register.**

Parents and students need to realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

Any student who is absent from school without a valid excuse may be considered as a truant and thus reported to the Marin County Attendance Officer by the Lower or Upper School Director.

### **Tardy Policy**

It is the parents' responsibility to see that the student arrives **before** 8:30 a.m. Classes begin at 8:30am therefore students should be at school at 8:20am. A child is considered tardy if she/he is not present in the classroom at 8:30 a.m. All tardy students must report to the office to be signed in and get a tardy slip before being admitted to class.

Daily punctuality is necessary to avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. Students coming and going throughout the day take away from teaching time and often interrupt the focus of the students in the classroom. This policy's goal is to inspire daily punctuality, instilling it as a valuable life skill for our children.

A tardy is considered either arriving at school late or leaving prior to dismissal time.

1. "Tardy" is defined as not in class at 8:30 a.m. or leaving prior to 3:00 p.m.
2. Students must come to the office for a tardy slip that must be presented to the classroom teacher if they do not arrive in their classroom by 8:30 a.m.
3. After three (3) unexcused tardies in a quarter the parents will be notified by administration.

4. After the 7<sup>th</sup> unexcused tardy the parents are required to meet with the Lower and/or Upper School Director. Please be advised excessive tardies may affect your child's grades.
5. Excessive unexcused tardies may result in dismissal from school, denial of enrollment, or other consequences as determined by the school.
6. The School accepts no liability for a student's absence.

### **Excused Tardies**

- Tardies are considered "excused" only in the case of a verified doctor or dentist/orthodontist appointment. Students must bring a note from the doctor's office verifying the appointment in order for it to be excused. All excused and unexcused tardies will be noted on report cards.

### **Appointments**

Whenever possible, parents should schedule medical and dental appointments at times other than school hours. If your child is to be excused from class during the school day, please inform the teacher by note. Please do not pick up your child from the classroom. The teacher will send the child to the office, and the adult picking up the child will sign a register before the child is released. **Please have the child check in at the office upon his/her return.**

### **Independent Study Contract for Extended Absences**

- If a student in third, fourth or fifth grade is going to be absent for three or more days, a contract for making up class work may be provided by the classroom teacher. The parent and student will sign it. Keep in mind that not all work can be made up which may impact the students grade.
- Please notify teachers of your plans at least two weeks prior to any scheduled absence so that an Independent Study Contract may be arranged for missed work.
- Teachers will be unable to assign all missed work ahead of time. Some work will have to be made up after the student returns to school.
- The day the student returns to school, the contracted work must be submitted to the teacher.

## **Code of Conduct – Grades K-5**

### **Behavior Expectations and Policies**

At GSLS we strive to provide the strongest academic environment and to create a sense of community. We believe that success in life is dependent on self-discipline, social interest, a sense of responsibility and cooperation, and the ability to make good choices. We encourage students to be responsible and respectful to our staff, their peers, and our physical environment. It is our vision that your child will develop the faith, courage, confidence and skills to thrive in our sometimes confusing and complex world.

### **Behavior and Social Emotional Learning**

GSLS has high expectations that each and every child will develop into a responsible citizen. As a Christian school it is our philosophy that students be treated with the love, respect, and kindness Jesus asks of each of us. We also work to instill those behaviors in each of our children as part of their social-emotional learning. This process begins with developmentally appropriate rules of behavior that all students can understand and follow. Logical and consistent consequences are then applied when the rules are not followed.

**At GSLS we expect students to be:**

## **KIND**

## **SAFE**

## **RESPONSIBLE**

## **RESPECTFUL**

Students are encouraged to develop self-discipline, responsibility, and good citizenship by reflecting on specific behaviors and considering positive alternatives. If the need arises to address student behaviors, the directors and staff will ask students whether or not their behavior was kind, safe, respectful, responsible, and/or good for learning. Students will also be asked to reflect and share their ideas on how their behavior could meet each of the expectations. We encourage parents to do the same at home, should an incident occur at school and be reported home.

The question-reflection-sharing format allows for critical thinking and social emotional learning. We expect that all students will follow the specific rules and strive to achieve the behavior standards. In the event a student's behavior does not follow expectations and escalates to a level to which a director or supervisor is called to intervene, students will be issued an elementary communication or behavior notice and be required to complete a written reflection about their behavior and how to make better choices in the future. The student will also have an appropriate consequence. A copy of the notice will be sent home for parent review and signature.

### **Behavior Standards (See Discipline Policy pg. 27)**

At GSLS We:

- think about our choices and try our very best to be kind, safe, respectful and responsible.
- are respectful, kind, and courteous to others and ourselves.
- take care of school property and make good use of our school time.
- cooperate with all students, staff, and parent volunteers.
- never make threats or use foul language.
- leave all the following items at home at all times: toys, radios, pagers, cell phones, electronic games, dangerous objects, large sums of money, sunflower seeds, gum, and candy.
- Use the bathrooms properly and help keep them clean.
- Wear appropriate clothing that will allow for full participation in all PE classes and school events.

### **Positive Recognition**

Positive behaviors in the classroom and elsewhere on the school campus are welcomed, encouraged, and strongly supported. Each class has its own unique way of significantly recognizing the children's positive attitudes and behavior.

### **Campus Rules**

#### **Safety Rules**

- Use the sidewalk and crosswalks at all times.
- Arrive at school in order to be in our classrooms before 8:30 a.m.
- Remain quiet and listen carefully during emergency drills.
- Keep our shoes on at all times.
- Immediately report accidents or unsafe behavior to the nearest adult.
- Walk with our class or a buddy when going to and from the classroom

#### **Hallway and Building Rules**

- Stay in the classroom at all times unless we have permission to leave.
- Stay in supervised areas during recess and lunch.
- Will not enter classrooms or other rooms without an adult present.
- Walk in the classrooms and in the hallways.
- Walk to the lunch area with our class and/or teacher.
- Keep voices down in the hallway.



- Bounce balls outside only.
- Sit when eating at tables or benches.
- Pick up your trash.
- Use break and lunch time for drinks or bathroom time.
- Two students are allowed in the bathroom at a time.
- Stand quietly in line, hands to yourself.

### **Lunchtime Rules**

- Be patient in the lunch line.
- Eat only their own food.
- Follow the directions of lunch supervisors.
- Keep hands and feet to themselves.
- Clean up the area, discard trash, and recycle items.
- Be respectful to others by using appropriate language

### **Playground and Play Structure Rules**

- Use play equipment appropriately and safely.
- Use only when supervised by an adult.
- The play structure is off limits before the start of the school day unless supervised by GSLS staff.
- The playground is off limits at dismissal.
- One person at a time on the slide, going down only, feet first, sitting on your bottom.
- Hang or swing on bars. (No sitting or standing on top of bars.)
- No pushing.
- Wear appropriate shoes.
- The equipment is slippery when wet and may be off limits when raining.
- Balls should be played with on the grass or blacktop, not around the equipment.
- Running and chase games around the equipment are not allowed.
- Ball over the fence? Tell an adult!
- Walk around the sandbox.
- Bottom or tummy on swings. Take turns!
- The basketball hoops are not for hanging on.
- Bark and sand stay on the ground.
- Games stop when the final whistle blows.
- Sportsmanship and fair play, always.
- Students who engage in rough play or physical contact will be removed from the game.
- Students may not use inappropriate language at any time.
- Helpful and positive comments only.
- Use your body and voice in a respectful and safe manner.
- Return all sports equipment to the proper container in the shed.
- Put trash or food in the garbage can.
- Recycle!

### **K-8 Discipline Policy**

At Good Shepherd Lutheran School, we value and love all students and strive to create a sense of community. We encourage our students to be responsible and respectful to their peers, our staff, our community members, and physical environment. When students continue to demonstrate ongoing patterns of unacceptable behavior, they are placed on the discipline plan to help the student grow individually and become a positive member of Good Shepherd Lutheran School.

**Step 1: Teacher/Student:** At the classroom and playground level, behavior deemed irresponsible and inappropriate will first be addressed by the teacher(s) and/or Extended Care/Yard staff members.

**Elementary-** The teacher member will notify the parent and the incident will be documented by the involved staff member (using our Behavior Notice form). The Behavior Notice will be sent home to be signed by a parent and returned to the teacher the following school day.

**Middle School-** The teacher will notify the parent by email or phone to discuss the repeated inappropriate/irresponsible behavior. The teacher will fill out an internal online Behavior Form.

**Step 2:** Parent/Teacher/Student \*Director meeting:

**Elementary-** If behavior continues, the teacher, parent, and student are to meet to discuss the concern and the Discipline Plan next steps.

**\*Middle School-** If unacceptable patterns of behavior continue, parents will be contacted by the teacher and/or Upper School Director. Students on Step Two may be unable to participate in class field trips or athletic events.

**Step 3:** Director/Teacher/Student:

**Elementary-** If unacceptable patterns of behavior continue, deemed by school staff, parents will be contacted to meet with the teacher(s) and appropriate administrator. Notes from this meeting including actions taken will be added to the Behavior Notice form. Students on Step Two may be unable to participate in class field trips.

**Middle School-** If unacceptable patterns of behavior persist the parents will be contacted again to meet with the Upper School Director and appropriate staff. The student may be asked to remain out of class until the meeting takes place. An Individual Behavior Plan may be established at this time.

**Step 4: Student Study Team (SST)/Director/Teacher/Student:**

**Elementary-** Student Study Team (SST)/Behavior Contract with Administrator/Teacher/Student: If poor patterns of behavior persist, or in cases of more serious infractions, the parents will be contracted and presented a behavior contract established by the staff.

**Or:** possible suspension- The student may be suspended for the remainder of the day and for the next school day. If suspension is involved, the parents, teacher, and administrator will meet to discuss the issue. The student will not be allowed to return to school until a meeting has taken place. Student may be unable to participate in class field trips.

**Middle School-** If behavior patterns continue, see established behavior contract and/or the student may be suspended for three full days. Student may not return to school until parents have met with the school administrator and staff. Student may be denied participation in all school activities (school play, field trips, socials, dances, etc.). If not already established, an Individual Behavior Plan created by the staff will be presented to the student.

**Step Five:** Possible Suspension:

**Elementary-** If behavior patterns continue, student may be suspended for three full days. Student may not return to school until parents have met with the school director and staff. Student may be denied participation in all school activities (school play, field trips, socials, dances, etc.).

**Middle School-** If behavior patterns continue, see established behavior contract and/or the student may be suspended for three full days, or move to step 6.

**Step 6:** Possible Expulsion:

**Elementary & Middle School-** In situations where behavior patterns remain unchanged or in case of extremely serious offenses, student will be suspended pending an expulsion hearing before a designated committee. In the event of an expulsion, the School Board will be notified in advance.

- *At any point during this process, private counseling paid for by the parents could be required for the student to remain enrolled at the school.*

**Actions that could cause immediate suspension and immediate placement on Step Four, Five, or Six:**

1. Extreme physical or verbal attack, including gestures towards staff or another student
2. Racial, ethnic, or sexual slurs against another student or teacher
3. Possession of tobacco or marijuana, matches, or lighters
4. Sexual harassment
5. Stealing
6. Cheating or plagiarism
7. Bullying or threats
8. Student leaving school premises without permission during school hours
9. Defacing or destruction of school property
10. Direct and deliberate defiance of school staff
11. Any serious offense obviously inappropriate for Good Shepherd Lutheran School
12. Extreme inappropriate physical contact of an amorous nature

*A student's lunch break or nutritional break may be used for disciplinary purposes, such as work duty, trash pickup, etc. Suspension, probation, and expulsion are the exclusive decisions of the Lower or Upper Director. Note: For major infractions, suspension may be given without warning.*

Tuition is not refunded for Suspensions or Expulsions.

The above represents only a range of behaviors and consequences and serves as a guide in handling discipline. School rules apply at, going to, and leaving school, school dances, sports events, field trips, school productions, etc. GSLS reserves the right to handle each situation on a case by-case basis.

GSLS abides by the Marin County Office of Education's "zero tolerance" policy regarding threats or acts of violence or having weapons (pocket knives included) at school. In such circumstances we follow the guidelines of MCOE and the Novato Police Department to notify Novato P.D. immediately.

### **Birthday Celebrations**

Birthday party invitations and gifts are not to be exchanged in classrooms, on school grounds, or at school-sponsored activities. **Please send all party invitations through the mail. Do not use Friday Folders or children's backpacks to distribute birthday party invitations.**

Birthday celebrations are kept low key and each classroom has their own rules and guidelines regarding birthday celebrations. Please remember that birthdays at school are a simple acknowledgement of your child's birthday, not a birthday party at school.

Students may share a **healthy** snack with the class for celebrating their birthday at snack time or at the end of the day depending on the class schedule and the rules of the classroom. Please bring finger foods that do not require an adult to cut or serve the snack. Please do not bring balloons or flowers or have them delivered to school. Party favors and party bags are not appropriate at school. *(Note: Due to current health restrictions, any treats must be prepackaged and of course nut-free.)*

### **Learning Services**

If a teacher suggests a referral for learning services, it is the responsibility of the parent to schedule an appointment within one month and make follow up appointments for services as needed. We strive to provide accommodations for different learning styles, and teachers will do their best to meet the needs of the student. The teacher, aide and director may recommend or require outside services to support the child and will communicate with parents about the child's progress in the classroom.

## **Good Shepherd Lutheran School K-5 School Uniform Guidelines and Dress Policy**

Good Shepherd Lutheran School students are expected to wear uniforms and follow a dress code. Uniform shirts with logos are required every day. Please take a careful look at the uniform guidelines:-

We depend on you, our valued parents, to help our students adhere to the school uniform policy. Your support will help reinforce our school unity and increase the visibility of GSLS in the community. Shirts, sweaters, sweatshirts, vests and jackets with the embroidered GSLS logo should be placed on the upper left side (over the heart).

This School Uniform and Dress Policy will be enforced by the GSLS Staff. Students not in compliance with the uniform and dress policy will be sent to the office. Extra uniform clothing will be stored at the school. However, parents may be required to bring in approved uniform clothing if necessary.

### **Sources for Uniforms**

*Lands' End* - Most uniform items are available through Lands' End. Our school receives 3% back for all purchases. Our preferred school number is **9001-2302-7**. You may order by phone at 1-800-469-2222 or online at [www.landsend.com/school](http://www.landsend.com/school).

**Logo Embroidering:**

1. [jennie@embellish-you.com](mailto:jennie@embellish-you.com), 415-706-7066

2. Lands' End

## **Dress Policy: Elementary (K-5)**

Good Shepherd Lutheran School students are expected to wear uniforms and follow a dress code. Uniform shirts with logos are required every day. Please take a careful look at the uniform guidelines:-

We depend on you, our valued parents, to help our students adhere to the school uniform policy. Your support will help reinforce our school unity and increase the visibility of GSLS in the community. Shirts, sweaters, sweatshirts, vests and jackets with the embroidered GSLS logo should be placed on the upper left side (over the heart).

### **Girls and Boys Shirt Colors with GSLS Logo**

White, Navy, Red, Maize, Light Pink, or Light Blue

### **Girls and Boys Long or Short Sleeve Shirt Styles with GSLS Logo**

- Turtle neck
- Polo
- Girls ruffled or plain peter pan
- White oxford

### **Girls Skirt or Skort**

- Black
- Classic navy uniform plaid (navy & light blue with yellow accent lines)
- Khaki
- Navy

**Skirt or Skort must be uniform length. Uniform length is measured by the size charts on Lands End.\***

\*If a skirt is worn, shorts must be underneath for safety on the playground.

### **Girls Jumper**

Classic navy uniform plaid only

### **Boys or Girls Pants/Shorts**

Colors- Khaki, navy, or black

Shorts should have a 7-10 inch inseam

Pants must fit securely around the waist. Baggy pants or pants that sag are not appropriate.

Pants do not include: sweatpants or leggings.

### **Sweater, fleece vest or jacket (with logo)**

Navy only

### **Sweatshirt/Sweat Jacket (with logo)**

Navy only

No other sweatshirts, sweaters or hoodies are allowed to be worn at school.

Hoods will not be up in the classroom.

### **Band Uniform (Grades 3 to 5)**

White long or short sleeve shirt, black pants, black shoes and black socks

Band dress is required for all performances.

## **Coats**

During cold weather, coats and jackets that are not part of the uniform may be worn when students are outdoors.

## **Leggings/Tights**

Navy, white, black, to be worn under skirts and jumpers of appropriate length

## **Footwear**

Shoes must fit securely on the foot. Loose fitting sandals, flip flops, crocs, clogs without backs and boots are not appropriate. Tennis shoes should be properly laced. Socks need to be black, navy or white.

## **Field Trips**

Students are required to wear navy blue polos with logos. Students wearing the same color shirt help enable staff and parents to keep an eye on all students and keep them safe.

## **Not Permitted:**

- Clothing that is torn, has holes or frayed cuffs
- Clothing that is too tight, too small or extremely oversized
- Extreme hairstyles or hair coloring, large hair adornments
- Excessive jewelry, excessively dangling earrings
- Inappropriate tattoos, drawings or writing on the body or any other accessory that is deemed inappropriate or distracts from the learning environment.

## **School Dress Code General Guidelines.**

*Students at GSLS are expected to wear their uniforms to school every day. On scheduled "free dress days" uniform length of skirt/skort and shorts, footwear, still apply as well as Not Permitted items above.*

1. All shirts, tops, blouses and dresses must have sleeves. Tank tops, spaghetti string tops, crop tops, tops that expose the midriff or have low-cut necklines are not acceptable.
2. The length of a skirt or shorts in the view of the staff or administration that is inappropriate are not permitted.
3. Pants must fit securely around the waist. Baggy pants or pants that sag are not acceptable. Tastefully torn or frayed jeans may be appropriate.
4. Logos that in the view of the staff or administration are inappropriate are not permitted.
5. No underwear is to be showing outside of clothing. This includes bra straps, boys tank undershirts, and boxer underwear.
6. Makeup should not be worn or brought to school.
7. On PE days, students must wear fitted sneakers. Slip-ons are not permitted. On PE days, clothing must fit so that it doesn't interfere with participation.
8. No hats, including baseball hats, beanies, hoods, and visors may be worn in classrooms.
9. Kick pants, leggings, yoga pants allowed under shorts, skirts and dresses only.
10. Face Coverings (cloth masks) may be plain or have a design. No inappropriate or offensive logos or design deemed distracting in the view of the staff or administration are permitted.

# MIDDLE SCHOOL

## *GSLs HAWKS*



**Faith Integrity Leadership**  
**Service to Others Academic Excellence**

**Middle School – Grades 6 – 8**



## **Curriculum - Middle School**

GSLs follows the educational framework developed by the State of California offering a comprehensive, academic core curriculum that provides our students with the knowledge, skills, and values that give them the foundation for responsible, informed decision making.

**English Language Arts:** The power of language is central to everyday life, we strive to foster passion for words, ideas, and self-expression in every student. Reading and writing allow us to examine multiple perspectives and challenge us to think in new ways about ourselves and the world. Deep analysis of literature, language, and the human experience prepare students to choose lives full of meaning and compassion. The study of literature is a key component in the development of critical thinkers, empathetic individuals, and responsible citizens who have the power to effect change in the world through a strong and active relationship with language.

**Essential Skills:** Our students are taught many life skills that will help them now and in the future. Although these skills are taught in certain classes, they are reinforced throughout all classes and curriculum. These skills include: Speech and Debate, Cross Curricular Writing expectations, and Social Media Identity and Responsibility.

**Health & Wellness:** Students take a variety of classes that focus on their social, physical, and emotional wellbeing. These three tenants are carried through in all of our classes.

**Mathematics:** GSMS is dedicated to providing our students with a rigorous and comprehensive program of mathematics. The curriculum has six major content strands woven throughout each course: Number Sense and Operations, Measurement, Algebra, Geometry with Spatial Reasoning, Statistics with Data Analysis, and Applied Mathematics. We embrace problem solving as an important life skill, and believe that every student, with proper support and appropriate challenge, is capable of the successful mastery of mathematics.

**Religion:** We believe that our school is a community of grace; we are all encircled by the unconditional love and grace of God in Jesus Christ. Prayer, Religion Class, chapel attendance, and participation in service projects are all integral parts of our program.

**Physical Education:** Our Physical Education Program incorporates movement, coordination, cooperative activities, team games, and good sportsmanship. If there is interest we will participate in an interscholastic athletic league with the possibility of offering volleyball, basketball, and track.

**Science:** Our science curriculum systematically builds across sixth, seventh, and eighth grade. Our approach focuses on integrating scientific and engineering practices, crosscutting concepts, and core ideas of science termed 3-Dimensional Learning, aligned with the Next Generation Science Standards. Students investigate a variety of science disciplines, including physics, chemistry, biology, earth science, and environmental science.

**Spanish:** Classes provide a foundation in vocabulary, sentence structure, conjugation, grammar, simple conversation, reading, and writing basic Spanish.

**Visual & Performing Arts:** Our art program involves students in four art disciplines: music, visual arts, and drama/theater. The program includes creative expression and the acquisition of the knowledge and skills needed for cultural and aesthetic literacy.

### **Admission Policies for Middle School - New Students**

The application procedure includes parent tour, student shadow, present teacher reference, and academic assessment. Students accepted for admittance are enrolled by their priority. Good Shepherd Lutheran School fifth grade students do not need to apply if they register during the priority registration period.

### **Grading Periods/Progress Reports for Middle School**

The middle school is on the semester system. Report cards are sent out at the end of each semester. Mid-semester progress reports will be sent home to all middle school students. GSLS encourages ongoing communication among staff and parents. Parent/teacher conferences will be held in the Fall and may be held at other times by teacher or parent request.

Decisions of grade retention are made by school staff including, but not limited to, the classroom teacher, Upper School Director, private resource specialists, and counselors with input from the child's parent(s). Parents will be notified by the end of the first semester on the progress report if their child is not performing at grade level and is a potential candidate for retention. At this point a private comprehensive educational evaluation may be required. Careful consideration is given to the social, emotional, and cognitive needs of the child.

### **School Hours and Procedures (General hours and may be adjusted)**

School Hours – Middle School

- 7:20 a.m. Only Zero Period students may be on campus
- 7:30 a.m. Zero Period begins
- 7:50 a.m. General student body may be on campus
- 8:00 a.m. School begins
- 2:30 p.m. School ends

### **Morning Arrival**

For safety and insurance reasons, we ask that no student arrive at School before 7:40 a.m. The only exceptions are students who have made prior arrangements to meet with a teacher. GSLS and Church will accept no liability for students on the grounds outside of school hours. Classrooms are opened at 7:45 a.m. by staff. PARENTAL ATTENTION TO THIS MATTER OF SUPERVISION IS MANDATORY.

### **After School Dismissal**

All students must be picked up at the end of their school day unless prior arrangements have been made, unless they walk to school or ride a bike to school. The Good Shepherd Lutheran Middle School office is open from 7:20 a.m. to 3:00 p.m. on school days. The GSLS Office at 1180 Lynwood Drive is open from 8:00 a.m. to 4:00 p.m.

### **ATTENDANCE – Middle School**

#### **Absences**

Please call the school attendance line (415-897-8099) to report an absence. If your student becomes ill at school and needs to be picked up, the office staff or teacher will call the parents. Parents must sign students out on the register.

Parents and students need to realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

Any student who is absent from school without valid excuse may be considered as truant and thus reported to the County Attendance Officer by the Upper School Director.

If a child has been diagnosed as having a contagious disease (e.g., chicken pox, strep), kindly notify the office so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, please keep the child home. Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher (State of California Education Code). After 3 consecutive days of absence, a doctor's note is required upon return. Turn this note into the office.

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the school office assistant (**not the classroom**) to sign the child out before he/she is released. If someone other than the parent or guardian is picking up the child, GSLS needs parental authorization. Every effort should be made to schedule appointments outside of school hours. A child who re-enters school the same day must sign in with the office assistant. The school assumes no liability in cases where students leave the premises in violation of the above policy.

### **Tardy Policy**

It is the parents' responsibility to see that the student arrives before 8:05 a.m. At the discretion of the Upper School Director, persistent tardiness may result in dismissal from school. A child is considered tardy if she/he is not present in the classroom at 8:05 a.m. All tardy students must report to the office to be signed in and get a tardy slip before being admitted to class.

Daily punctuality is necessary to avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. Students coming and going throughout the day take away from teaching time and often interrupt the focus of the students in the classroom. This policy's goal is to inspire daily punctuality, instilling it as a valuable life skill for our children.

A tardy is considered either arriving at school late or leaving prior to dismissal time.

1. "Tardy" is defined as not in class at 8:05 a.m. or leaving prior to 2:55 p.m.
2. Students must notify the office assistant for their tardy slip that must be presented to the classroom teacher if they do not arrive in their classroom by 8:05 a.m.
3. After three (3) unexcused tardies in a trimester the parents will be notified by administration.
4. After the 7<sup>th</sup> unexcused tardy the parents are required to meet with the K – 8 Principal. Please be advised excessive tardies may affect your child's grades.
5. Excessive unexcused tardies may result in dismissal from school, denial of enrollment, or other consequences as determined by the school.
6. The School accepts no liability for a student's absence.

### **Excused Tardies**

Tardies are considered "excused" only in the case of a verified doctor or dentist/orthodontist appointment. Students must bring a note from the doctor's office verifying the appointment in order for it to be excused. All tardies whether excused or unexcused are noted on the student's report card.

### **Planned Absence Notice**

In the case of a pre-planned absence of more than two days, students must get a Planned Absence Notice from the office and return it one week before departure. We strongly discourage vacations while school is in session. Students miss valuable instructional time and have difficulty integrating back into the curriculum. The child is responsible for making up all missed assignments.

## **Code of Conduct, Behavior Guidelines, and Rules– Middle School**

### **Behavior Expectations and Guidelines – Middle School (Please see Discipline Policy Pg. 27)**

At GSLS, we strive to create a sense of community. We encourage students to be responsible and respectful to our staff, their peers, and our physical environment. GSLS students are held accountable for their actions.

While we at GSLS strive to provide the strongest academic environment, we firmly believe that success in life is dependent on self-discipline, social interest, a sense of responsibility and cooperation, and the ability to make good choices. It is our vision that your child will develop the faith, courage, confidence and skills to thrive in our confusing and complex world.

### **General Student Expectations – Middle School**

In addition to individual classroom rules, GSLS students are expected to:

- Be respectful and cooperative to all adults, and to follow directions.
- Be respectful of their peers. Name-calling, put-downs, and physical aggression are not acceptable.
- Avoid using vulgar language, profanity or inappropriate slang.
- Remain on the school property at all times and to be in their assigned areas. No leaving class without permission.
- No entering building during break without permission.
- Eat only in lunch areas, not in hallways or during class.
- Be responsible for the protection and preservation of school property and to use chairs, tables, etc., in the manner for which they were intended, and to refrain from tampering with safety equipment.
- No inappropriate reading materials are allowed at school or at school functions.
- Be alcohol, tobacco, and drug free.
- Solve conflict without threats or the use of physical aggression.
- Not possess any weapons, including chains or pocket knives.
- Come to class prepared (e.g., textbooks, paper, pencils, binder, homework, gym shoes, etc.).
- To do their own work and to refrain from copying others' assignments.
- Be on time to all classes.
- Follow the dress code.
- Leave makeup and cosmetics at home.
- Walk in the hallways.
- Complete all assignments.
- Refrain from riding bikes, skateboards, or skates on campus.
- Refrain from chewing gum.
- Refrain from using the school telephone without permission from staff.
- Refrain from inappropriate physical contact such as kissing, hand holding, etc., with other students.
- Failure to follow school rules may result in disciplinary action.

**Possible Discipline Consequences** (Not necessarily in this order, see Discipline Policy pg. 27 for more details)

- A verbal warning

- Natural or logical consequence and communication to parents via incident report
- Teacher-parent-student conference
- Teacher-parent-student-director conference
- Individualized behavior plan or contract
- Suspension (Followed by a director's meeting with parents and student before readmission)
- Probation
- Expulsion

A student's lunch break or nutritional break may be used for disciplinary purposes, such as work duty, trash pickup, etc. Suspension, probation, and expulsion are the exclusive decisions of the Lower and Upper School Directors. Note: For major infractions, suspension may be given without warning.

### **SUSPENSION FROM SCHOOL**

Actions that could cause immediate suspension include:

1. Extreme physical or verbal attack, including gestures towards staff or another student
2. Racial, ethnic, or sexual slurs against another student or teacher
3. Possession of tobacco, matches, or lighters
4. Sexual harassment
5. Stealing
6. Cheating or plagiarism
7. Bullying or threats
8. Student leaving school premises without permission during school hours
9. Defacing or destruction of school property
10. Direct and deliberate defiance of school staff
11. Any serious offense obviously inappropriate for GSLS
12. Extreme inappropriate physical contact of an amorous nature
13. Possession of guns, knives, ammunition, fireworks, alcohol, or narcotics at school
14. Deliberately causing physical injury
15. Robbery or extortion
16. Any extremely serious offense including civil or criminal offenses off of school grounds obviously inappropriate for GSLS.

**TUITION WILL NOT BE REFUNDED FOR SUSPENSIONS or EXPULSIONS.**

# **Good Shepherd Lutheran School**

## **Middle School Uniform Guidelines and Dress Policy**

Good Shepherd Lutheran School students are expected to wear uniforms and follow a dress code. Uniform shirts with logos are required every day. Please take a careful look at the uniform guidelines:-

We depend on you, our valued parents, to help our students adhere to the school uniform policy. Your support will help reinforce our school unity and increase the visibility of GSLS in the community. Shirts, sweaters, sweatshirts, vests and jackets with the embroidered GSLS logo should be placed on the upper left side (over the heart).

This School Uniform and Dress Policy will be enforced by the GSLS Staff. Students not in compliance with the uniform and dress policy will be sent to the office. Extra uniform clothing will be stored at the school. However, parents may be required to bring in approved uniform clothing if necessary.

### **Sources for Uniforms:**

*Lands' End* - Most uniform items are available through Lands' End. Our school receives 3% back for all purchases. Our preferred school number is **9001-2302-7**. You may order by phone at 1-800-469-2222 or online at [www.landsend.com/school](http://www.landsend.com/school).

### **Logo Embroidering:**

1. [jennie@embellish-you.com](mailto:jennie@embellish-you.com), 415-706-7066

2. Lands' End

Uniform items may be purchased at other retailers, such as Gap and Old Navy as long as clothing meets guidelines

## **Dress Policy: Middle School**

### **Girls and Boys Shirt Colors with GSLS Logo**

White, Navy, Red, Maize, Light Pink, or Light Blue

NOTE: Middle school students should have at least one white polo shirt

### **Girls and Boys Shirt Styles with GSLS Logo**

Polo Shirt or Turtleneck

### **Girls Skirt, or Skort\***

Black, Navy, Khaki

Classic navy plaid (navy and light blue with yellow accent lines)

Skirt or Skort must be uniform length. Uniform length is measured by the size charts on Lands End.

\*Please refer to the size charts on Lands End if purchasing a skirt or skort from another company.

\*If a skirt is worn, shorts must be underneath for safety on the playground.

### **Boys or Girls Pants/Shorts**

Colors- Khaki, navy, or black pants

Pants do not include: sweatpants or leggings.

Shorts should have a 7-10 inch inseam

Pants must fit securely around the waist. Baggy pants or pants that sag are not appropriate.

### **Sweaters**

Navy only

### **Sweatshirts, Fleece Vests or Jackets**

Plain navy (with logo), or grey GSLS HAWKS sweatshirt from T&B Sports in San Rafael

No other sweatshirts, sweaters or hoodies are allowed to be worn at school except for Fridays where a sweatshirt from our outdoor education trips may be worn\*

\*“Spirit“ sweatshirts/shirts designed by the 8<sup>th</sup> grade may be worn instead of the approved sweatshirt by 8<sup>th</sup> graders only.

### **Band Uniform**

White long or short sleeve shirt, black pants, black shoes and black socks

### **Coats**

During cold weather, coats and jackets that are not part of the uniform may be worn outside only.

### **Leggings/tights**

Navy, white or black, to be worn under jumpers and skirts of appropriate length.

### **Field Trips**

Students are required to wear navy blue polos with logo

### **Footwear**

Shoes must fit securely on the foot. Loose fitting sandals, flip flops, crocs, clogs without backs and boots are not appropriate. Tennis shoes should be properly laced. Socks need to be black, navy or white.

### **PE Uniform (Grades 6 – 8)**

Grey shirt with logo/mascot, navy athletic mesh shorts, navy sweatpants, and grey GSLS HAWKS sweatshirt from T&B Sports in San Rafael

### **Not Permitted:**

- Clothing that is torn, has holes or frayed cuffs.
- Clothing that is too tight, too small or extremely oversized.
- Girls’ shorts must be uniform length, just above the knees.
- Extreme hairstyles or hair coloring, excessive jewelry, excessively dangling earrings, excessive make-up, inappropriate tattoos, drawings or writing on the body or any other accessory that is deemed inappropriate or distracting to the learning environment.

### **School Dress Code on Free Dress Days**

Students at GSLS Middle School are expected to wear their uniforms to school. On scheduled “free dress days” students will have guidelines to follow. We believe that a neat, modest and well-groomed appearance is conducive to the environment we strive to create. Extremes in dress and grooming that produce the effect of a bizarre or unkempt appearance defeat our goals. Hair, clothing, jewelry, or attire that is unusual enough to attract an undue amount of attention are not acceptable. PARENTAL ATTENTION TO THIS MATTER IS EXPECTED. Parents may receive a call for a change of clothing if the guidelines are not followed.

## School Dress Code General Guidelines

Students at GSLS are expected to wear their uniforms to school every day. On scheduled “free dress days” uniform length of skirt/skort and shorts, footwear, still apply as well as Not Permitted items above. Furthermore, for these guidelines apply to all school sponsored events including but not limited to graduation ceremony, 8<sup>th</sup> grade dinner, trips, outdoor education, dances, sporting events, concerts, programs, etc.,

1. All shirts, tops, blouses and dresses must have sleeves. Tank tops, spaghetti string tops, crop tops, tops that expose the midriff or have low-cut necklines are not acceptable.
  2. The length of a skirt or shorts in the view of the staff or administration that is inappropriate are not permitted.
  3. Pants must fit securely around the waist. Baggy pants or pants that sag are not acceptable. Tastefully torn or frayed jeans may be appropriate on non-uniform days.
  4. No underwear is to be showing outside of clothing. This includes bra straps, boys tank undershirts, and boxer underwear.
  5. Excessive makeup should not be worn at school. Makeup should not be brought to school.
  6. On PE days, students must wear fitted sneakers. Slip-ons are not permitted. On PE days, clothing must fit so that it doesn't interfere with participation.
  7. No hats, including baseball hats, beanies, sweatshirt hoods, and visors may be worn in classrooms.
  8. Kick pants, leggings, yoga pants allowed under shorts, skirts and dresses only.
  9. No body piercing other than pierced ears may be showing at school.
  10. Clothing with sexual or evil innuendos, violence, sexist attitudes, racial insults, weapons, alcohol, tobacco or drug logos or advertisements are not permitted. Logos that in the view of the staff or administration are inappropriate are not permitted.
  11. Hair must remain a natural hair color. Unnatural hair colors such as blue, green, bright red, orange, pink, purple, bright yellow, etc. are not acceptable. Temporary, one use hair color allowed on Spirit days and Halloween.
  12. No leggings or yoga pants allowed on all non-uniform days. Kick pants, leggings, yoga pants are allowed under shorts, skirts and dresses **only**.
  13. Face Coverings (cloth masks) may be plain or have a design. No inappropriate or offensive logos or design deemed distracting in the view of the staff or administration are permitted.
  14. Halloween costumes- At the discretion of the staff, nothing risqué and skirts and shorts need to be uniform length.
- Students who violate the dress code at school functions, including graduation ceremony, 8<sup>th</sup> grade dinner, trips, outdoor education, dances, sporting events, concerts, programs, etc., may be denied participation at that event.
  - Students who violate the dress code will be notified and violation remedied as needed. Repeated violations will be placed on the school discipline chart.