

GOOD SHEPHERD LUTHERAN CHURCH & SCHOOL

Parent Student Handbook

Pastor Don Hackbarth

6/13/2008

Parents Handbook: Approved March 24, 1983

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FROM YOUR TEACHING STAFF

Welcome to Good Shepherd Lutheran School. We are looking forward to working with you and your child. We feel privileged to have a part in the growth of your child's learning experiences. We appreciate the confidence you have shown in us by entrusting your child to our care. Let's enjoy your child together. Please keep all lines of communication open.

Preschool:

Ms. Jennifer Leinss, Teacher
(414) 476-7109

Mrs. Deanna Jones, Assistant
(262) 657-7060

Grades 2-4:

Mrs. Robyn Gray, Teacher
(847) ???-????

Kindergarten/Grade 1

Mrs. Beverly Hackbarth, Teacher
(262) 694-3273

PURPOSE

Good Shepherd Lutheran Church and School are affiliated with the Lutheran Church-Missouri Synod, which operates the largest Protestant school system in the world. Lutheran schools of the Missouri Synod have a history of over 100 years of quality education in a Christian setting. Good Shepherd serves as a mission outreach to the entire community. The school is provided to give Lutheran children a quality education in a Christian setting. Lutheran schools also provide a Christian education to non-Lutherans, to reach out to them with the message of God's saving grace.

As a Lutheran school we believe that all wisdom begins with the knowledge of God and that this knowledge is revealed to us in the Holy Scriptures. God has commanded us to teach this knowledge to all nations. The Lutheran school, namely Good Shepherd, has been established to teach all children in response to God's command to teach all nations. We believe that the Lutheran school is unique in that it is the most effective agency to carry out God's command where children are concerned. As a Lutheran School, Good Shepherd allows the optimum time for daily instruction in God's Word, provides more opportunity for the Holy Spirit to work, leads children in a life of daily Christian discipleship, and provides a setting for an understanding of themselves in relation to God and His total creation.

Lutheran education attempts to guide the child in the development of his spiritual, mental, physical, social, emotional and aesthetic needs. Good Shepherd, under God's guidance and blessings, carries out the commands of God in educating His children. It is not merely a school that teaches religion, but an extension of the Christian home. Parents who bring children to this school are doing so in conscientious response to our Lord's command concerning children, - Ye fathers - bring them up in the nurture and admonition of the Lord. - (Eph. 4:6) A quality Christian education places its entire educational philosophy upon Christ and His love of all children. Students are taught that they are children of God, and as such will use all of their talents in the most God-pleasing way. Under God's guidance the children of Good Shepherd will develop their talents for God's purposes, their own needs, and the needs of their fellow man.

STAFF

The classroom sizes for the Grade school, Preschool and Childcare Center are set up according to the child/staff ratio regulated by the State of Wisconsin.

ENROLLMENT POLICY

To be eligible for enrollment at Good Shepherd Lutheran School, Preschool aged children must be 3 by Sept. 1st of that school year, and be potty trained. Kindergarten students must have attained the age of 5 years old by Sept. 1st of that school year, as set forth by the State of Wisconsin guidelines. New students will be accepted throughout the year if coming from another school and if room is available.

In keeping with the law of Christian love, students are accepted regardless of race, color, nationality or ethnic origin, and are eligible to participate in all school programs and activities on an equal basis.

ESSENTIAL PROGRAM AREAS

Spiritual Development
Self-esteem and Positive self-Image
Self- expression and Communication Skills
Creative Expression
Physical Development
Intellectual Development
Social/Emotional Development

REGISTRATION

Registrations are taken beginning in mid-January before the school year begins. Parents are asked to fill out forms for the school directory, health, emergency home contact, activity permission and the like. The registration fee must be paid at the time the child is registered and is not refundable. If not paid at that time, it is possible that the child will not be enrolled.

SCHOOL HOURS

Preschool:

3 year olds: Tues-Thurs 9:00 a.m. - 11:30 a.m.

4 year olds: Mon-Wed-Fri 9:00 a.m. - 12:00 noon

Grade School: Monday-Friday 8:30 a.m. - 3:30 p.m.

TUITION AND FEES

All students will pay a non-refundable registration fee (as stated above) at the time of registration. This fee applies to members and non-members of Good Shepherd Lutheran Church, and covers the cost of supplies, workbooks, and other educational materials.

If paying monthly, tuition fees will be due on the first school day of each school month and must be paid by the 7th of the month. Late fees will apply beginning the 8th of the month. Late fees are \$10 from the 8th to the 15th of the month and \$20 from the 15th to the end of the month. Parents are responsible for paying the tuition each month regardless of absences due to illness or vacation. A 25% discount on tuition will be applied for the second (and each additional) child in a family -this must be a sibling, not a cousin.

AUTHORIZATION TO PICK UP CHILD

Parents are to transport their children to and from school. No child will be released to a person not authorized by a parent. We must have written or verbal authorization of changes in this respect. Please

pick up your child promptly. Each parent is responsible for coming inside the classroom for pick up. If you will be late, please call the school and we will explain to your child to eliminate anxiety.

CHILDREN'S CLOTHING

Children are taken outside to play in the winter, so please bring hats, gloves/mittens, snow pants and boots in addition to their coats. Dress code policies for the normal school day are addressed in the complete Parent's Handbook available in your child's classroom.

EMERGENCIES

In the event of an accident, injury or illness of a child, the parents will be contacted. In the case of a serious injury, the Pleasant Prairie Rescue Squad will first be called and then the parents contacted. Teachers are advised not to diagnose injuries or illnesses. If children are to take a prescribed medication during school hours for a non-contagious condition, the parent must fill out an authorization to administer medication form. Emergency cards will be kept on file in the school office and by the classroom teachers for each child for contacting parents in the event of an emergency. Please keep these updated.

SCHOOL VISITS

Parents are welcome to visit the school and observe their child whenever possible. We ask that you contact the teacher beforehand and make arrangements for your visit.

IN CASE OF ILLNESS

If your child is sick please keep him/her home. If your child has had a fever during the night or in the morning, please keep him/her home. A child is allowed back in school 24 hours after the fever breaks. If the child has been vomiting during the night or in the morning, please keep him/her home. If a child becomes ill during the day, the child will be isolated and a parent will be contacted to take the child home. In the case of contagious illness, please notify the teacher so that other parents can be advised. A medical log is kept on file for recording illness or injury.

EXTREME WEATHER CONDITIONS & DRILLS

In the event of situations or weather conditions, which warrant the closing of school for a day or more, or during the day, announcements will be made via radio (Kenosha WLIP 1050 AM or WIIL 95.1 FM. Also TV Channels 4, 6, & 12 in Milwaukee). Such announcements will be made as soon after 6:00 a.m. as possible. If Kenosha Unified has called off school due to inclement weather, Good Shepherd will automatically be closed. Teachers may also call each family in the event school closes for non-weather related incidents. Fire drills are conducted monthly along with tornado drills in the spring.

SNACKS AND/OR LUNCH

Parents of Preschool students are asked to take turns contributing snacks for the entire class. A snack schedule will be sent home at the end of each month for the following month. We ask that these snacks are nutritious. i.e., fruit, cheese, crackers, celery, carrot sticks, etc.

Snacks and lunches are to be provided by parents of children enrolled in the Grade School. A milk schedule will be sent home for families to donate milk for lunchtime. Again, we ask that the snacks are nutritious. i.e., fruit, cheese, crackers, celery, carrot sticks, etc.

SCHOOL FORMS

Forms are given out at the time of registration. These are for the school files and are required by State law. These forms must be turned in by the end of the first month of school. If any of the forms are not in at that time, we need a note stating the reason the file is incomplete.

TOYS FROM HOME

Toys are not to be brought from home unless the teacher schedules a Show and Tell day or other special day (i.e., teddy bear day, stuffed animal day, etc.) The teacher will determine these days. No guns, war toys, or other toys of destruction are allowed in our school. Please label all Show and Tell items with the child's name.

PARENTS' RESPONSIBILITIES

Sending children to a Christ-centered school, in which God's Word is the basis of all instructions and corrections does not relieve parents of their God-ordained responsibilities toward their children's spiritual lives. A Christian school is simply one of the great blessings the Lord has graciously placed at the disposal of Christian parents for their use. In His Word (Deut. 6:7, Ps. 78:1-8, Eph. 6:4) the Lord clearly states that parents have the final responsibility for the spiritual welfare and growth of their children. To this end parents are urged to:

1. Have daily home devotions and to correct and encourage their children in a manner that conforms to God's Holy Will. If there exists uncertainty regarding these, parents are urged to contact and consult with the pastor.
2. Attend church regularly with their children; and
3. Set God-pleasing examples of Christian living for their children to follow.

DISCIPLINE

Good Shepherd Lutheran School has been established to teach a spirit of Christian love and respect among students and teachers. The discipline policy is set up to enhance this relationship of students with teachers. The teacher in charge shall be firm in his/her guidance of the students in a way that instills in the students a sense of respect for that leadership. On the other hand, the teacher shall not

neglect the needs of the students and shall show them respect and love as well. No child shall be subjected under any circumstances to corporal punishment inflicted in any manner or to verbal abuse or be deprived of snacks/food as punishment. Hitting, spitting, kicking, biting, or any other form of physical expression will not be tolerated at the school. If this behavior occurs, the child will be reprimanded immediately and set away from the rest of the class for a set time. Further inappropriate behavior will cause the school to notify the parents. If the behavior continues, the child will be sent to the Administrator's office. If this action doesn't produce positive, corrective results, the child will be asked to no longer attend the school. If a child misbehaves in the classroom setting and his behavior cannot be controlled, the parents will be called and asked to pick the child up. Also, any damages willfully and knowingly done to church and/or school property by a student will be the financial responsibility of the parents.

SUSPECTED CHILD ABUSE

The State of Wisconsin requires all people involved in the care of children to be aware of any possible signs (physical or emotional) of child abuse. Therefore, the State requires those caring for children to report any suspected child abuse. Good Shepherd Lutheran Church and School is, by law, required to report all suspected child abuse cases to Child Protective Service. Therefore, the policy of this institution shall be:

- Any suspected child abuse shall be noted in the student's file record and the parent or guardian will be notified.
- Any second occurrence of suspected child abuse will be recorded in the student's file record, the parent or guardian will be notified, and Child Protective Services will be contacted.

We recognize that children take their share of spills, which may cause bodily injury. However, when a child appears to show physical injuries on a frequent basis or injuries appear in unusual places or are unusual in appearance, we are bound by law to report such cases. This is for the protection of both child and parent or guardian.

CONCLUSION

We hope that Good Shepherd Lutheran School is an enjoyable and productive learning experience for both child and parents. Preschool and Kindergarten should be an important step in your child's educational experience and we want your child to go through his or her school experience encouraged and excited about taking future steps in education. Your child will also come to know more about Jesus while in Good Shepherd Lutheran School. We encourage you to develop his or her Christian training as well. Good Shepherd Lutheran Church is a family Church. If you would ever wish to worship with us, we would rejoice in worshipping with you.