

Good Shepherd Evangelical Lutheran Elementary School Handbook

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**Providing quality, Christ
centered education since 1979.**

Feeding God's Lambs the Gospel



FORWARD

The purpose of this Handbook is to give you a brief description of the theological foundation of Good Shepherd Evangelical Lutheran Elementary School; explain our philosophy of education and provide information you will want to know about how the school operates on a daily basis.

Since enrollment at Good Shepherd Evangelical Lutheran Elementary School indicates subscription to the policies stated in this handbook, please contact the Principal, Pastor or Board of Education members with any questions about our school's policies. A listing of the faculty and board are available from the church office and in the church directory.

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OUR SCRIPTURAL FOUNDATION

Like the Lutheran Christian congregation of which it is a part, Good Shepherd Evangelical Lutheran Elementary School is founded on the eternal truths revealed in God's verbally inspired and inerrant word. Some of those truths which directly affect the teachings and administration of the school are:

1. There is only one true God: Father, Son, and Holy Spirit.
2. God created all things and created man as the crown of that creation.
3. Man's fall into sin has corrupted the entire human race, making all people subject to eternal damnation.
4. God, through his grace, sent his only Son Jesus to be a substitute for all sinners: living a perfect life for them, suffering the punishment they deserve and dying on the cross to pay for their sins.
5. God the Holy Spirit brings this saving message to sinners in God's word and sacraments. All who, through the work of the Holy Spirit, believe that Jesus is their God and Savior receive his gifts of forgiveness of sins, life, and salvation.
6. As a believer in Christ a Christian will show his thankful love to God by using his gifts and talents to help spread the word of God. He will help his fellow Christians and fellow human beings in every way possible.

OUR OBJECTIVES

Our school has two objectives:

1. to prepare our students to live as God's children forever in heaven.
2. to educate our students to live as God's children here on earth.

Our Christian education program is therefore set up to help the children begin the lifelong process of developing spiritually, mentally, emotionally and physically, according to the gifts given by God to each student.

We will, therefore:

1. diligently teach God's word;
2. provide a sound, challenging elementary education which encourages and allows all students to perform to the ability God has given them;
3. provide a rich devotional life as a source of spiritual strength;
4. support Christian parenthood and strengthen the Christian home;
5. strengthen the congregation and the church at large through the training of its youth;
6. teach the dedication of time, talents, and treasures to God in a life of faithful service;
7. emphasize daily, Christian fellowship as an important factor in building character and in training for Christian living;
8. promote responsible, Christian participation in society.

HOME AND SCHOOL COOPERATION

There is a vital link between Christian homes and a Lutheran Elementary school. In his word, the Lord gives parents the primary responsibility for raising, training and educating their children. He speaks of this responsibility when he says:

These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. (Deuteronomy 6:6-7)

Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. (Ephesians 6:4)

All Christians, however, have an interest in and a concern for Christian education. Speaking to all who are his people (parents and non-parents) the Lord Jesus spoke these words: "Go and make disciples of all nations...teaching them to obey everything I have commanded you." (Mt 28:19-20)

Whether the Lord has made us parents or not, we all, therefore, have the privilege and responsibility of teaching his word. Our Lutheran Elementary school is one way that privilege and responsibility is carried out. This makes our school both an extension of our Christian homes and an arm of the church. Those who teach in our school are simply assisting parents and the congregation in giving children the training the Lord wants them to receive. Christians will naturally support the Christian training that is part of the educational process. It is training that will not only make our children wise unto salvation but also equip them to live this life as faithful followers of our faithful Lord.

There are a number of ways that this special home and school cooperation can be demonstrated. For example, it is shown in the loving support given to the school faculty; in the regular assistance parents give their children when it comes to homework assignments; in faithful family worship and in on-time attendance at school.

We prepare our children for life knowing that all the way through this life they will continually face temptations to turn away from the Lord. There is no better way to prepare them for such a struggle than by working diligently and cooperatively together, demonstrating our commitment to carrying out our God-given privilege and responsibility of teaching his word to the next generation.

SCHOOL ADMISSIONS POLICY

Recognizing the God-given responsibility we have to share the Gospel at every opportunity, we have, as a congregation, adopted the following pupil admission policy:

Since the basic purpose of Good Shepherd Evangelical Lutheran Elementary School is to provide a Christ-centered education, a necessary part of daily school life is instruction in the word of God and his way of salvation. Because the Lord wants all people to come to a knowledge of this truth and realizing that this is best accomplished when what is taught at school is also lived and reinforced at home, our school shall be open to the children of the members of our congregation and sister congregations. We shall also accept the enrollment of children of non-members provided that their parents enroll in our Adult Bible Information Class during the student's first year in the elementary grade level. The purpose of this Adult Bible Information Class is for all parents to understand the teachings of Holy Scripture, the same truths which will be taught to their children. For the continued enrollment of the children of non-members, those children or parents shall not propagate any beliefs contrary to those of the Wisconsin Evangelical Lutheran Synod in our school or at its functions. All children, including non-members, will be expected to participate in all curriculum based school activities, such as periodic singing at our worship services, participation in the school play, attending catechism instruction, etc.

At times it may not be possible to accommodate every student who applies for enrollment at Good Shepherd. The Board of Education will consider the following criteria as it evaluates enrollment applications and considers limitations:

1. Members of Good Shepherd
2. Non-members enrolled in Good Shepherd's Adult Bible information class
3. Members of sister congregations
4. Non-members enrolled in sister congregations' Adult Bible information classes
5. Our ability to deal with special physical, emotional, educational or mental needs
6. Previous enrollment at Good Shepherd or a sister school
7. Facility and financial considerations

NONDISCRIMINATION

Good Shepherd Evangelical Lutheran Elementary School 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ENTRANCE REQUIREMENTS

State Requirements: The State of Michigan sets certain requirements that we, as Christian citizens, also honor. The state requires that:

1. Children entering kindergarten are to be vision tested.
2. Children entering kindergarten are to be hearing tested.
3. All children should have the necessary immunizations which are available at the Midland County Health Department. A record of the immunization schedule of each child must be submitted for state record purposes, if this is the first year the student is attending Good Shepherd. An up to date list is provided with school registration mailings and is also available from the church office.
4. A CERTIFIED copy of each child's birth certificate is necessary for all students who are first enrolling at Good Shepherd, regardless of grade level. The certified copy of the birth certificate is to be physically presented to the principal on or before the first day of school.

Kindergarten: Children who are five years old by December 1 are eligible for enrollment in Kindergarten at Good Shepherd. Since, however, students mature physically and intellectually at different rates our faculty will continually evaluate Kindergarten students and report to the Board of Education. The Board will decide if continued enrollment is possible or if an additional year of Kindergarten is necessary.

First Grade: Children who are six by December 1 are eligible for enrollment in first grade.

Second - Eighth Grade: Children seeking admission to these grades for the first time must present a transfer from their former school. Transfer request forms are available from the church office.

ENROLLMENT PROCEDURE

Forms: Enrollment forms for the coming school year will generally be distributed during the month of March to families with students' already in school and to families with children who are eligible for enrollment. Additional enrollment forms will be available from the church office. The forms should be returned by the beginning of June so that books and supplies can be ordered. The Board of Education will review and act on all applications. Mid-year enrollments will be considered on an individual basis.

Fees: An annual fee covers the cost of items such as: workbooks, duplicating paper, art supplies, technology, and other consumable items. It is established annually by Good Shepherd's Voters' Assembly and is non-refundable. This fee, along with a list of prices of required books is detailed on the enrollment form.

Payment of Fees: Registration fees should be paid in full on or before the opening service. However, if you are unable to pay in full, payment plans for these fees can be set up through the church office. These fees may be paid monthly for 10 months, with the first payment due on September 1. Parents, who have difficulty meeting the suggested payment schedule, must make arrangements to speak with the principal or a member of the Board of Education immediately. Those parents who are facing financial difficulties may confidentially request financial help from Good Shepherd's Christian Relief Fund through the Board of Elders. All registration fee payments should be turned in directly to the church office.

An additional fee may be charged at the end of a year for any item that is damaged beyond normal wear and tear.

Member Tuition: There is no tuition charge for members of Good Shepherd. Recognizing the privilege and responsibility of training the children of our congregation, Good Shepherd supports the Lutheran Elementary school through offerings made to the congregation's general fund.

Non-Member Tuition: Beginning with the 2012-2013 school year tuition per pupil per year shall be \$2000.00. The tuition for each additional child of families with more than one child attending the LES shall be \$1800. Students from sister congregations (WELS and ELS) shall have their tuition assessed to their home congregations. If the home congregation does not pay the full amount, the parents will not be asked to pay the remaining tuition. Good Shepherd offering envelopes will be provided upon request to members of sister congregations who wish to support Christian Education at Good Shepherd. Non-member students of other denominations or those students without a church home will have the tuition waived for the first year the family sends a student to our LES provided the parents enroll in the Adult Bible Information Class (which is a requirement to enroll the student). Recognizing the privilege and responsibility of sharing God's word, we will not make tuition debt our sole consideration when determining future enrollment of non-members.

EMERGENCY CONTACTS

In case an emergency arises, the school will telephone a parent or someone designated by the parent. The school, therefore, will need your home phone number, the business phone of father or mother, and the phone number of a friend, neighbor or relative who will assume the care and responsibility of your child. A form for gathering this information will be provided with

registration forms. Contact the office with any changes or additions that need to be made during the year. This form will also be valuable if a child becomes ill at school and needs to be sent home.

MEDICATION

No student may possess medication of any kind. (EXCEPT AS OUTLINED UNDER SELF-ADMINISTRATION/SELF-POSSESSION)

1. All medication should be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
2. Medication should be stored in a locked location with limited access except at time of administration.
3. A log of medication administration, by individual, should be kept. The log should contain the name of the student, the name of the medication, the dosage to be given, and the time to be given. The person giving the medication should record the date and time of the administration of the medication and sign their name. The witness (second adult in attendance) should initial the log. If an error is made in recording, the person who administered should line out, initial the error, and make the correction in the log. The individual student log should be kept until one year after the student's graduation from school.

Definition:

Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin.

Procedures in keeping with Section 380.1178 of the Michigan School Code:

1. The student's parent/guardian must provide the school with written permission and request to administer medication in compliance with the instructions of a physician, physician's assistant, or a certified nurse practitioner.
2. Medication should be brought to school by the parent/guardian.
3. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication.
4. Medication must be administered by one adult in the presence of a second adult, with both individuals being designated by the school administration.
5. Medication must be administered in the presence of the second adult except in an emergency that threatens the life of the student.

Any staff person designated to administer medication should receive in-service training on all policies and procedures related to this responsibility. Documentation of individual completion of this training should be maintained and be available upon request by parent/guardian, physician, or school official.

Self-Administration/Self-Possession:

Self-administration means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

1. The student's parent/guardian must provide written permission and request to the school to allow student to self-possess and self-administer medication.
2. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration, and the physician/provider instruction that the student may self-possess and/or self-administer must be provided to the school.
3. The school administration, with the Board of Education's approval, may discontinue the student self-administration privilege upon advance notification to the parent/guardian.

CHURCH ATTENDANCE

A special privilege of all Christians is participation in the worship service. At the Divine Service, God himself serves us with the good news about Jesus, the gospel in word and sacrament. For that reason all Christians want to gather together for worship and receive the spiritual blessings of God's grace in Christ. In the psalms King David writes, "I rejoiced with those who said to me, 'Let us go to the house of the Lord'" (Psalm 122:1). Each member of the family of believers, redeemed by the blood of Christ, also desires to encourage others in their faith and lives of service. "And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching" (Hebrews 10:24, 25). Finally, all Christians long to respond to Christ's service to them with worshipful service to him. The opportunity for all of this takes place as they gather together for public worship.

The children of Good Shepherd Evangelical Lutheran School may worship regularly by attending Good Shepherd Evangelical Lutheran Church or a sister congregation. Such faithful church attendance will honor the Lord and his word, underscore the message of God's word that is part of daily school attendance, draw families closer together, and build good worship habits for the future. Church attendance will be taken weekly and will be reported on the report card. This will provide the teachers, principal, and pastors – those entrusted with the spiritual care of God's people – with opportunities to offer encouragement to families when it is needed.

SINGING FOR WORSHIP

An additional privilege afforded to the children of Good Shepherd Evangelical Lutheran School is the opportunity to glorify God by their singing at selected worship services. Singing is one of the most beautiful ways of expressing our faith and worshipping our God. Therefore, the children of our school will be prepared for this special singing during the school day. This singing is an important part of the school's music curriculum, and all students are required to participate in the assigned worship services of our church. At the beginning of the school year a calendar is distributed to inform all school parents of the worship services at which their children will be singing.

SCHOOL ATTENDANCE AND ABSENCES

Students are required to be punctual and regular in attendance. Parents are to notify the church office before school starts on any day their children will be absent or tardy. Unexcused absences and repeated tardiness will be reviewed by the Principal and the Board of Education. If an absence is planned, parents will assume the responsibility to see that all of their child's make up work is completed and returned to school. The Principal is to be contacted before the absence takes place so that he may notify the faculty, keep proper records and inform the Board of Education.

Tardiness: School begins promptly at 8:00a.m. A student shall be considered tardy if he is not seated in his desk, ready to begin at this time.

Unexcused Absences: Any absence not reported to the school office will be considered an unexcused absence. Parents will assume the responsibility to see that all of their child's make up work is completed and returned to school. Assignments given during an unexcused absence must be completed within two days of the students return to school.

Make-up work: When students are absent from school assignments are normally to be completed within two days of their return to school. Any exception must be approved by the student's teacher. When make-up work is not promptly completed it may be necessary for students to remain after school until all assignments are done.

SCHOOL HOURS

The school day runs from 8:00a.m. to 2:30p.m. Students are to be in their seats and ready for class to begin at 8:00a.m. Ordinarily children should not arrive earlier than fifteen minutes before school starts. The only reason for a child to remain after school is for tutoring or discipline. Special requests should be directed to the Principal.

Parents should pick up children promptly at 2:30p.m. at the school entrance. Students not promptly picked up may need to return to their seats so teachers can carry on with classroom preparations. If necessary, the staff may begin contacting first the parent then the emergency contacts until arrangements are made for student pickup. Parents will then need to come into school to find their children.

SCHOOL CALENDAR

A complete school calendar will be distributed to each family as soon as it is approved by the Board of Education. Additional copies are available from the church office.

STANDARDIZED TESTING

In order to help evaluate the progress of students, Good Shepherd Lutheran School participates in the standardized testing program which is sponsored by the Wisconsin Evangelical Lutheran Synod. These tests are administered in the fall of every year, and include students in grades three through eight.

CURRICULUM

Our curriculum is based on the requirements of the State of Michigan and the "Wisconsin Synod Course of Study for Lutheran Schools." Nationally standardized tests may be used to help the teachers to discover each child's weaknesses and strengths and to enable the teachers to keep each child working at his capacity. The curriculum includes the following courses of study:

Religion	Elementary Geometry	Current Events
Bible History	Health	The Arts
Catechism	Physical Education	Reading / Language

Hymnology	Biological Science	Composition / Penmanship
Memory Work	Physical Science	Phonics / Spelling
Church History	Social Studies	Music / Arts
Arithmetic	Geography	Forensics
Mathematics	History	Technology
Elementary Algebra	Government	Computer Operations

FIELD TRIPS

Because we realize that not all learning takes place inside the classroom or from textbooks, field trips are an important part of the educational process at Good Shepherd. We use field trips to build on our courses of study. For example: trips to museums help students learn more about history, science and art; trips to other parts of the country allow students to experience geography and observe other cultures; trips to state and federal offices allow students to learn more about government and attendance at theatrical productions emphasizes the arts.

Chaperon Policy: Our general policy is to allow the teachers of the participating classrooms to seek volunteers to provide transportation and assist in supervision on day trips. At times a multiple day trip involving overnight stays will be proposed by a teacher to the Board of Education for approval. If such a trip is approved, the Board of Education will follow these guidelines in choosing chaperons for the trip:

1. The Board of Education shall communicate the dates and destination of the approved trip to the members of Good Shepherd.
2. The Board of Education shall determine the number of adult chaperons needed for the approved trip.
3. Adult members of Good Shepherd who would like to serve as chaperons may submit their request in writing to the Board of Education. The Board of Education may also seek other appropriate candidates to serve as chaperons.
4. The Board of Education shall set a deadline by which all written requests to serve as chaperons must be turned in to the Board of Education for consideration.
5. The Board of Education shall prayerfully consider a list of all names obtained (see #3 above) and choose chaperons based on the individual's gifts and abilities as they pertain to chaperoning in general and to the specific trip in particular. The thoughts and recommendations of parents communicated to the Board of Education will also be considered in arriving at a decision.
6. The Board of Education shall communicate this decision to all parents of students involved in the approved trip as well as to any adult member who submitted a written request to serve as chaperon.
7. The Board of Education shall encourage their brothers and sisters in Christ to accept the decision in light of the responsibilities and authority entrusted to the Board of Education.

Since the purpose of the approved trip is educational in nature and the trip is truly an extension of the classroom, the teacher remains the primary authority figure on the trip. Any approved chaperons must be willing to submit to the authority of the teacher regarding the plans and policies for the trip. To facilitate an understanding of the plans and policies the teacher may arrange a meeting with all chaperons prior to the trip.

PARENT-TEACHER CONFERENCES AND REPORT CARDS

Report cards shall be issued quarterly so parents can monitor their child's progress. During the course of the year three regularly scheduled parent-teacher consultations shall be held at which time report cards shall be given to parents and discussed. If either parents or teacher feel additional consultation is necessary, arrangements will be made to conduct a conference after school hours. Parents are always welcome and are encouraged to visit the classrooms of the school. If you call ahead of time, arrangements can be made to make your visit more profitable.

PARENTAL CONCERNS

Parental concerns shall be dealt with outside the regular school hours. In all cases, as Christians we will proceed in the spirit of Matthew 18:15-17. Any question or concern should be directed first of all to the person or persons involved. If the matter is not fully resolved it should then be taken before the Principal and, if necessary, before the entire Board of Education. The Board shall discuss the matter in order to arrive at a God-pleasing solution to the concern and respond appropriately.

CHRISTIAN DISCIPLINE

Just as we want to encourage our children as their faith in Jesus shows in their lives at school, so we also want to help them when they fall into sin. Every day, every Christian struggles with temptations to sin. By God's grace we overcome many temptations. Because of our sinful nature we sometimes fail and sin. That's also true of our Christian children. For that reason, when sin is evident in school it will be addressed in the spirit of the gospel, to lead the sinner to repentance. Jesus teaches us to do this.

The Lord uses his law and his gospel to confront us with our sins, and lead us to repentance. With his law he identifies which words and actions and thoughts are sinful, not allowing us to excuse our evil but teaching us to confess it. With his gospel he proclaims what he has done to pay for our sin and leads us to trust him for full and free forgiveness. Our thankful joy for his forgiveness then shows in a changed life because he has made us his very own, eager to do what is good. It's this law and gospel that we apply in school, just as you do in the home, knowing that only this word of God changes hearts and lives.

The Lord also teaches us that after confession and forgiveness, a follow up form of discipline may be necessary. He says it produces a wonderful blessing: "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11) Some forms that discipline may take include: the loss of privileges; additional class work; special work projects at school; detention; corporal punishment; suspension and/or expulsion. Only the Board of Education can expel a student from school.

ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

Currently, the Good Shepherd sports teams of Soccer, Girls' Basketball, Boys' Basketball, Cheerleading, and Volleyball are operating under the following guidelines:

A minimum of a **C- AVERAGE** must be maintained in each subject area to remain eligible to play interscholastic athletics. (Note: In special cases, this may be waived in cooperation with the parents, teacher, principal and coach.) An ineligible child may not participate in games until the minimum average is achieved in each subject area. An ineligible child may participate in practices with the consent of the teacher, parent, principal, and coach. In cases of ineligibility, grades will be checked on a weekly basis. Any child who receives three yellow slips in the course of an academic quarter during the athletic season will be considered ineligible, and will be suspended for the next game or games if the child is regularly eligible to participate on both the “A” and “B” team. Each additional yellow slip will result in another one game (or “A” and “B” game if applicable) suspension. Following a sixth yellow slip the child will be considered permanently ineligible for the remainder of the season.

COMMUNICATION

Communication between the home and school are a vital part of your child’s education. Two of the tools we use to foster communication between the faculty and parents are the weekly Crusader Connection, and the Yellow slip. Please read through the following. If you have any questions, contact the church office and speak to the principal.

Crusader Connection: This communication tool is sent home every Thursday along with your child’s graded papers. The Crusader Connection is a weekly note which is designed to inform you of any upcoming events or notes concerning your child’s classroom, or the school in general. Please read the entire Crusader Connection each week so that you are aware of important school announcements and activities.

Yellow slips: A second communication tool at Good Shepherd is the Yellow Slip which goes between faculty and parents. The yellow slips are set up and are meant to be a form of immediate communication between school and home (and back from home to school) regarding the assignments of individual students.

The yellow slips communicate one of two things about a particular assignment. One, the work is late – it is not done in the time frame allowed for the assignment, or two, the work needs to be redone. To better communicate which is the case, our teachers will circle either the word *Late* or the word *Redo* at the top of the yellow slip.

Work can be late for different reasons. For instance, an assignment could be ignored, ‘put off’ too long, forgotten at home, or lost. A family emergency or another circumstance may have consumed the study time of an evening. Because the yellow slip comes home with the assignment, parents can address any of those issues right away. Scheduled study time at home might be a parental solution as could encouragement to greater personal responsibility. Of course, the Late / Redo Assignment Notice has a place for communicating extenuating circumstances back to school.

There are a number of beneficial purposes for redo work. Among those purposes are: the importance for students to demonstrate they have mastered materials so future lessons can be successfully built upon previous lessons; the importance for students to learn to work up to the best of their abilities; and the importance of learning the blessing of doing work right and thoroughly the first time.

By having our teachers circle whether a particular notice is for late or for redo work, parents and faculty can see if any pattern demonstrates a need for special attention on the part of parents and school.

Yellow slips may lead to ineligibility for interscholastic athletics. The child's classroom work is the child's primary responsibility. If the child is unable to satisfactorily complete his work then participation in interscholastic athletics may be affected (see "Eligibility for Interscholastic Athletics" above).

Detention is the next step which the Board of Ed has established for work which is not done when it should be done. When there is a detention it means that work has not been handed in as communicated on the Late / Redo Assignment notice. When used as the communication tool that they are, the Yellow Slips can help parents and students avoid detention. They have worked well to accomplish that good purpose.

HOME AND SCHOOL SOCIETY

The Board of Education oversees the Home and School Society (HSS) which meets during the year. It reviews the agenda for the meetings based on suggestions, ideas, and topics proposed by interested adults. The HSS will be open to all members of Good Shepherd and the parents of all students. The purpose of the HSS is:

Recognizing what a wonderful blessing our Lutheran Elementary School is from our gracious God for us and for our children, we desire fittingly to support and give aid to our School and its faculty. So we will:

- Communicate with the Board of Education as they oversee the Lutheran Elementary School.
- Strive to be faithfully attentive to the needs associated with regular and special activities, seeking to lighten individual loads.
- Promote our School's purpose of Lutheran Education to all potential students.
- Help maintain and improve our facilities through appropriate means and in coordination with the congregation.

We pray that the Lord may richly bless our faithful endeavors, and that they may be of great value to the congregation - both parents and children - as we support his Lutheran Elementary School.

CHILD ABUSE

Children under the age of 18 years of age are protected by state law under the provisions of the "Child Protection Law" 1975 PA 238. Among other things, this means that the teacher is obligated to report to Child Protective Services any incidences of child abuse or neglect. Abuse is defined as "harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse or maltreatment, by a parent, a legal guardian or any other person responsible for the child's health or welfare." Child neglect is defined as "harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care." Failure to report abuse or neglect is a crime that can result in legal penalties. Child Protective Services is available 24 hours a day, 7 days a week.

GROOMING

Knowing that our bodies are the temples of the Lord, students are expected to keep themselves clean and healthy.

DRESS CODE

The faculty and students of Good Shepherd Lutheran School will dress in a God-pleasing way that is marked by modesty, cleanliness, neatness and good taste. This dress code meets the minimum requirements, and is not intended to be all inclusive. Inappropriate clothing includes: clothing that does not cover undergarments, shorts and skirts that are shorter than mid-thigh, tube tops, halter tops, tank tops, spaghetti strap tops, low-cut tops, and tops that bare the midriff. Shoes must be worn at all times; flip flops are not allowed. During cooler weather, come to school with proper outdoor attire, such as hats, gloves/mittens, jackets, snow pants, and removable boots. Those inappropriately dressed will be counseled, given clothing to wear until they can change into appropriate clothing and the parents will be contacted. Repeated offenses will be addressed by the Board of Education.

RESTRICTED AND PROHIBITED ITEMS

Certain items are not to be brought to school by students since they may easily be damaged, may become a nuisance, may be unnecessary, or may be detrimental to the educational process. As in all schools, alcohol, tobacco, illegal drugs, firearms, and knives are not allowed. Items such as gum, radios, tape recorders, CD players, video game players, game cartridges, sound effect watches, laser lights, and similar items are not to be brought to school or school functions unless specifically requested or permitted by the teacher or other school representative. If cell phones are brought to school they are to be left in the student's locker and not used until after school if necessary. Items which are not appropriate for school and its educational programs will be confiscated and returned to the parents. If, in the judgment of the teacher or representative, the material is offensive and/or dangerous, a consultation with the parents may be deemed necessary.

SNACKS

Parents are encouraged to send a nutritious snack with their child for the morning recess.

LUNCH

Parents are responsible for providing lunch for their children. If your child prepares his own lunch, please make sure it is a balanced meal. Medical studies show (and experience demonstrates) that students study better and learn more when they have a balanced diet that is low in sugar and high in proteins. This is also an excellent way to teach children to properly care for the bodies the Lord has given to them.

Hot Lunch: The hot lunch program is reviewed on a yearly basis by the Board of Education. The extent and consistency of these lunches is driven by the current laws and regulations, fees and costs, and the availability of volunteers. Parents will have an opportunity to register their student for the school lunch program as it is available. All lunches must be paid for prior to the date of the scheduled meal.

TRANSPORTATION

Good Shepherd Evangelical Lutheran Elementary School does not provide transportation to and from school. We will assist parents who are interested in working out a car pool with others from their area, or using public school transportation. The Midland Public School system provides transportation to and from Good Shepherd as part of its route system.

SCHOOL CLOSINGS - ILLNESS

If 25% of the children enrolled in school are absent due to illness the school will be closed for the next two consecutive days. If 25% are absent on Thursday, school will not be canceled due to illness the following Monday. Parents will be notified of this pending closure by note or telephone.

SCHOOL CLOSINGS – WEATHER

Listen to the following local TV and radio stations or check their websites for notification of weather related school closings. WSGW 790 AM, WCEN the Moose 94.5 FM, WTLZ 107 FM, WGER Magic 106.3 FM, WXQL Cool 100.5 FM, WJRT – TV 12, WNEM – TV 5. We will be listed as: **Good Shepherd Lutheran School-Midland.**