



***Good Shepherd Lutheran School***

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# **GOOD SHEPHERD LUTHERAN SCHOOL 2024-2025 HANDBOOK**

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## I. General Information for All Families

### Good Shepherd Lutheran School Statement of Faith

Good Shepherd Lutheran School is a school of the Lutheran Church – Missouri Synod (LCMS), with official Recognized Service Organization status, and is sponsored by member congregations of the Lutheran Church – Missouri Synod. The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Ephesians 2:20). With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings

people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. Good Shepherd Lutheran School adheres to the confessional standard of the Lutheran Church – Missouri Synod, and we seek the guidance of the pastors of our sponsoring congregations to explain and apply this confessional standard for the purposes of the school’s faith, doctrine, practice, policy, and discipline.

## A. Governance

1. Mission Statement: The mission of Good Shepherd Lutheran School, in partnership with parents and congregations, is to nurture Christian faith, Christian character, and academic excellence in a setting where children receive daily instruction in the Word of God and a Christian perspective in all subject areas. “. . . *teaching them to observe all things whatsoever I have commanded you.*” Matthew 28:20
2. Mission Statement Implementation: To achieve this mission, the school recognizes four inter-related and inseparable specific educational goals. They are:
  - a) To foster a complete Christian education which not only includes teaching about Christ and the student’s personal relationship to Him, but also to the implementation of Christian growth and love in the building of constructive interpersonal relationships among students, faculty and parents, plus common courtesy and decency among all people connected with the school.
  - b) To strive for academic excellence and quality of instruction in the development of the total program of the school. The academic program as well as extra-curricular activities offered to students will web under continuous review the goal of striving for improvements and a rising standard of excellence.
  - c) To provide a unique enrichment experience to students through the development and refinement of one’s aesthetic capacities in the fields of music, athletics, literature, art, poetry, and drama in addition to the standard academic offerings in order to enhance and enrich the student’s total educational experience.
  - d) To nurture each student, individually wherever possible, to motivate him to achieve, to the upper limits of his capabilities, skills and special interests since every student has a different endowment of God-given talent.

### 15. Good Shepherd Lutheran School History:

In 1979 there was not a Lutheran School in Tazewell County. The three Pekin-area congregations— St. John’s Evangelical Lutheran Church—Pekin, Trinity Lutheran Church—Pekin, and St. John’s Evangelical Lutheran Church—Sand Prairie/Green Valley invited other Tazewell County congregations to join them in a feasibility study to open a new Lutheran School. Thus began the Tazewell Lutheran School Association, or TLSA, our school’s official governing body.

In 1981, Good Shepherd Lutheran School with the support of the three Pekin-area churches opened its doors with a preschool through third grade program in the former Roosevelt Grade School

Preschool

building. Classes through the sixth grade were added each year, and the school remained

through 6th grade for many years. For a time, it was determined that it would be better if only one congregation administered the school. St. John's—Green Valley became the sole administrative congregation for many years. During that time, the school moved from Roosevelt to Lincoln Grade School.

Blessed by God with increasing enrollment and driven by parental interest, seventh grade was added in 1997, and eighth grade was added in 1998. In 2006, the three Pekin-area congregations again joined together and wrote a new constitution; this new document made all three churches full and equal members of the TLSA, and all three churches have equal representation on the TLSA Board.

For its first 29 years, Good Shepherd rented space in old, former public school buildings. In 2008, the first Capital Campaign began with the goal of securing a new, permanent home for GSLS. Through the generous campaign donors and the efforts of the Lutheran Church Extension Fund, the TLSA was able to obtain a loan through LCEF—Central Illinois to purchase the former Leath Furniture Store and the adjacent Steak 'n Shake properties at 3201 Court Street in Pekin. The campaign funds and the loan allowed the TLSA to renovate the furniture store into GSLS current home. We praise and thank God for His continual blessings to Good Shepherd Lutheran School!

#### 16. Philosophy and Objectives of Lutheran Education at Good Shepherd Lutheran School:

We believe and confess all the canonical books espoused by the Lutheran Church—Missouri Synod: first and foremost, the Bible—God's inerrant and perfect Word, and all parts of The Book of Concord.

We believe that:

Christian Education is a vital aspect of God's mission, commanded by Him to the church in the Great Commission.

Christian Education is the only education that looks on the learner from God's viewpoint and contains cross curriculum materials that are based on His Word.

Christian Education is a Spirit-directed process to equip the saints with the mighty power of God's Word, and through this power, enable the saints to live completed lives of service to God and our fellow man. This is brought about by quality learning programs that relate the Christian faith to every aspect of life.

Christian Education provides an environment conducive to the learning process.

Christian educators are committed to provide for God's people a complete education under the influence of the Gospel by meeting their spiritual, social, emotional, intellectual, and physical needs, and in so doing, Christian educators are living a life of service as God's called ministers.

Lutheran Schools have the unique ability to teach Christian doctrine according to Biblical precepts. This does not conflict with our respect for public schools and the work that they do, nor do Lutheran schools exist in opposition to the public school system. Rather, Lutheran schools have the opportunity to provide a Christian education which public schools are unable to supply.

Every person born into the world is a created gift of God. All persons possess an immortal soul, and while all are sinners, all are brought by the Holy Spirit to believe that they are redeemed by Jesus Christ's death and resurrection. All persons should

therefore

be sought and nurtured by the Christian church.

Parents are responsible for raising their children in the nurture and admonition of the Lord; the church and the Lutheran school should assist parents in this endeavor. Parents must be involved in the education program of their children.

We believe that Every Child:

- should grow in love and faith in their Lord, Jesus Christ and trust the Lord's will, His wisdom and His loving kindness in all situations.
- should be able to totally trust and rely on the Parents whom God has given them.
- should be led through the Scriptures in order to know Jesus as his/her Savior.
- should be taught to speak to God in prayer and have the opportunity to pray at all times.
- is important and should know that he/she has God-given worth as a person.
- is an individual who has unique God-given abilities and individual needs.
- should have a happy and wholesome school experience where he/she has security, a sense of belonging, and full acceptance.
- should have Teachers who support them in all that they attempt to achieve.
- should be able to progress at his/her own rate to produce quality work at his/her highest individual achievement level.
- should develop: fluency in language, a thirst for knowledge and discovery, curiosity about the universe God created and sustains, a love and respect for our country and our flag, a respect for rules and those in authority, an appreciation for beauty, an ability to work and play cooperatively with others, and love and tolerance for all people, for Jesus' sake, so that he/she can live happily and harmoniously with all.

We, therefore, recognize as necessary and strive to teach:

- Knowledge and Skills: Biblical Law and Gospel; Reading; Vocabulary; Arithmetic; Written and Oral Communication (speaking, listening, influencing); History; Science; Music; Art; Physical Development—Fine and Gross Motor Skills; Computer Skills and Technology; Research; Deduction; Evaluation; Making Inferences; Reasoning; Creative Process; Exploration; and Drawing Conclusions.
- Behaviors and Attitudes: Proper relationship of God to man and man to man; Values; Aesthetic Appreciation; Good Manners and Proper Behavior; Patriotism; Obedience; Independence; Sportsmanship; Forgiveness; Understanding; Respect; Optimism; Kindness; Generosity; Curiosity; Courtesy; Friendliness; Sociability; Patience; Temperance; and Love.

17. Good Shepherd Lutheran School Administration

a) Tazewell Lutheran School Association

- (1) Good Shepherd Lutheran School and Preschool are a vital part of the mission and ministry of three Lutheran Church-Missouri Synod (LCMS) Churches in the Pekin area: St. John's Evangelical Lutheran Church—Pekin, Trinity Lutheran Church—Pekin, and St. John's Evangelical Lutheran Church—Green Valley. Three elected members from each of these three congregations serve on the Board of Directors of the Tazewell Lutheran School Association (TLSA). Good Shepherd Lutheran School acts in accordance with the Constitution, By-Laws, and Policies of the TLSA Board of Directors.

b) Board of Directors

- (1) St. John's—Pekin: John Neumann-Treasurer, Sandra Tennell, and Tisha Daniels. Pastor Daniel Bishop serves as an Ex-Officio member.
- (2) Trinity—Pekin: Emma Seizemore, Dave McDonough Vice-Chair, and Cori Spaeth-Chair.
- (3) St. John's—Green Valley: Josh Norman-Board Vice-Chairman, Jan Schleder, and Terry Norman. Pastor Chris Sansom serves as an Ex-Officio member.

c) Administration

- (1) The Principal acts as the chief executive. He/she suggests changes in policies for the welfare and improvement of the school and sees that the policies of the Board of Directors are carried out. The Principal serves as an Ex-Officio member of the Board of Directors.



- (a) Current Principal:
- (2) The Assistant Principal assists the Principal in his/her tasks and also acts as a faculty member teaching classes as necessary. The Assistant Principal serves as an Ex-Officio member of the Board of Directors.
  - (a) Current Assistant Principal:
- d) Faculty and Staff
  - (1) Together with the Principal, the teachers are directly engaged in presenting to our students the tools that they will need to follow their Savior and to be good Christian citizens here on earth. Together with the parents, the teachers endeavor to guide the children to the full development of their God-given talents.
  - (2) Current Faculty:
    - (a) Preschool Teachers: Mrs Joyce Ricci, Mrs. Ann Fuelberth, Mrs. Theresa McDonough
    - (b) Preschool Aides: Mrs. Shana Berndt
    - (c) Kindergarten: Miss Mary Garlisch and Mrs. Amy Formella (aide)
    - (d) First Grade: Mrs. Kim Geltmaker
    - (e) Second Grade: Mrs. Judi Hicks
    - (f) Third Grade: Miss Jessica Schuette
    - (g) Fourth Grade: Mrs. Laura Dobbelaire
    - (h) Fifth and Sixth Grade: Mrs. Joan Melissant
    - (i) Seventh and Eighth Grades: Mrs. Tammy Strasser
    - (j) Computers: Mrs. Kathi Thomas
    - (k) Physical Education: Mrs. Jennifer Norman
    - (l) Library: Mrs. Linda Norman
    - (m) Piano: Mrs. Monica Pape
  - (3) Current Administrative Assistants: Miss Katie McDonough

## B. General Operations

- 1. Calendar / School Day
  - a) The Preschool and Kindergarten through 8th grade programs follow the Good Shepherd Lutheran School calendar which is based on the Pekin Grade School District #108 calendar.
  - b) A copy of the full School Calendar is provided to parents in the Registration Packet.
  - c) Supervision of students is provided beginning at 8:15 for Kindergarten-8th grades.
  - d) K-8th Students should arrive at 8:15 or later and assemble in the multi-purpose room (not classrooms). Special arrangements for students who need to arrive before 8:15 can be made with the principal or Latchkey program.
  - e) Preschool students should be brought to their classroom doors beginning at 8:30 a.m.
  - f) Students may not leave the school grounds under any circumstances during school hours.
  - g) Parents or guardians must come to the school office to pick up their child if the child needs to leave during school hours.
  - h) Preschool - 8th students must be picked up by 3:30 p.m. or the student will be sent to Latchkey at the parent's expense.
- 2. Admissions and Enrollment
  - a) Admission
    - (1) Applications for admission may be made at the Business Office and may be approved or disapproved by the Board of Directors.

- (2) Admission shall be on the following preferential basis: First—children of the member congregations; Second—siblings of current students; Third—children of members of other LCMS churches; Fourth—Mission prospects of member congregations; Fifth—all other children.
  - (3) Once a student is enrolled, he/she will not be removed from enrollment due to the above policy.
  - (4) If available space is not adequate to accept all children of member congregations, the Board of Directors will be responsible for determining the equitable enrollment distribution. Every endeavor will be made to limit class size to 24 students.
  - (5) Good Shepherd Lutheran School is not staffed or equipped to handle the special needs of all students and the Board of Directors may find it necessary to recommend other appropriate educational options.
  - (6) The Board of Directors will reserve the right to determine a student's appropriate academic level.
    - (a) All or parts of the following may be used to determine grade placement: Transcripts, Individual/group testing, Classroom progress reports, Interviews with students, Interviews with the student's former and present instructors, Conferences with parents.
- b) Age Requirements
- (1) A child must be 3 years old before September 1 of the year that he/she enrolls in the 3-year-old Preschool Program, and he/she MUST be toilet trained. A birth certificate must be presented at the time of registration. A copy will be made and kept the child's permanent file.
  - (2) A child must be 4 years old before September 1 of the year that he/she enrolls in the 4-year-old Preschool Program, and he/she MUST be toilet trained. A birth certificate must be presented at the time of registration if the child has not attended the 3-year-old Preschool Program at GSLS. A copy will be made and kept the child's permanent file.
  - (3) A child must be 5 years old before September 1 of the year that he/she enrolls in the Kindergarten class. A birth certificate must be presented at the time of registration if the child has not attended GSLS for preschool. A copy will be made and kept the child's permanent file.
- c) Transfer Students
- (1) Parents of children transferring from another school must present a report card from the previous school and sign a "Release of Record Form" to transfer records to GSLS.
  - (2) Home-schooled students wishing to enter GSLS must show evidence of academic achievement, or they will be given a competency test for grade placement.
- d) Probation Period
- (1) Students entering GSLS shall be subject to a six-week acceptance period.
  - (2) Students and parents must demonstrate an acceptance of Christian behavior, discipline and a willingness to cooperate with faculty and staff.
  - (3) The parents attesting to their cooperation in educating their child must complete and sign all forms required for Registration.
3. Financial Requirements
- a) Registration Fee
- (1) A copy of the Tuition and Registration Fees is provided to parents each year in the Registration Packet.
  - (2) The Board of Directors will set the yearly registration fee assessed to each student.
  - (3) A non-refundable registration fee is charged at the time of registration to cover administrative costs, books and supplies, and a yearbook.
    - (a) If a book or other instructional material is lost or damaged beyond repair, the student's parents will pay for the purchase of a replacement book.
    - (b) If the school's physical property—building, furniture, equipment—is damaged, a fine will be assessed based on the cost of repairs or replacement.
  - (4) There is no discount for students enrolling after the beginning of the school year.
- b) Tuition

- (1) Preschool Tuition
  - (a) A copy of the Tuition and Registration Fees is provided to parents each year in the Registration Packet.
  - (b) Each preschool student is charged a monthly tuition amount.
  - (c) The Board of Directors will set the annual Preschool Tuition for each student.
  - (d) Tuition is paid on a monthly basis from September through May for Preschool.
  - (e) Payment is due on the 1st of each month and is considered delinquent by the 15th of the month.
  - (f) A late fee is assessed if payment is not made by the 15th.
  - (g) If a student's tuition is more than two months delinquent, the student will not be permitted to return to Preschool.
  
- (2) Kindergarten - 8th Grade Tuition
  - (a) A copy of the Tuition and Registration Fees is provided to parents each year in the Registration Packet.
  - (b) Member Families
    - i) If one of the parents is a member of one of the three TLSA churches, the church will pay the assessed amount as determined annually by the Board of Directors.
    - ii) Each member church will meet with GSLS parents to explain their requirements for contributing towards their child's tuition costs at GSLS.
  - (c) Non-Member Families
    - i) If parents are not members of one of the three TLSA churches, a tuition amount as annually set by the Board of Directors will be assessed for each non-member student.
    - ii) Tuition payments may be paid as: a one-time payment at the beginning of the school year, once at the beginning of each semester, on a 10-month basis—July through May, or on a 12-month basis—July through June.
    - iii) Payment is due on the 1st of each month and is considered delinquent by the 15th of the month.
    - iv) A late fee is assessed if payment is not made by the 15th.
    - v) If a student's tuition is more than two month's delinquent, the student will not be permitted to return to school.
    - vi) The Board of Directors may withhold, not record or transfer the final report card and/or diploma until all monies due to the school have been paid.
    - vii) The Board of Directors may deny Re-enrollment because of failure to pay fees.
  
- c) Scholarship Opportunities
  - (1) Good Shepherd provides a limited amount of tuition assistance for tuition families.
  - (2) Information about tuition assistance and scholarships may be obtained in the school office.
  
- d) Hot Lunch Fees
  - (1) A copy of the Hot Lunch Fees is provided to parents each year in the Registration Packet.
  - (2) Aramark is the provider of our Hot Lunch program and they determine the fees.
  
- e) Extra-Curricular Activities Fees
  - (1) Parents will be responsible for the costs associated with any extra-curricular activities such as field trips, sports, clubs, etc.
  
- 4. School Attendance
  - a) Attendance
    - (1) Parents are responsible for the student's regular attendance.
    - (2) Students in all-day Preschool through 8th grade are recorded present if they are in school five or more hours of the school day. Attendance through the lunch break will be used to determine half-day attendance.

- (3) Students in half-day preschool classes are recorded present if they are in school for two or more hours of the school day.
  - (4) Each teacher will keep an accurate account of school attendance.
  - (5) Attendance information will be recorded on the quarterly report cards and the cumulative report card at the end of the year.
- b) Absences
- (1) Questionable attendance patterns will be brought to the Principal's attention.
  - (2) If students are continually absent, and illness is not the cause, consequences will be given to the child in the form of recess detentions, morning detentions or after-school detentions.
  - (3) The State of Illinois requires that parents notify their child's school if the child will be missing school because of a contagious disease.
  - (4) A doctor's note will be required for the child to return to school if the child has missed three or more consecutive days.
  - (5) Students or their parents are responsible for making arrangements to complete all work that was assigned during a student's absence. If possible, arrangements should be made to pick up work that the child missed on the day they are absent.
  - (6) If an absence is pre planned—such as a vacation—arrangements for make-up work should be made up in advance.
  - (7) Teachers will allow two school days for make-up work for each school day missed. Loss of credit will result if make-up work is not completed promptly.
- c) Appointments
- (1) Parents should provide notes to the child's teacher when a child must leave during the school day for a medical appointment.
  - (2) Parents must come in to the school and sign out their child in the school office.
  - (3) If the child returns to school on the same day, a parent must sign in their child in the school office.
  - (4) Medical appointments will be considered as excused absences.
- d) Tardiness
- (1) Preschool students should arrive by 8:45 a.m. and K-8th grade students should arrive by 8:30 a.m.
  - (2) Persistent tardiness disrupts classroom procedure and creates a negative impact on the student's general welfare and development.
  - (3) The tardiness policy begins anew each quarter:
    - (a) After the third tardy, a reminder note will be sent from the school office.
    - (b) After the fifth tardy, a phone call will be made from the school office.
    - (c) At the sixth tardy and all subsequent tardies during a quarter, the student will serve an after-school detention.
5. Non-Discrimination Policy
- a) Good Shepherd Lutheran School does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, athletic programs or other school-administered programs. Students of religious denominations other than Lutheran may be admitted when there is space available.
6. Health & Medical Policies
- a) Examinations
    - (1) Physical examinations are required for Preschool, Kindergarten, and 6th grade students by the first day of school.
    - (2) Dental examinations are required for Kindergarten, 2nd grade, and 6th grade students by the first day of school.

- (3) Eye examinations are required for Kindergarten students by the first day of school.
  - (4) Physical examinations, dental examinations, eye examinations, and certified birth certificate from the state in which the child was born are required for all students enrolling in an Illinois school for the first time.
  - (5) Every attempt should be made to complete these examinations by the first day of school of the current school year. Failure to comply with the above state requirements will result in suspension of the child from school until the exams are completed.
  - (6) Forms are available at the child's doctor's office.
- b) Immunizations Policy
- (1) All children upon being admitted to Preschool, Kindergarten, 2nd Grade, or 6th Grade or prior to admission to any public, private, or parochial school in the Illinois school system, or upon first entrance into the Illinois school system by way of transfer from another system shall present evidence of immunity according to Illinois State vaccination requirements. To conform to the State of Illinois immunization program, the TLSA Board of Directors has established the following procedures:
    - (a) All students must participate in the state of Illinois immunization program and must be properly immunized by the first day of school.
    - (b) Religious objections will be evaluated upon the merits of each individual case and in accordance with Illinois state law.
    - (c) Doctors' appointment notices will be accepted for reasonable lengths of time. Appointment arrangements must be submitted to the school by the parents before students will be allowed to begin the school year.
    - (d) The school will communicate in writing with each of the student's parents and outline its expectations concerning each immunization problem as it arises.
    - (e) After a reasonable length of time and effort, students not conforming to the state immunization policy will be excluded, as per state law, from school until the proper immunizations have been obtained.
- c) Accidents Policy
- (1) Teachers or other persons in charge will provide emergency first aid when necessary.
  - (2) All accidents and any injury to a student will be reported to the office as soon as possible after the incident.
  - (3) If a child receives a serious injury or is feeling ill, parents will be notified immediately.
  - (4) In the case of emergency situations, the school will call 911 for immediate care and transportation to the local hospital.
  - (5) A cardiac defibrillator is located in a prominent place in the school building. Staff has been trained to use CPR and the equipment in case of emergency.
  - (6) All parents must complete an "Emergency Procedure Card" for each child enrolled. This card indicates the order of persons to be called in an emergency situation. GSLS will follow the procedure as indicated on this card.
- d) Medical Information
- (1) Medical conditions of a chronic nature are to be reported to our school office. Examples are: food allergies, epilepsy, diabetes, asthma, heart conditions, hyperactivity, etc.
  - (2) Parents can help us care for their child by keeping the child's teacher, the Principal, and the school's Administrative Assistant informed.
  - (3) We reserve the right to decline an education opportunity to students whose medical needs we are unable or unwilling to meet.
- e) Medications at School
- (1) All medications that are to be taken during the school day will be dispensed in the school office with the exception of doctor prescribed asthma inhalers that must remain with the student.

- (2) Written instructions signed by a parent or guardian must accompany the medications to be taken at school.
  - (3) Any prescription medications must be sent to school in an originally labeled pharmaceutical container.
  - (4) The Principal is to be informed of any prolonged or continuing medication, allergies or serious medical conditions.
  - (5) A signed note from a parent or guardian must also be sent in order for the school to dispense aspirin, Tylenol, ibuprofen, or cough drops.
- f) Contagious Diseases
- (1) Students suspected of having any communicable disease, or living with persons thus affected, shall not be permitted to remain in school unless specifically authorized by the local Department of Health. In all cases, the school officials shall be governed by the orders of the local health officer.
  - (2) GSLS requires, in the case of confirmed or suspected infections and/or communicable disease, that the student be excluded from the school until it is determined that the student is no longer contagious to others.
  - (3) Students must be free from fever for 24 hours before returning to school. An exception to this rule would be that a student could return to school in fewer than 24 hours if he/she brings a note from his/her doctor stating that he/she is no longer contagious and has not taken antibiotics for 24 hours.
  - (4) Should a student report to the office and have a temperature less than 99.9, the student's parents will be called to inform them of the temperature. Barring any other symptoms, the student may remain at school or may be picked up by the parent at the parent's discretion.
  - (5) Should the student's temperature be 100 or above, the student must be picked up from school.
- g) Student Insurance
- (1) GSLS does not provide accident insurance coverage for its students.
  - (2) Parents are asked to complete an Insurance Waiver form at Registration. This form asks parents to provide the name of their insurance provider.
7. Child Abuse Laws
- a) Illinois law requires that preschool and school teachers immediately report to the Illinois Department of Children and Family Services all cases of real or suspected physical abuse, malnutrition, neglect, or injury to children. Persons required to make such a report are immune from any liability. DCFS may provide protective social services to prevent further abuses to the child. Parents do not have to be informed when the police department, the DCFS or juvenile court service questions their child.
8. Emergency Drills
- a) Emergency Drills prepare students for the correct procedures to follow in the event of various emergencies that may take place while students are in school or involved in a school activity.
  - b) The following emergency drills will be conducted in compliance with the laws of the state of Illinois: Tornado Drills, Fire Drills, Bus Evacuation Drills, School Evacuation Drills, and Intruder Drills.
9. School Closings Policies
- a) Weather-Related
    - (1) In the event of a snowstorm or other inclement weather, GSLS will generally follow Pekin Grade School District #108 directives.
    - (2) The announcement will be made over local TV stations WEEK, WMBD, and WHOI, the school's Facebook page, and through the Gradelink system.
  - b) Other
    - (1) In the event of other emergency closings, a notification will be posted on the school's Facebook and through the Gradelink system.

10. Bus Transportation
  - a) Bus Transportation is available to eligible GSLS K-8th graders.
  - b) A Bus Transportation Request Form must be completed at Registration.
  
11. Faculty Devotions & Meetings
  - a) Faculty devotions are held each morning beginning at 7:45 a.m.
  - b) The Faculty meets throughout the school year for in-service and other necessary meetings.
  - c) Parents should realize that teachers will be busy at these times; teachers will make arrangements to meet with you at another time about your concerns.
  
12. Latchkey Program
  - a) Extended school care both before and after school will be provided by the Tazewell County Health Department.
  - b) This program is particularly for students whose parents, due to work-related responsibilities, need assistance in providing care before or after regular school hours.
  - c) Information on times and fees are available in the school office.
  
13. Lunch Program
  - a) Through cooperation with the Pekin Public Schools and Aramark, students may purchase hot lunches and cartons of milk.
  - b) The monthly menu is posted on the school's Gradelink system or a paper copy is available in the office.
  - c) There are always three entree choices. Milk is included with all entrees.
  - d) Payment is to be made to GSLS. It is strongly suggested that payments are made on a monthly or weekly basis. Place the student's lunch money in an envelope clearly marked with the student's name and "HOT LUNCH" written on it. Please give the payment to the child's teacher or bring it to the school office.
  - e) Please make every effort to stay current on lunch payments. The school will contact you once your student's balance exceeds \$25.
  - f) If a student is going to be tardy, the parent must call the school office by 9:00 a.m. to order a hot lunch for that day.
  - g) Forms to apply for free and/or reduced lunches are available at Registration or in the school office.
  
14. Advertising/Selling
  - a) GSLS will not permit any person (unless authorized by the Principal) to:
    - (1) Solicit for, exhibit, or sell articles.
    - (2) Solicit contributions for any purpose.
    - (3) Distribute on the school premises circulars, bills, cards, or advertisements of any kind.
    - (4) Make announcements or addresses upon any subject not pertaining directly to the school's function.
  
15. Lost and Found
  - a) Students and parents should check the "Lost and Found" receptacle for lost items.
  - b) Students will be given the opportunity to look over all items before they are considered unclaimed.
  - c) Unclaimed articles will be donated to Ewe's Treasures.
  
16. Pets
  - a) Pets or other animals are not permitted in the school building unless prior arrangements have been made with the student's classroom teacher and the principal.
  
17. Visits by Adults
  - a) GSLS welcomes visitors to its facility.
  - b) Visitors are required to check-in at the school office upon entering to receive a Visitor's Pass.

- c) Parents are welcome to visit at any time; however, the first and last two weeks of school usually do not provide a routine school day.
- d) Parents should call ahead to make certain testing or special events are not taking place on the day that they wish to visit the classroom.

### **III. Kindergarten through 8th Grades – Parents and Students**

#### **A. Worship / Christian Living Expectations**

1. Church Attendance
  - b) Good Shepherd Lutheran School strongly encourages families to worship together on a regular basis in order to strengthen their faith and be uplifted by God's Holy Word.
2. Chapel
  - c) Students in Preschool through 8th grade worship in a chapel service each Wednesday morning.
  - d) Pastors from our three supporting LCMS churches usually conduct the service. Sometimes, we have guest pastors from other LCMS congregations.
  - e) Parents are always welcome to attend our chapel services.
  - f) Chapel offerings are designated to special mission projects selected by the faculty.
  - g) Students should dress for chapel service bearing in mind that this is a worship service.
3. Religious Instruction
  - h) All grade levels will have religion classes. This instruction adheres to all tenets of the LCMS doctrine. Students are expected to participate in class discussions and complete assignments as given by the teacher.
  - i) All children will have religious memory work assignments. Letter grades are given in memory work.
  - j) Other curriculum is also permeated with Christian teachings and values as the Christian faith is integrated into each of the subject areas.
4. Prayer
  - k) Students will be led in prayer and/or devotions based on God's Word each morning, before and after lunch, and at the end of the day by the Principal or their teacher.

#### **B. Academics and Instruction**

1. Core Subjects/Courses
  - l) GSLS is a private school which follows guidelines established by the Illinois Department of Education. As a result, the following basic subjects are taught: Language Arts, Reading, Mathematics, Science, Social Studies and Physical Education.
  - m) Teachers use a wide variety of teaching methods, groupings, and technology to assist students in the learning process. Opportunity is given for all students to reach their full academic potential.
  - n) Physical Education classes are scheduled for all students at GSLS. Full participation is required by law. Students must bring a written excuse from home on days when they can't participate in P.E. classes.
2. Bonus Subjects/Courses
  - o) Music Instruction
    - (1) As part of the regular course of study in music, students are divided into various choirs by grade level.
    - (2) The choirs provide a ministry of music for the three supporting churches and provide opportunities for students to display their talents at special events at school and in the community.



- (3) Musicals and a Christmas program are a regular part of the music/drama curriculum.
  - (4) GSLS expects each choir member to be present whenever the choirs perform, unless excused for a valid reason.
  - (5) When possible, the excuse would be presented to the director before the event takes place.
  - (6) 4th grade students receive basic music instruction through the use of the Recorder program.
  - (7) 7th and 8th grade students receive basic music instruction through the use of the Chime Choir program.
- p) Art Instruction
- (1) All class levels incorporate art projects within their curriculums.
- q) Computer Instruction
- (1) GSLS constantly upgrades its use of technology within the classrooms and in the Computer Lab.
  - (2) Each classroom is equipped with computers, iPads, or Chromebooks which are to be used under the teacher's direction.
  - (3) The Computer Lab teacher gives students instruction in usages, programs, and basic programming.
  - (4) Students are not allowed to bring software from home or take school software home with them.
  - (5) Parents are expected to read and sign all Computer, Internet, Social Media, and Chromebook agreements in the Registration Packet which pertain to their students.
- r) Library Instruction
- (1) Our library contains a wide variety of books for both reading enjoyment and for research projects. Books are purchased through local funds and library fundraisers. A librarian and volunteers assist students with selecting books and with library skills once per week.
- s) Recess
- (1) Recess is considered part of the school day and pupils are expected to participate.
  - (2) A written or telephone request from a parent asking that a student be excused from recess should state the nature of the illness or injury and the length of time the student needs to be excused.
  - (3) Students should have the proper attire for outdoor recess including proper shoes for outdoor play (no flip flops, sandals or other shoes that fall off easily).
3. Grading Scale
- t) GSLS uses the following grading scale:
    - 90-100 = A
    - 80-89 = B
    - 70-79 = C
    - 60-69 = D
    - 59 and below = F
4. Honor Roll (Grades 2-8)
- a) Honors and High Honors are computed using the Math, Science, Social Studies, Reading, Grammar/Writing, and Spelling grades.
  - b) High Honors GPA: 3.75-4.0 (all A's and B's)
  - c) Honors GPA: 3.5-3.74 (nothing less than a C)
  - d) To make the Honor Roll students must have at least a "C" in all other classes with letter grades, and nothing below an "S" in Physical Education and Computers.
5. Homework
- a) Homework assignments are at the discretion of the classroom teacher.
  - u) Students are expected to complete their homework assignments on time.

## 6. Testing

- a) The purpose of testing is to determine the student's academic progress and to evaluate the current curriculum.
- b) Teachers may administer tests in all subject areas to determine learning and growth in knowledge.
- v) Student achievement in Kindergarten through 8th grades will be assessed through computer-based tests: MAP and STAR testing.
- w) Testing for students who have special needs may be made through local agencies. Contact the Principal for the proper forms.

## 7. Reporting to Parents

- a) Students in 1st grade receive letter grades in Reading, English, Math, Memory Work and Spelling.
- b) Students in 2nd - 8th grades receive letter grades in English, Math, Reading, Spelling, Memory Work, Social Studies and Science.
- c) The main purpose of reporting of letter grades is to inform the parents of the performance, progress, and needs of their child, and to cooperatively plan for further achievement and guidance.
- d) Quarterly Report Cards are issued after each 9-week period.

## 8. Cumulative File

- a) A cumulative file including a health record and a permanent academic record will be kept for each student enrolled.
- b) The cumulative file is forwarded to the student's next school.
- c) Both the cumulative file and the permanent record are available to the child's parent or guardian.
- d) If a parent or guardian wishes to view the child's permanent school record, they should contact the Principal and make arrangement to view the record with the Principal, and if appropriate, the child's teacher.
- x) Parental consent is not required for GSLS's professional staff to see a student's record.
- y) All other persons must have permission from the student's parent or guardian before access to the student's record is permitted.

## C. Communication

### 3. "Meet the Teacher" Events

- a) Parents should check the School Calendar for dates of the "Meet the Teacher" events and plan to attend.
- b) These informal events allow parents to visit the student's classrooms and all other areas of the school.

### 4. Parent-Teacher Conferences

- a) A Parent-Teacher conference is scheduled at the end of the first marking period.
- a) At the end of the third marking period, a conference may be held at the agreement of the teacher and the parents.
- b) Conferences offer a more complete understanding of the student's academic, social, and spiritual growth.
- c) Special conferences with teachers are encouraged when necessary.
- d) Both parents and teachers should feel free to communicate with each other at any time in order to discuss a student's academic situation or behavior.

### 1. Gradelink

- z) Gradelink is an online program which allows parents to check on many aspects of their student's school experience including: grades, homework, communications with teachers, account balances, etc.
- aa) Instructions for accessing Gradelink are distributed in Registration Packets.

2. School Office
  - bb) The Administrative Assistant is in the school office each day from 8:00 a.m. to 4:00 p.m.
  - cc) Questions regarding registration, enrollment, tuition, account status, etc. should be directed to the office during those hours.
  - dd) The Principal is available before and after school, and is available during the school day by appointment.
3. Website
  - ee) The GSLS website is: [www.goodshepherdpekin.com](http://www.goodshepherdpekin.com).
4. Facebook
  - ff) There is a GSLS Facebook page.

## D. Behavioral Expectations

1. Discipline Policy
  - gg) GSLS views discipline not as punishment, but rather as the teaching of Christian attitudes, behavior, self-control, orderliness, and efficiency. In maintaining and teaching discipline, God's Word will always guide the teacher. Therefore, teachers will use both Law and Gospel based on Holy Scriptures in dealing with student behavior. The teacher will expect students to behave in a manner that is acceptable for their age, grade level, and normal maturity level. Teachers will channel student's actions to love one another, serve one another, and to respect one another's rights and privileges.
  - hh) GSLS's policy is that the teacher is the primary enforcer of discipline.
    - (1) Each teacher will develop discipline guidelines for his/her classroom that are in accordance with GSLS policies.
    - (2) These classroom discipline guidelines will be appropriate for the age and grade level of the students in the classroom.
    - (3) These discipline guidelines will be compatible with the teacher's teaching and classroom management style.
    - (4) These guidelines will provide parents and students with the basic expectations of the teacher in regard to the behavior and performance expected of the students on a daily basis, both in the classroom and during all school-related activities and functions.
    - (5) These guidelines will be made available to parents and students before the beginning of each school year. It is recognized that these will not be the only guidelines and are not expected to cover all situations.
  - ii) The Principal will provide the secondary level of discipline within the school.
    - (1) The Principal will determine the appropriate action to be taken. The order in which discipline may be determined is outlined in (a) through (e) below:
      - (a) Discussion of the incident with the student.
      - (b) After-school, before school or recess detention to be served by the student.
      - (c) Loss of privilege such as going on a class field trip.
      - (d) In-school suspension or out-of-school suspension.
        - i) Failure by the student to comply with acceptable student behavior at any school function may result in suspension.
        - ii) The following list of possible student offenses and possible disciplinary procedures is intended to inform students, parents, teachers, and administrators of what GSLS considers to be unacceptable behavior and appropriate discipline. Although we have

attempted to set forth a specific and complete list of offenses and the range of discipline, this list is not intended to be all-inclusive or comprehensive.

- iii) Therefore, if a student engages in any harmful conduct that is not addressed in the following list, and this conduct causes harm to the school, the student himself/herself, fellow students, or staff members, the administration at its own discretion, may impose appropriate discipline including detentions, recommendation of in-class suspension, out-of-school suspension, or expulsion in accordance with the procedures presented.
- iv) Some examples of unacceptable behavior are:
  - (1) Unexcused absences and or tardiness
  - (2) Habitual unacceptable behavior
  - (3) Disturbing the entire class
  - (4) Insolence, truancy, or vandalism
  - (5) Fighting with other students, bullying, or harassment
  - (6) Profanity, obscenity, or obscene gestures
  - (7) Carrying weapons—guns or knives
  - (8) Physically attacking or striking a student or teacher
  - (9) Immoral conduct
  - (10) Extreme emotional instability
  - (11) Possession, sale or use of tobacco, alcohol, or any controlled substance
  - (12) Threats to the safety of any student or staff member
  - (13) Any act of civil disobedience, which results in action by local authorities.
- (e) Final Step is recommendation for expulsion.
  - i) The Principal will recommend to the Board of Directors that the child be expelled from school.
  - ii) The Board will hear from the child, his/her parents, and the Principal
  - iii) The Board will make a final decision.

## 2. School Rules

- jj) Students are expected to be punctual for all classes.
- kk) Students must remain on the school grounds during the day unless permission from parents and consent of the classroom teacher allows them to leave.
- ll) Students are expected to come to class with books, materials for class work, and homework.
- mm) Students are not allowed to chew gum in the school building or on school property during regular school hours.
- nn) Students should eat or drink only in areas designated by the teacher. Food is generally not allowed in the classroom.
- oo) Students should run only in school play areas, not in hallways or classrooms.
- pp) Students should leave all electronics (including cell phones) that are not school approved in their backpacks and refrain from using them during the school day. Failure to do so may result in confiscation of these items by the teacher or the principal. These items may be sent home at the end of the school day, and the Principal will contact the student's parent or guardian. GSLS is not responsible for losses or damages to personal electronic items that are brought to school by the student.
- qq) Students should leave all unnecessary items such as toys or games at home. Items that disrupt the class may be confiscated by the teacher and may be returned at the end of the school day.

- rr) Students should maintain personal purity in speech and actions by avoiding the use of foul or abusive language, by refraining from public displays of affection, and by refraining from fighting. Students should maintain respectable behavior both in school and at school sponsored activities.
- ss) Students are prohibited from using or possessing tobacco, weapons (any item which can be used to inflict bodily harm), alcohol, or illegal drugs at school or at any school-related events.
- tt) Students must use restroom facilities in conformance with their biological gender.

### 3. Dress Code

- uu) 1 Corinthians 6: 19-20: “Or do you not know that your body is the temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.” This Bible verse directs GSLS in establishing a dress code which maintains high standards.
- vv) GSLS trusts that parents share our desire to foster high standards in every area of our school program including dress and personal appearance.
- ww) Students must dress in conformance with their biological gender.
- xx) GSLS believes that there is a correlation between student dress and grooming and student behavior and learning.
- yy) GSLS wants to insure that each student is dressed in a way that will promote a positive, God-pleasing image, and will enhance, not hinder, the educational process.
- zz) The Principal will make the final determination on appropriate dress for school and school activities. In general, if clothing is too tight, too short, or too revealing, it is inappropriate. Students who wear inappropriate clothing will be sent to the office and will remain there until a parent brings appropriate clothing for the student to wear.

#### aaa) General Dress Code/Personal Grooming Rules:

- (1) Girls’ shorts, skirts, or dresses should reach to 3 inches from the back of the knee.
- (2) Students should not wear tank tops or tops with spaghetti straps.
- (3) Sleeveless blouses should cover all undergarments.
- (4) All apparel must cover the back, midriff, and cleavage.
- (5) Blue jeans must not have excessive holes, tears, raggedy edges or severe wear.
- (6) T-shirts and sports jerseys must not have huge arm openings or have the sleeves cut off.
- (7) Students must remove hats when in the building.
- (8) Students should not wear clothing or possess accessories which: display vulgar, obscene or suggestive pictures or printing; display gang symbols; advertise alcohol, tobacco, controlled substances or music groups that do not exemplify a Christian life style; have suggestive lettering or profanity; or are disrespectful to the Christian faith or the American flag.
- (9) Students should dress appropriately for chapel on Wednesday. Chapel is a worship service, and the clothing should reflect a respect for our Triune God.
- (10) Students should have a pair of tennis shoes or rubber soled shoes to wear for recess and gym class. If a student comes to school with footwear that may cause a safety hazard, the student will be required to wear his/her gym shoes.
- (11) Students may not wear any unnatural hair colors or hairstyles that are distracting to learning or that obstruct the student’s vision.
- (12) Students may not have any permanent or temporary (washable) tattoos. If tattoos are already present, they must be covered by clothing or bandages when at school or any school event.

- (13) Ear piercing is acceptable. All other body piercing is unacceptable.
- (14) Students must have appropriate footwear such as boots for snowy playground weather. Students must change into dry shoes after playing in the snow.
- (15) Students may not use any electronic devices which are not teacher or school approved during school hours.

4. Bullying Policy

- bbb) GSLS administrators, staff, and students will recognize each person as a special child of God.
- ccc) Attempting to force oneself or one's opinion on another individual is not in keeping with sharing God's love with one another.
- ddd) Disciplinary steps up to and including expulsion will be taken if a student bullies another individual.

5. Harassment Policy

- eee) Harassment, including sexual harassment, of any student by another student is unethical, illegal, and prohibited at GSLS.
- fff) The term "harassment" includes, but is not limited to, "slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advancement that reflects seriously and adversely on a person's race, color, sex, religion, national origin, citizenship, or physical or mental condition."
- ggg) Harassment under this policy includes sexual harassment, which means any unwelcome sexual advance or any conduct of a sexual nature in which such conduct has the effect of substantially interfering with a student's school performance or creating an intimidating, hostile, or offensive school environment, even if the actions take place off of school property or outside school hours.
- hhh) It is the responsibility of the person being harassed or any witnesses to the harassment to report incidents to a teacher or the Principal.
- iii) Disciplinary steps up to and including expulsion will be taken if a student harasses another individual.

6. Corporal Punishment Policy

- jjj) Corporal punishment will not be used to discipline students. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the purpose of preservation of order, or to protect another student or the school property. The student's parents upon request shall be given an explanation of the reasonable physical force.

7. Search and Seizure Policy

- kkk) Students should not have an expectation of privacy for their book bags, purses, lockers, etc.
- lll) All items brought onto school premises or to school-related events are subject to being searched, with or without cause, by school personnel.
- mmm) These items include: book bags, purses, lockers, etc.
- nnn) Students will be required to empty their pockets at the request of any teacher or the Principal.
- ooo) The school also retains the right to conduct random locker or book bag searches.
- ppp) Items found to be in violation of the school's policies may be confiscated by the teacher or the Principal and returned to the student at the teacher or Principal's discretion.
- qqq) Disciplinary steps up to and including expulsion will be taken if a student violates this policy.

8. Out-of-School Suspension Policy

- rrr) The Administrator/Principal is authorized to suspend from school any student guilty of gross disobedience or misconduct.
- sss) Out-of-school suspensions may be for a period not to exceed 10 (ten) school days.

- ttt) The Administrator/Principal will immediately report any suspension of a student to the Board of Directors and to the parents or guardian of the student. A full statement of the reasons for said suspension will be given to the Board and the parent or guardian.
- uuu) This notice to the parents or guardian shall also request the parents or guardian to notify the administration if they desire to appear before the Board for a review of their student's suspension. Parents must notify the administration no later than the day the student is scheduled to return to school from suspension.

#### 9. Expulsion Policy

vvv)The Administrator/Principal will send a registered or certified letter to the parents or guardian of the student who is being reviewed for expulsion. This letter will request that the parents and student appear at a review before the Board of Directors (or a review officer appointed by the Board) to hear charges regarding the student's behavior for which expulsion is sought. Such a request will advise the parents or guardian that this will be a private review and shall state the time, place, purpose of the review, and a description, date, and place of the violation for which expulsion is being sought. The student may have at his/her expense an attorney present at such hearing and may cross-examine witnesses, offer evidence, call witnesses and present a defense to the charges. The Board President or a review officer so designated shall conduct expulsion reviews.

www) The following list of behaviors, while not comprehensive, may warrant expulsion:

- (1) Violent acts which are disruptive to the operation of the school or school activities.
- (2) Stealing or destruction of school or personal property.
- (3) Gross disrespect, gross insubordination, or gross harassment of school personnel or fellow students.
- (4) Use, possession, or being under the influence of alcoholic beverages,
- (5) Use, possession, or being under the influence of dangerous drugs, controlled substances, chemicals, or marijuana.
- (6) Carrying or possessing weapons
- (7) Gambling
- (8) Excessive unexcused absences or excessive unexcused tardiness for school or other officially designated school activities.
- (9) Three or more suspensions within a school year.

### E. Extra-Curricular Opportunities

#### 1. Student Council

xxx) Student Council provides students the opportunity to develop leadership skills through serving on the council.

yyy)Students in 6th - 8th grades elect officers and student representatives to serve on the council.

zzz)Student Council plans special fun days, dances, service projects, and an all-school Easter Egg Hunt.

#### 2. Clubs

##### a) Legos Club

- (1) Students in 3rd - 5th grades may participate in the Legos Club.

##### b) Robotics Club

- (1) Students in 5th - 8th grades may participate in the Robotics Club.

#### 3. Music

##### a) Piano Lessons

- (1) GSLS will try to make piano lessons available during the school day.
- (2) Parents are responsible for all costs available for these lessons.

- b) Band
  - (1) Students in 5th - 8th grades may participate in District 108 Band.
  - (2) Parents may make arrangements with the Pekin District 108 Band Director.
- c) Programs and Musicals
  - (1) GSLS provides opportunities for at least two musical programs or dramas per year for each student.

#### 4. Sports

aaaa) Depending on parental volunteers and student interest, GSLS will try to offer the following sports activities: Girls' Volleyball, Girls' Basketball, Girls' Track & Field, Cheerleading, Boys' Basketball, Boys' Track & Field, and Boys' Baseball.

##### a) Eligibility Requirements

###### (1) Parental Consent

- (a) Parents must complete a Sports Participation form either at Registration or prior to the start of the Sport's season.

###### (2) Academic

- (a) A student-athlete must maintain a 2.00 GPA in each of the core subjects. This is based on a weekly evaluation of grades.
- (b) If the student-athlete receives an F in any one subject, the student-athlete is placed on probation for the next week, and he/she is ineligible to play an inter-scholastic sport.
- (c) Parents will be informed of the status of their student-athlete.
- (d) Parents may request an appeal through the Athletic Director or the Board of Directors.

###### (3) Conduct

- (a) The student-athlete has the responsibility of being a leader in the school.
- (b) If the conduct of any student-athlete is unacceptable as a reflection of his/her Christian faith and as a representative of GSLS, then ineligibility may follow as a consequence.
- (c) Any member of the school or coaching staff may bring consideration for conduct ineligibility to the Athletic Director.
- (d) If the Athletic Director determines that action may be needed, the issue will be brought forward for a decision.
- (e) Conduct ineligibility for practices and games will remain in effect for a period of one week or more as determined by the Principal.
- (f) Parents may appeal a decision through the Athletic Director, Principal, and Board.

###### (4) Health

- (a) Students who wish to participate in extra-curricular sports must receive a physical examination by a qualified physician prior to the beginning of the sport's season.
- (b) GSLS will provide literature about concussions. Parents should review this information with their student-athlete.

###### (5) Attendance

- (a) If a student-athlete is absent for more than half of the day of the sports event or more than half of the day prior to a weekend event, he/she will not be eligible to participate.
- (b) Any student-athlete under suspension for any reason will not be able to participate until the suspension is completed.

#### 5. Field Trips



- bbbb) Field trips will be planned by teachers primarily for educational purposes.
- cccc) A written explanation of the event should be sent home before the date of the trip.
- dddd) The return of a signed permission form and money to pay for the cost of the trip are required before the student may attend the field trip.
- eeee) Anyone who is transporting students on a field trip must have a copy of their driver's license and insurance card on file in the school office.
- ffff) Parents who request that a student not participate in a field trip must get prior approval from the Principal.

#### 6. Student Parties

- gggg) Three classroom parties are held each year: Harvest/Fall Day Party, Christmas Party, and Valentine's Day Party
- hhhh) Room helpers for each class are organized each year to provide refreshments, crafts, and games at the parties.
- iiii) Teachers will set gift exchange policies whether these are in-class exchanges or charitable donations.
- jjjj) Students may bring treats for their birthdays or 1/2 birthdays if their birthdays occur during summer months. Invitations to private birthday parties should not be distributed at school unless the entire class is invited to attend.

### F. Parental Volunteer Opportunities

#### 1. PTL — Parent/Teacher League

- kkkk) PTL is an auxiliary organization under the direct supervision of the TLSA Board of Directors.
- llll) All parents of students attending GSLS are automatically members of the PTL.
- mmmm) The interaction and involvement of parents in PTL is essential for the promotion of Christian education and the well-being of GSLS.
- nnnn) PTL meetings are held quarterly, and parents and/or grandparents of all students are invited to attend.
- oooo) PTL provides financial support to the school through its many fund-raising activities.
- pppp) There are many events which cannot exist without parent volunteers: the Spaghetti Dinner/Talent Show, Classroom Parties, etc.

## II. Preschool Parents

### A. Worship / Christian Living Expectations

#### 1. Church Attendance

- e) Good Shepherd Lutheran School strongly encourages families to worship together on a regular basis in order to strengthen their faith and be uplifted by God's Holy Word.

#### 18. Chapel

- a) Students in Preschool through 8th grade worship in a chapel service each Wednesday morning.
- b) Pastors from our three supporting LCMS churches usually conduct the service. Sometimes, we have guest pastors from other LCMS congregations.
- c) Parents are always welcome to attend our chapel services.
- d) Chapel offerings are designated to special mission projects selected by the faculty.
- e) Students should dress for chapel service bearing in mind that this is a worship service.

#### 19. Religious Instruction

- a) All grade levels will have religion classes. This instruction adheres to all tenets of the LCMS doctrine. Letter grades are not given in religion classes; however, students are expected to participate in class discussions and complete assignments as given by the teacher.
- b) All curriculum is permeated with Christian teachings and values as the Christian and Lutheran faith is integrated into each of the subject areas.

#### 20. Prayer

- a) Students will be led in prayer and/or devotions based on God's Word each morning, before and after lunch, and at the end of the day by the Principal or their teacher.

### C. Academics and Instruction

#### 1. STEAM Curriculum

- a) Preschool teachers will be incorporating elements of Science, Technology, Engineering, Arts, and Mathematics throughout the preschool curriculum.
- b) Visits to the GSLS Library are included in the full day preschool curriculum.

#### 2. Reporting to Parents

- a) Preschool students do not receive grades, but teachers are always ready to give feedback to parents regarding their child's progress across all areas of development. Students in preschool are assessed across all areas of development at various times per year.

#### 3. Cumulative File

- a) Preschool students do not have a cumulative file.

### D. Communication

#### 2. "Meet the Teacher" Events

- a) Parents should check the School Calendar for dates of the "Meet the Teacher" events and plan to attend.
- b) These informal events allow parents to visit the student's classrooms and all other areas of the school.

#### 3. Parent-Teacher Conferences

- a) Special conferences with teachers are encouraged when necessary.
- b) Both parents and teachers should feel free to communicate with each other at any time in order to discuss a student's academic situation or behavior.

#### 2. Gradelink

- a) Gradelink is an online program which allows parents to check on many aspects of their student's school experience including: grades, homework, communications with teachers, account balances, etc.
- b) Instructions for accessing Gradelink are distributed in Registration Packets.

#### 2. School Newsletter

- a) The newsletter, Good Shepherd Sentinel, will be sent home every month via email and posted on the school Gradelink.
- b) Paper copies are available upon request from the school office.

3. School Office
  - a) The Administrative Assistant is in the school office each day from 8:00 a.m. to 4:00 p.m.
  - b) Questions regarding Registration, enrollment, tuition, account status, etc. should be directed to the office during those hours.
  - c) The Principal is available before and after school, and is available during the school day by appointment.
4. Website
  - a) The GSLS website is: [www.goodshepherdpekin.com](http://www.goodshepherdpekin.com).
5. Facebook
  - a) There is a GSLS Facebook page.

## E. Behavioral Expectations

1. Parental Involvement is essential for a positive outcome in the child's preschool experience.
  - a) Parents and teachers are encouraged to work together for the best experience and atmosphere for the child.
  - b) Parents may visit the preschool classroom at any time; younger children should not accompany the parent on the classroom visit, and parents should phone ahead.
  - c) Parents are expected to accompany their child to and from the classroom. Children will not be allowed to leave the classroom alone.
2. Dress Code
  - a) Student's attire includes generally accepted school clothes for this particular grade level and appropriate for the season of the year.
  - b) Student's attire should be comfortable play clothes.
  - c) Students should be able to dress themselves: pull up and zip pants, put coats on, etc.
  - d) Students must dress in conformance with their biological gender.
  - e) Caps are not to be worn in the building.
  - f) Students should wear footwear that is safe for recess and gym class.
  - g) Students should have the necessary outdoor attire—jackets, hats, mittens, boots—for outdoor recess. These items should be labeled with the child's name. Students should also have proper foot wear for recess that protect their feet and do not come off easily (no flip flops or sandals).
  - h) Students should not wear clothing that is disrespectful to the Christian faith or the American flag.
3. Discipline Policy
  - a) The discipline goal for preschoolers is one of self-discipline: the child will learn to be aware of his/her own responsibility for his/her own behavior.
  - b) Simple and basic rules with a positive attitude and approach are used with the preschool child:
    - (1) Walk in the classroom and in the school building.
    - (2) Use an inside voice when inside.
    - (3) Use kind words and respectful language.
    - (4) Keep hands and feet to oneself.
    - (5) Put away materials after use.
  - c) Students must use restroom facilities in conformance with their biological gender.
  - d) When redirection does not result in positive behavior, disciplinary action will be taken.

- e) In extremely rare instances, it may be necessary to ask parents to discontinue sending their child: if the child has continued toilet-training relapses, if the child continues to not be ready for the group experience or if the child's needs are not being met in the group setting.
- f) Corporal punishment will not be used to discipline students. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the purpose of preservation of order, or to protect another student or the school property. The student's parents upon request shall be given an explanation of the reasonable physical force.

## F. Extra-Curricular Opportunities

### 4. Music

- a) GSLS's choirs provide opportunities for students to display their talents at special events at school and in the community.
- b) A Christmas program and an End-of-Year program are a regular part of the music/drama curriculum.

### 5. Field Trips

- a) Field trips will be planned by teachers primarily for educational purposes.
- b) A written explanation of the event should be sent home before the date of the trip.
- c) The return of a signed permission form and money to pay for the cost of the trip are required before the student may attend the field trip.
- d) Anyone who is transporting students on a field trip must have a copy of their driver's license and insurance card on file in the school office.
- e) Parents who request that a student not participate in a field trip must get prior approval from the Principal.
- f) Parents are welcome to accompany their child's class on field trips.

### 2. Student Parties

- a) Three classroom parties are held each year: Harvest/Fall, Christmas Party, and Valentine's Day Party
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