
5071 Center Street
Omaha, NE 68106
Phone: (402) 553-6760

www.goodshepherdomaha.com/school

2022-2023 School Year



PARENT & STUDENT HANDBOOK

INTRODUCTION

This handbook is provided and prepared for you as a source of information concerning our school. Our school must be conducted in an orderly and decent manner. We therefore ask parents and children read and acquaint themselves with its contents. This handbook is revised yearly and all policies and fees are subject to change.

In light of the Statement of Mission for Good Shepherd Lutheran Church as printed on the inside front cover, Good Shepherd Lutheran School has adopted the following as its mission.

STATEMENT OF BELIEF

I. WE BELIEVE



- A. The Bible is the inerrant Word of God and the only infallible authority in matters of faith and life.
- B. It is the will of God that the church should reach out with the Gospel.
- C. Making disciples is the mission of the church.
- D. All other tasks and efforts of the church should support and assist in carrying out these tasks.
- E. The Holy Spirit accomplishes this work through the Gospel in Word and in the Sacraments.
- F. The ministry of sharing and caring is the privilege and responsibility of all Christians.

II. WHO WE ARE

We are a body of confessional Lutheran Christians committed to serving our community on behalf of Christ's name by. . .

- A. Totally submitting to the truth of God as found in the Bible.
- B. Bringing to people the love of God in Christ Jesus.
- C. Actively seeking those who do not know Christ as their Savior.
- D. Equipping Christians for service in Christ's kingdom.
- E. Encouraging every member of God's family in God's grace and truth.
- F. Acknowledging with our lives and worship the primacy of the Triune God in our lives.



MISSION STATEMENT

Good Shepherd Lutheran School exists for students to be FED by the Word, to FOLLOW Christ in his love, and FIND the lost with his Word.

Good Shepherd Lutheran School Expanded Mission

1. The school should provide Biblically based education to include. . .
 - A. Religious instruction so that all who attend should come to an understanding of who God is as revealed in the Bible.
 - B. Other curriculum, especially the sciences and mathematics, taught in such a way as to reveal the hand of God in the entire world around us.
 2. The school's Biblically based education should furthermore include. . .
 - A. Religious instruction so that all who attend should come to a proper understanding of the truth of man's relationship to God, and how this is shaped by God's perfection and man's sinfulness.
 - B. Other curriculum, especially literature, history, and social sciences, taught in such a way as to present human behavior in the context of the true natures of God and man.
 3. The curriculum of the school should be in a proper balance so that. . .
 - A. Religious instruction emphasizes the Gospel of Jesus Christ as the sole source of mankind's hope for Salvation.
 - B. Other curriculum, especially the arts, music, language, and literature are taught in such a way that emphasizes God's gifts of artistic beauty to mankind, but refute the prevailing secular errors that promote humanism as the source of mankind's hope.
 4. Religious instruction should continue beyond the basic levels listed in 1-3 above, to allow students to grow in faith by. . .
 - A. Forming the habits of regular worship and personal study of God's Word that will foster lifetime spiritual growth.
 - B. Learning God's will for their behavior, especially the Christian example they show the world.
 5. The school should foster an evangelical approach to religious practice by emphasizing the importance of personal and institutional witness in the lives of Christians by. . .
 - A. Encouraging this in the lives of the students, and providing opportunities for them to practice it.
 - B. Serving as an example of institutional evangelism, reaching out as a school to spread God's Word to those who have not heard it.
-

Table of Contents

| | |
|--|-----|
| STATEMENT OF PHILOSOPHY AND PURPOSE..... | 6 |
| GOALS AND OBJECTIVES..... | 7 |
| STAFF..... | 8-9 |
| SCHOOL BOARD | 10 |
| ENROLLMENT/REGISTRATION..... | 11 |
| DISENROLLMENT..... | 11 |
| RELIGIOUS TRAINING..... | 11 |
| DISCIPLINE..... | 12 |
| TRANSFER AND ENTRANCE..... | 13 |
| TUITION..... | 13 |
| EARLY PAYMENT..... | 14 |
| TUITION ASSISTANCE..... | 14 |
| TUITION PAYMENT PROCEDURES..... | 14 |
| TUITION AND EDUCATION FEE REFUNDS..... | 14 |
| ACCIDENT INSURANCE..... | 15 |
| REGISTRATION..... | 15 |
| OPENING SERVICE..... | 16 |
| SCHOOL ATTENDANCE..... | 16 |
| SCHOOL SPONSERED ACTIVITIES..... | 16 |
| SCHOOL CLOSING..... | 17 |
| ARRIVAL AND DEPARTURE..... | 17 |
| LEAVING SCHOOL GROUNDS..... | 17 |
| ENTERING AND EXITING..... | 18 |
| CHURCH ATTENDANCE..... | 18 |
| CHURCH SINGING..... | 18 |
| DRESS/APPEARANCE..... | 18 |
| NOON LUNCH HOUR..... | 19 |
| NONDISCRIMINATION STATEMENT..... | 19 |

Table of Contents

| | |
|---|----|
| RECESS..... | 20 |
| TELEPHONE..... | 20 |
| CELL PHONE POLICY..... | 20 |
| DAMAGES..... | 20 |
| CHAPEL DEVOTIONS AND MISSION OFFERINGS..... | 21 |
| LIBRARY..... | 21 |
| MONDAY NOTES..... | 21 |
| PARENT TEACHER MEETINGS..... | 21 |
| REPORT CARDS..... | 21 |
| PARENTAL CONCERNS/COMPLAINTS..... | 22 |
| OUTSIDE VISITORS..... | 22 |
| PHYSICAL EXAMINATIONS/IMMUNIZATIONS..... | 23 |
| TESTING..... | 23 |
| MEDICINE/HEALTH POLICY | 23 |
| EMERGENCY RESPONSE POLICY..... | 24 |
| HOMEWORK..... | 25 |
| TREATS..... | 25 |
| PAYMENT OF BILLS..... | 25 |
| WEEKLY DUTIES..... | 25 |
| FIELD TRIPS..... | 26 |
| CURRICULUM AND COURSE OF STUDY..... | 26 |
| SUPPLIES..... | 26 |
| DAILY SCHEDULE..... | 27 |
| PROFESSIONAL DEVELOPMENT..... | 27 |
| NON-DISCRIMINATORY POLICY..... | 27 |
| LATCHKEY..... | 28 |
| SPORTS..... | 28 |
| ASBESTOS INFORMATION..... | 29 |
| FERPA RIGHTS | 30 |

Statement of Philosophy and Purpose

Good Shepherd Lutheran Church established and maintains a Lutheran Elementary School in its midst with the thought of carrying out a program of unified Christian training. In the interest of such Christian training, our congregation is ready to take over the full responsibility of also offering what our government requires in the way of elementary education.



Good Shepherd Lutheran School exists to assist parents in carrying out God's will concerning the Christian education of their children. Good Shepherd Lutheran School also exists as one of the agencies the church has established in carrying out the mission God has given to it. Good Shepherd Lutheran School further exists to give children the secular training needed in the world and required by the state.

In letting God's infallible Word speak to the child in such a program of Christian education, we first of all want to impress upon him or her the Scriptural truths that all men are by nature dead in trespasses and sins and are eternally lost because of sin, without any ability to save themselves or to do anything that is spiritually pleasing in God's sight.

These truths are not to be expounded merely in the direct study of God's Word, but are to be treated constantly as truths throughout every phase of instruction and training in the school. Our school is unique because it is able to focus all its attention, in both religious and secular training, on the gospel of our Lord Jesus Christ.

Against this humbling background of man's sin and its curses, Christian education brings to the child the joy-inspiring Scriptural truth of the Gospel, the message that God's incarnate Son, Jesus Christ, has redeemed all men from sin and its curses and won full salvation and eternal life for them as a free gift of His grace. It lets the child see this Gospel as the means through which the Holy Spirit has brought him to faith to enjoy all the blessings of salvation. It also points the child to this Gospel as the only means through which the Holy Spirit preserves him in the Christian faith and constantly fills his heart with thankful love to make him able and willing to strive to after those things which are pleasing in God's sight. While this Gospel is to be clearly unfolded in daily devotions and in special courses which involve the direct study of God's Word, it is also to be commended to the child through the Christian personality, example, and testimony of the Christian teachers and fellow Christian students. Directly or indirectly this Gospel is to cast its light on all subject matter and activities which confront the child in the school's curricular and extra-curricular activities.

Based on its Philosophy and purpose, Good Shepherd Lutheran School seeks to fulfill the following goals and objectives:

GOALS AND OBJECTIVES

- I. To teach the Holy Scriptures in their truth and purity. . .
 - A. To teach the basic Christian doctrines of the Bible.
 - B. To teach God's plan of salvation as found in the Bible.
 - C. To apply all Scriptural truth to the life of the child.
 - II. To equip the child with those things essential for a Christian life during his time of grace.
 - A. To equip the child spiritually. . .
 1. By providing a Christian environment in which he can grow in faith
 2. By encouraging the child to live his faith
 3. By instilling in the child a love for God's Word
 4. By instilling a desire to give freely of his time, talents, and treasure for the work of the church in all areas
 5. By encouraging the child to dedicate his life to the full-time ministry of the church.
 - B. To equip the child mentally. . .
 1. By instructing the child in all appropriate branches of learning.
 2. By treating each child as a unique individual.
 3. By encouraging the child to use his God-given talents to the fullest extent.
 4. By providing experiences which will help him to meet and deal with the problems of life.
 5. By developing in the child the wisdom to differentiate between the absolutes of God's Word and the accumulation of man's wisdom which is not absolute.
 - C. To develop the child physically. . .
 1. By teaching him to respect his body as the temple of the Holy Spirit.
 2. By providing experiences which promote physical well-being.
 3. By encouraging cooperation with the public health agencies.
 4. By providing experiences through limited interscholastic activities.
 5. By encouraging good health habits.
 6. By awakening an interest in physical activities as a wise use of leisure time.
 - D. To prepare the child socially. . .
 1. By instilling respect for each other, those in authority and property.
 2. By teaching and encouraging good manners.
 3. By instilling Scriptural attitudes toward family life.
 4. By teaching the child to participate responsibly as a Christian citizen of his country.
 - E. To care for the child emotionally . . .
 1. By standing in place of the parents while at school.
 2. By instilling a reverence for what is sacred and holy.
 3. By helping him to cope with his feelings (pain, sickness, sorrow, joy, anger, love, hatred, trust, etc.)
 4. By developing aesthetic feelings and an appreciation of the beautiful in light of good Christian Judgment.
 5. By guiding his personal feelings of pride, shame, conceit, remorse and self-satisfaction.
-

Meet The Staff



Mr. Joel Lauber - - Head Teacher - - 7th and 8th Grade

Joel was born in York, NE and was raised in Fond du Lac, WI. While there, he attended Faith Lutheran church and Winnebago Lutheran Academy. In 2006 Joel graduated from Martin Luther College with a Bachelor of Science in Education with emphasis in English. In the summer of that same year, he received his first call to teach 5th and 6th grade here at Good Shepherd. He took over as Principal/7th&8th teacher in 2017. Joel is also very involved with music in our church and school.

402-213-3068

Email: jlauber@goodshepherdomaha.com

Mrs. Wendy Roberts - - 7th and 8th grade (Departmentalized)

Wendy was born in Springfield, MO and grew up in the rural area of Macon County, MO. She graduated from Macon R-1 High School and then from the University of Maryland-European Division with a B.A. in History/English and an endorsement in Spanish and Social Sciences. She received her teaching certification from the University of Illinois-Edwardsville. She taught two years at Collinsville High School in Illinois before taking a break from teaching to raise a family. She taught part-time again in Florida at both Southern Lutheran Academy and Northdale Lutheran School from 2002-2012. After moving to Omaha in 2013, she now teaches part-time at Gethsemane Lutheran School and Good Shepherd Lutheran School. She and her husband, Chris, were married in 1991 and have three children.



813-316-6887

Email: wroberts@goodshepherdomaha.com



Mr. Jeff Schultz - - 5th and 6th Grade

Jeff was born on May 20, 1963, the oldest of 3 children. Two younger sisters have serviced in the teaching ministry as well. He has been married to Heidi since 2003 and has one stepchild named Suzanne who lives in Montana. Jeff has taught in WELS for more than 30 years at locations in Wisconsin, Michigan, Minnesota and Antigua, serving as both principal and teacher in these locations. His hobbies include fishing and working in the yard. Rib roast, mashed potatoes and shrimp are some of his favorite foods. He is extremely blessed to have the best job in the world- teaching children about Jesus and working in his kingdom, especially here in Omaha!

715-892-8674

Email: jschultz@goodshepherdomaha.com



Mrs. Andrea Hopfensperger - - 1st and 2nd Grade

Andrea was born and raised in Omaha, Nebraska. She attended Good Shepherd elementary school and graduated from Nebraska Lutheran High School in 1993. She attended and graduated from Martin Luther College in 1997. She served St. Lucas Lutheran school in Milwaukee, WI for 6 years. She then taught at Salem Lutheran in Ann Arbor, MI for two years and at Pilgrim Lutheran in Menomonee Falls, WI for two years. In 2010 Andrea accepted the call to Good Shepherd. She and her husband, Chris (been in 1998), have 2 children.

402-637-3796

Email: ahopfensperger@goodshepherdomaha.com

Miss Amber Crowl - - 3rd and 4th Grade

Amber was born and raised in Bay City, NM where she attended Bartholomew Lutheran School. From there she attended Michigan Lutheran Seminary, graduating in 2017. She knew at a young age that she wanted to be a Lutheran Elementary teacher and Martin Luther College was the only college she applied to. She graduated from MLC with a Bachelor of Science in Education degree in the spring of 2021. That same day, she received a divine call to Good Shepherd to and she couldn't be more excited to see what the Lord has in store for her here in Omaha.

989-988-0072

Email: acrowl@goodshepherdomaha.com



Mrs. Sara Buchner - - Kindergarten

Sara was born and raised in Jefferson, WI. She attended St. John's Lutheran elementary school and graduated from Lakeside Lutheran High School in 2004. She graduated Martin Luther College in New Ulm, MN with a Bachelor's Degree in Early Childhood Education and Elementary Education in 2009. She accepted a part-time preschool teacher call at Reformation Lutheran in San Diego, CA which became a full-time, permanent position. In 2016, she excepted a call to Montello, WI to teach combined Kindergarten-First grade and also served as preschool teacher/director. In 2019, she accepted a call to teach Kindergarten at Good Shepherd, got married in July, and settled into life as a wife, a teacher, and a dog mama to Dolph.

402-213-9110

Email: sbuchner@goodshepherdomaha.com



Mrs. Sarah Walz - - Preschool

Sarah was born in Brownsville, WI. She attended a WELS Lutheran elementary and graduated from Winnebago Lutheran Academy in Fond Du Lac, WI. She received her Bachelor's Degree in Early Education and Elementary Education in 2010. She also graduated with her Minnesota State License with a specialty in Social Studies. After graduation she received her first call to teach Preschool at Good Shepherd. She and her husband, Alec (married in 2017), have a son named Gideon.

402-210-3315

Email: swalz@goodshepherdomaha.com



SCHOOL BOARD

Our Christian elementary school is part of Good Shepherd Lutheran Church. It is under the control of the School Board which is elected by the voting members of the congregation. The School Board has been elected to work in harmony with both the teachers and pastors to promote the cause of Christian education within the congregation. It is also the duty of the School Board to see that the instruction of the children is carried out in an effective manner in accordance with the principles of a Christ-centered education. The present members of the School Board are:

CHAIRMAN

Paul Wolff

WELSSA/Financial

Dan Chambers

Recruitment

Parent Involvement Coordinator

Maryah Mason

Member-At-Large

Jean Theirfelder

ENROLLMENT/REGISTRATION

Children are admitted into Good Shepherd Lutheran School by the School Board following these guidelines:

Annual re-enrollment for current students is done in February or March each year.

All new children are admitted on a first-come basis according to classroom space after the month of February. Waiting lists will be used before March 1st.

Registration of students is completed in the TADS system (used for any medical/field trip releases, emergency contacts, tuition payment agreements, etc.). There is a registration fee of \$50 per student.

Link to enrollment and registration: mytads.com/a/goodshepherdomaha

DISENROLLMENT

Any student attending Good Shepherd Lutheran School is subject to disenrollment if...

1. The actions, attitudes, and habits of the child are not becoming to and in agreement with those fostered in the Christian school.
2. Tuition and fees are not paid in a timely manner.

RELIGIOUS TRAINING

All children attending our school are held to its religious teachings and training and are expected to live and act according to them. Non-members who are admitted to our school are not obligated to be confirmed and join the church; it will, however, be encouraged since this is in agreement with our purpose.

DISCIPLINE

Because all activities of the Christian are to give glory to the Lord, it is expected that behavior in the Christian classroom should at all times also give glory to the Lord. Behavioral standards must therefore be understood in the light of Scriptural teaching rather than merely as a set of rules written by men. Written classroom rules are encouraged as a way to help students and their parents understand what is expected of them and as a way to organize classroom routine, but behavioral standards transcend any set of written rules established by the teacher. The Christian teacher is therefore obligated not only to correct infractions of written classroom rules, but also to correct other behaviors which do not give glory to God.

The faculty is constrained by the same principles of Christian behavior to correct their students by means which give glory to God. Physical means which risk injury to the student or risk legal action against the teacher, school, or congregation are not to be used even when permission to use them has been given by the parents. The means of correction are otherwise a matter of educational judgment, but they should always insure that the student be made aware of:

- (1) what behavior was unacceptable and
- (2) why, based on Scripture, it was unacceptable. The correction by teacher is to be carried out in Christian love with a concern for the student's spiritual well-being as the foundation.

It is the duty of Good Shepherd Lutheran School to provide an orderly environment for the children enrolled to learn in. If the child becomes disruptive to the extent that the learning environment of the other children is being effected, the classroom teacher will be forced to remove the child or children from class. Such discipline will be viewed by the school as strict discipline. Each discipline will also be a last course of action. The following procedure will be policy concerning such discipline.

If the student's behavior consists of activities not keeping with the rules of the classroom, rules of the school, and will of God; and is interfering with the normal atmosphere of the classroom, the child will be asked to leave the classroom.

All teachers will have copies available of their classroom rules. If there is any serious behavior which warrants quicker discipline measures by the school, these measures will be taken. The principal has been given the authority, by the School Board, to step in if necessary.

TRANSFER AND ENTRANCE

Children from other schools who enroll in our school must be students in good standing in their present school and should present a transfer of records from their previous school in order to aid the teachers in establishing their standing in our school. The child's last report card should also be shown to the teachers. All applications are subject to approval of the School Board (also see the section under "REGISTRATION"). In order to enter kindergarten, a child must have reached the age of five by July 31 of the year he/she wishes to enter school. Parents who wish to transfer the records of their children from our school to another school must give written permission to the principal to do so. Forms for this are available from the principal.

TUITION

To effectively operate our school, a monthly tuition is charged. Our congregation has made every attempt to keep this as low as possible. Much of your child's education is being paid by the congregation. In effect, every child enrolled in our school has already received a scholarship covering much of the cost of his/her education. We do ask that the tuition payments charged be paid in a regular and timely manner through TADS. This program will automatically withdraw tuition payments from a designated account upon your approval. Continued enrollment at our school will depend in part on regular payment of tuition unless other arrangements have been worked out with the School Board. Tuition payments and fees are as follows:

ACTIVITY FEE FOR PRESCHOOL..... \$ 275.00 per child
ACTIVITY FEE FOR KINDERGARTEN — 8TH GRADE..... \$ 325.00 per child

NOTE: All fees are non-refundable and must be paid prior to first day of enrollment!

| | |
|--|-------------------|
| Members Families of Good Shepherd | \$2200 per child* |
| <i>Multi-child discount: 10% for 2nd child, 15% for 3rd child, 20% for 4th child (Kindergarten-8th grade only)</i> | |
| Community Families of Good Shepherd | \$3131 per child* |
| <i>Multi-child discount: 10% for 2nd child, 15% for 3rd child, 20% for 4th child (Kindergarten-8th grade only)</i> | |

EARLY PAYMENT

If all tuition and fees are paid before September 1st, the tuition charge will be reduced by 5%. (Not combined with any other discounts/aid.)

TUITION ASSISTANCE

Tuition assistance for students of Good Shepherd is provided at the discretion of the Good Shepherd School Board. We offer in-house tuition assistance opportunities (tuition.assistance@gsomaha.com). Appropriations of financial assistance are dependent upon the available funds in the treasury and the number of families for whom assistance is approved. Additionally, we encourage families to enroll in The Children's Scholarship Fund organization. Please see the principal for additional information. Both of these assistance programs have time-sensitive dates.

TUITION PAYMENT PROCEDURES

All families will need to register their student/s in TADS. All payments will be made through the TADS program. Please speak with the principal for more details.

TUITION REFUNDS

Tuition payments received in advance by Good Shepherd Lutheran School for any school months in which the child is not enrolled are fully refundable to the payer. Tuition payments received by Good Shepherd Lutheran School for any month the child has been enrolled for only a portion of the month are refundable on a daily pro-rated basis for the portion of the month during which the child is not enrolled. Tuition payments received by Good Shepherd Lutheran School for any month during which the child has been enrolled the full month are not refundable.

Tuition paid in full prior to the school year is refundable according to the following schedule:

1. Paid, but after enrollment did not begin school - 90%
 2. Paid, but dis-enrolled at any time in the first 20 school days - 90%
 3. Paid, but dis-enrolled between the 20th & 40th school day - 65%
 4. Paid, but dis-enrolled between the 40th school day & Dec. 31st - 50%
 5. Paid, but dis-enrolled after December 31st - no refund
-

ACCIDENT INSURANCE

The insurance policy of Good Shepherd Lutheran Church does **not** cover injury to students attending our school. Please make sure that your children are covered through your insurance in case something were to happen to them during school hours.

REGISTRATION

At the time of registration:

- All religious books will be provided for new students.
- The application and waiver for student accident insurance will be filled out through TADS.
- Physical examination forms should be returned for all new students and those entering the kindergarten, seventh grade, and out-of-state transfers.
- A certified copy (raised seal) of the child's birth certificate should be presented if this is a first-time enrollment in our school.
- Any other forms as deemed necessary.

Parents will be given an opportunity to volunteer their services in a number of areas on the day of registration. Some areas would include helping with hot lunches, serving as a room parent, working in the library, helping put together our yearbook, etc...

OPENING SERVICE

The school year officially begins with the opening service conducted on the first half-day of school beginning at 11:30 a.m. We encourage as many parents as possible to attend this service.

SCHOOL ATTENDANCE

Parents have the responsibility of excusing their children from any school absence. **The child's teacher should be notified before school if a child will not be attending school on that day.** If the teacher is not notified he/she will have to call the child's home or the parents at work to check on the absence. This is very disrupting to the school day, so please make every effort to notify the teacher before 8:30am. Dental and doctor appointments should be made outside of school time if at all possible. Whenever a known absence will occur, the teacher should be informed of the same prior to the absence. An absence does not excuse a child from making up schoolwork. Please send a note to the teacher explaining the absence upon returning to school. An absence, even half a day, will also result in the loss of privileges to participate in any school-related activities that day. In addition, any student with 1 - F or 2 - D's will be ineligible to participate in any extra-curricular activity until those grades are addressed.

Absences resulting in more than 20 days, by law, will result in a phone call to the Nebraska District Attorney's Office.

Any child arriving at school after 8:30am will be considered tardy.

SCHOOL SPONSORED ACTIVITIES

All children attending our school are expected to participate in its sponsored activities such as the science and arts fair, church singing, field trips, etc. In cases where this is impossible, then excuses must be made to the teacher prior to the scheduled activity.

SCHOOL CLOSING

In cases of severe weather we will communicate any school closure/s via email (primary notification), the Remind app and television stations. Please watch for these announcements. If you feel that the weather is severe you may choose to keep your child/ren home from school even if schools have not been officially closed.

ARRIVAL AND DEPARTURE

The school day begins at 8:30 A.M. The doors open at 8:00 A.M. Children arriving prior to 8:00A.M. will be placed into the before-school program, thus resulting in a fee for care. Upon arrival at 8:00am, children are to go to their respective classrooms to take care of their memory work, pencil sharpening, and other things as teachers require. The playground is not supervised prior to the beginning of the school day. The children are required to remain inside. The school day ends at 3:30 P.M. Again the playground is not supervised after school and the children are required to remain inside until their ride comes. Parents are required to come to the classroom to pick up their children. Children who are walking home should leave immediately after they have been excused. If your child needs to arrive at school earlier than 8:00 A.M. or stay later than 3:45 P.M. then they will be placed into our daycare/latch key program. Parents will be billed monthly for use of the before/after school program. If some special arrangements have been made to pick up your child, a note should be sent to the classroom teacher, for example, if an aunt or grandparent is picking up the child, or if they are to walk somewhere when they normally have a ride.

LEAVING SCHOOL GROUNDS

Children are not allowed to leave the school grounds during the school day. This also includes that period of time after school during which the children are waiting for their rides to arrive. As above, children are to WAIT FOR THE RIDES IN THEIR RESPECTIVE CLASSROOMS. If a parent finds it necessary for the child to leave the school grounds for other reasons, then they must give this permission to the child's teacher.

ENTERING AND EXITING

Parents may drop off their children at any entrance. Drivers, please be cautious as you enter and leave the school grounds.

CHURCH ATTENDANCE

Parents concerned enough to send their children to a Christian school for a Christian education will naturally want to develop in them the habit of regular church attendance. Your teachers look forward to worshipping with you and seeing you bring your children to church and Sunday school on a regular basis.

CHURCH SINGING

One of the privileges enjoyed by the children of our school is that of singing in the worship services on Sunday. We expect that children will be present at the service in which they are scheduled to sing. **If for some reason this is not possible, then common courtesy dictates that the teacher be notified so any necessary adjustments can be made.**

DRESS/APPEARANCE

As Christians we are concerned with the impression we give to others not only in the way we act; but also in the way we dress. Proper dress is beneficial to the classroom's atmosphere. We require that all students be dressed in a manner which is proper for a Christian school where we strive to glorify God in all that we say and do. Our school will not try to regulate fashion, yet dress must be what we consider to be fitting and proper for our Christian school. The teacher and/or principal will contact the parents if there is a problem with dress, and s/he may at their discretion send the student home if the dress or grooming is in poor taste.

- Dress in general should be clean and pressed.
- Shirts and blouses should be long enough to cover the stomach even when hands or arms are raised.
- Shirts **MUST** have sleeves on it (no spaghetti straps, tank tops, or cut-offs).
- Clothing should not have holes or be ragged or faded. Shirts, buttons, stickers, etc. which advertise non-Christian ideals should obviously not be worn.
- We ask that students wear closed-toe shoes (no flip-flops, clogs, crocks, etc.) due to safety issues during recreational play time.
- Shorts may be worn until the end of October and through the months of April and May. These shorts must be at least fingertip length and in good condition.
- Hair must be a natural color and not call attention to the student or be a distraction to other students. Examples would be no red highlights or no Mohawks.

NOON LUNCH HOUR

Children who eat at school can either take hot lunch (brought in from Westside Community Schools) or bring a sack lunch. The cost of hot lunch is \$3.75 per day which includes white or chocolate milk. Hot lunch calendars are sent home on a monthly basis; orders are to be turned in on the Friday of the week before the student wishes to take lunch. Please be aware that we do offer free and reduced lunch options for those who qualify. If you have questions about the free/reduced policy or applications, please see the school secretary. Hot lunches purchased will be billed monthly and payment is expected promptly (payments can be made through TADS).

Children will be able to order milk to drink with their lunches. The cost may vary somewhat, but should be approximately \$0.35 per day.

Lunches and drinks which need refrigeration should not be sent as there simply is not room for them in the refrigerator. Please do not send soda with your child's lunch.

Nondiscrimination Statement:

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for their benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339.

Nondiscrimination Statement (cont'd)

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave, SW
Washington, DC 20250-9410

Fax: 202-690-7442; or

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

RECESS

All children are expected to participate in recess activities unless excused by doctor's orders for reasons of health. Generally students will be required to play outdoors unless prohibited by the weather. A written excuse is required when a parent wishes his/her child to remain indoors for any reason. Parents are reminded that the teacher cannot supervise the children both indoors and outdoors at the same time, so please make the request that your child stay indoors only if it is necessary.

Tennis shoes are required for Physical Education classes for all children and track practice for 3rd-8th graders. Boots are required when it is snowing or muddy outside. Please mark your child's outdoor clothing. We typically end the year with an abundance of unclaimed articles of clothing.

TELEPHONE

Children may make use of the school's telephone in cases of necessity with the teacher's permission or in cases of emergency. Calls that are not necessary in the teacher's opinion will not be allowed. If there is doubt, the teacher may make the phone call for the student. If you must call the school, please use the school line. The number is 553-6760. The other number, 553-6512, is the church line.

CELL PHONE POLICY

Students' cell phones are to be turned off before the start of school and remain off until the end of school. If access to a student is required, this is to be done through the secretarial staff. Exceptions will be handled on a case-by-case basis by the teacher or school chaplain. The student is charged to. Failure to comply with the policy could result in the student's phone being confiscated during school hours.

DAMAGES

Damages done to any church or school property, whether willful or accidental, must be paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with members of the Support Board. The principal will be able to tell you whom you may contact. Students will also be fined for textbooks which show signs of undue wear.

CHAPEL DEVOTIONS AND MISSION OFFERINGS

Every Wednesday morning a short chapel devotion is held in the church proper for all parents and children. We invite all parents to join us in this devotion where the whole school comes together for worship and praise. At this time the weekly mission offerings are gathered. The offering is sent to one of the mission fields of our synod every quarter.

LIBRARY

Children are allowed to use the school's library once a week and it is staffed by volunteers. Simple rules for the selecting, checking out, using, and returning books are followed. A growing concern is that the students are not always returning the books which they have borrowed. Christian stewardship certainly applies when borrowing books. Parents, we urge you to help us in seeing that your children take care of and return all borrowed books.

WEEKLY NOTES

Each weekend the school will email, post in the hallway, and provide extra copies of our weekly newsletter. Please read the information in the newsletter each week to inform you and your child about what has been happening in school and what events are coming. This communication tool helps tremendously in making the school year run smoothly.

PARENT/TEACHER MEETINGS

During the first quarter there will be mandatory parent/teacher conferences for all parents with their child's teacher. During the third quarter the parent/teacher conference is optional. The teachers are always happy and eager to visit with the parents at any time they may wish. Please contact them to set up an appointment.

REPORT CARDS

To effectively train the child, a close relationship must exist between the parents and teachers. At Good Shepherd we use an online grading system called Jupiter Grades. Parents are given their own username and password so they can check their students grades at anytime they would like. A formal report card giving the academic progress of the child is issued every nine weeks or so. It is important that the parents evaluate the report very carefully, discuss it with their children, and encourage them to even greater faithfulness in their work. The report card may be kept, but the envelope in which it came should be signed and returned each of the first three quarters.

PARENTAL CONCERNS/COMPLAINTS

The School Board places trust in the Called workers of Good Shepherd Lutheran School and desires to support their actions as far as possible so that they are free from unnecessary or negative criticism and complaints. The Board recognizes, however, that Called workers are not exempt from criticism. For this reason, constructive criticism of the school or its teachers is welcomed when motivated by sincere Christian desire to provide students with quality spiritual and academic training.

As Christians, all our activities are to be done out of love for Christ and for our fellowman. For this reason, when we have a complaint against a fellow believer, we will initially want to deal with him/her privately, in a manner worthy of a Christian. In Matthew Chapter 18, our Lord Himself has given us a step-by-step procedure for dealing with such situations. Keeping this procedure in mind, school patrons having concerns or complaints regarding school matters are first to discuss such matters with the teacher. If the situation cannot, after sincere effort, be resolved, then the matter may be brought to the principal (or to the pastor in the case of concern or complaint against the principal), and then finally before the School Board for action.

Should a concern or complaint concerning a Called worker be made directly to the School Board as a whole, to a Board member as an individual, or to another teacher, it will be referred to the individual of concern, providing the person(s) receiving the concern or complaint feels it requires further consideration.

At all times, the individual Called worker will be advised of the nature of the concern or complaint and will be provided every opportunity for explanation, comment, and presentation of the facts as he/she sees them. The credibility of anonymous complaints will be suspect at all times. The Called worker will have the right to know who has brought forth a concern or complaint.

OUTSIDE VISITORS

Parents of students at Good Shepherd Lutheran School are always welcome to visit the school. Visits by other adults can also be arranged with prior approval of the principal and teacher. Visits by children, such as friends or relatives of students, may be permitted under special circumstances but must be discussed in advance with the principal and teacher to make certain that the visit will not disrupt the class. The decision of the principal is final. Unauthorized visitors may be asked to leave the building and grounds in order to protect the security of our students.

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Physical examinations are required of all students entering the kindergarten and seventh grades. Forms for these should have been given to you. These forms should be returned at orientation. New students may transfer their records. If you do not have these forms they are available at School or your doctor's office should also have them. If a child cannot participate in strenuous physical activities he should bring a written excuse from his parent or doctor. If a student does not have these forms on file and they are not presented to the school in a timely manner, the child may be excluded from school until these forms are received.

The immunization law in effect states that all students in grades K-8 must be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps by November 1st of the school year. If a parent or guardian does not wish to have their child immunized, he must provide a written statement of objection to the school. Students will be excluded from school if these conditions are not met.

The school is required to have a record of these immunizations on file. Please bear with us and the school nurse as we endeavor to yearly update these files.

TESTING

The students in grades 1-8 are tested each year with standardized achievement and mental ability tests. This is done with a testing program called MAP Testing. This standardized test will be taken at three different times throughout the school year to evaluate student progress. A report will be given to each parent. During the summer the faculty will study the results which are used to aid in setting up programs and determining needs for the coming school year.

MEDICINE/HEALTH POLICY

First aid will be administered according to the DHHS Emergency Guidelines for Nebraska Schools (i.e. band-aids, ice packs, etc.).

The school cannot administer medication (state law) without written permission from the parent. A doctor must authorize all prescription medications including inhalers and epi-pens. No unauthorized medication (including non-prescription medications such as aspirin, cough drops etc.) shall be administered by any school personnel. When a child needs to take medication (prescription and/or non-prescription) during school hours, the following procedure must be strictly followed:

1. The principal will have written permission from the parent or legal guardian for all non-prescription medication. The permission must stipulate when the medication is to be taken and the amount. This will be given to the school secretary as soon as the child enters school.
2. The medication will be brought to school in the original container and the label on the medication shall include the student's name, date, and instructions for administration.
3. The medication will be brought in by an adult.
4. The medication will be stored in a secure location.
5. The school secretary will inform the teacher when it is time for the student to take the medication and the student will be brought to the office.

In the event a student becomes ill during the school day, we will utilize the listed emergency contacts in TADS to notify parents. The ill student will be monitored by the secretary on staff until they are taken home.

We never want our students to be ill, but in the event they become sick either at home or at school, please observe the following guidelines: According to the CDC and Douglas County Health Department, a child should not return to school until they have been fever-free for 24 hours without the aid of medication (Motrin, Tylenol, Advil, etc.). A temperature is considered 100 degrees or more. We would also ask that they experience no vomiting or diarrhea for the past 24 hours and are able to tolerate food without difficulty.

EMERGENCY RESPONSE POLICY TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS

Good Shepherd Lutheran School has adopted the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol mandated by the Nebraska School Board Rule 59. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY student or school staff member should an emergency arise in the school building while school is in session. A copy of the mandated protocol is available in the school office for review.

IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPen, etc. available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

HOMEWORK

Students will be given some study time at school to get their work done, but when work is brought home, you as the parents must see that it gets completed. A certain time set aside in the evening hours is still the best time to complete homework assignments. Please take special interest in your student's memory work and help them learn it. This also gives you an excellent opportunity to review scripture passages and discuss them with your student. Please make every effort to inform your student's teacher if your child is unable to complete a homework assignment.

If a student is absent for any reason (illness, doctor's appointment, etc.), they are given one day to have make-up work completed for each day absent up to three days. This means that if a student is sick for one day, they will have one day to turn in homework. If they are sick for two days, they have two days to turn in work. If they are absent three or more days, they have three days after returning to school to have all work completed. Please contact your student's classroom teacher right away for any extenuating circumstances.

TREATS

Students can bring treats for their birthdays or other special occasions; treats are generally distributed and eaten at recess. Please do not send gum since it too often finds its way into the carpet or becomes a distraction during the school day. Please check with the classroom teacher before a treat is brought into school (allergies, etc.).

PAYMENT OF BILLS

Throughout the school year a number of bills come due in addition to tuition payments, (e.g. milk, hot lunch, before— and after-care, etc.); all payment invoices will be sent out via TADS. We do expect prompt payment of any and all bills; a late fee of \$50 is assessed by TADS if payment is not made within the 5-day grace period. Returned payment fees of \$50 will be assessed for each payment that is returned by the bank. If the need arises for a delay in payment, please speak with the school secretary or principal as soon as possible to make payment arrangements. Please be aware that if a student lunch account is past due, extra entrees or milks will not be allowed until the balance due is paid in full. If payment presents a hardship, please speak with the principal as soon as possible to make arrangements.

WEEKLY DUTIES

Students are expected to help keep the school grounds clean and neat by participating in regular daily and weekly duties. Depending on the duty, this may mean an extra five or ten minutes during the last recess or after school. No duty should take longer than that if the student is keeping at his/her work.

FIELD TRIPS

From time to time, your child's teacher may arrange a field trip. Permission forms giving consent for your child to attend are part of the online TADS enrollment/registration site. All permissions must be completed prior to the start of the school year. If you have any reservations about your child going on the field trip or riding with someone else, please notify the principal. All field trips are a privilege and as such can be taken away if a teacher deems necessary.

CURRICULUM AND COURSE OF STUDY

| | |
|-----------------|--|
| Religion: | Worship, Bible study, Hymnology, Catechism, Memory Work, & Devotions |
| Social Studies: | History, Geography, Economics, Political Science, Current Events |
| Language Arts: | Reading, Spelling, Phonics, English, Literature, Penmanship |
| Science: | Earth Science, Life Science, Physical Science, and Health |
| Mathematics: | Mathematics concepts, Mathematics problem solving, Computers, Pre-Algebra, and Algebra I |
| Fine Arts: | Arts and crafts, Music |
| Phy. Ed: | Organized games and activities, free time |
| Technology: | Use of Chromebooks, Typing, Creating presentations |
| Spanish: | Basic nouns, Verb conjugation, Conversational speaking |

SUPPLIES

Supply lists are provided with the summer mailing and additional copies will be available at orientation night. Certain items such as large binders and notebooks are not necessary, nor is there room in desks for them. Staplers are also unnecessary as the staples tend to get caught in the carpeting. Please do not buy these items or send them to school with your children. Bibles and hymnals are provided to all new students.

DAILY SCHEDULE

School begins at 8:30 AM and is dismissed at 3:30 PM.

Daily schedules are mailed out in the summer mailing and copies will be available at orientation night. and posted on the website: www.goodshepherdomaha.com.

PROFESSIONAL DEVELOPMENT

The School Board stresses the importance of continuing education for our teachers.

All teachers must take at least six credits every five years or the equivalent in continuing education units. We feel that this benefits both the teacher and the children. Good Shepherd Lutheran Church budgets money each year to help offset continuing education costs.

NON-DISCRIMINATORY POLICY

Good Shepherd Lutheran School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at our school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of its educational policies, admission policies, athletics or other school-administered programs.

LATCHKEY PROGRAM

Good Shepherd provides a Latchkey program. We offer care either before or after school as follows:

Times

7:00 a.m.-8:00 a.m.

3:45 p.m.-5:45 p.m.

Cost

The cost is \$4.00 per hour or \$1.00 per 15 minutes. The cost will be billed monthly through TADS.

We will charge a \$1.00 per minute for every minute that you stay past 5:45 p.m.

If you have questions regarding the Latchkey program, please feel free to speak with the principal.

SPORTS

Here at Good Shepherd we have the privilege to participate in different sports throughout the school year. With that in mind, here are a few reminders about participating in sports here at Good Shepherd.

1. In order to participate in a game, you must have your uniform at the event in order to play. No modifications will be accepted.
 2. You must be in school the day of a game or if the game happens to fall on a weekend, you must be in school the day before the game takes place. If you are absent the day of the game or the day before a game, you will not be permitted to play in that athletic contest.
 3. During the basketball season, the students will be split into different teams. All 5th-8th graders will be invited to play; the division of teams will depend on the number of students we have playing any given season.
-

ASBESTOS INFORMATION

Asbestos is an issue with which our government has been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 was enacted in 1987 by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. It is a naturally occurring material found in many countries. Its properties made it an ideal building material for insulating, sound absorption, fireproofing, etc. In more recent years, however, it has been determined to be hazardous to one's health. The EPA began action to limit its use of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

In 1988 we had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all building materials in our facility suspected to contain asbestos. The inspection and laboratory analysis records were used to develop any management plans necessary. We are happy to report that our facility was determined not to have any asbestos-containing building materials which exceeded the standards set by AHERA. The one small patch area found to have non-friable asbestos has been removed, and to the best of our knowledge our school is free of all asbestos.

Nevertheless, the management planner in accordance to AHERA developed an asbestos management plan for our facilities. This was completed prior to October 12, 1988. Part of that plan is notifying parents and students that such a plan exists. This notification seeks to do that.

A copy of the asbestos management plan is available for your inspection in our school office during the regular school hours.

We are intent on not only meeting, but exceeding the federal regulation in this area. We will take all necessary steps to ensure our students and Called workers have a healthy, safe environment in which to learn and work.

FERPA RIGHTS

The Federal Educational Rights and Privacy Act gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents have the right to inspect and review the student's education records maintained by the school. Good Shepherd must respond to the request within 45 days. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents have the right to request that a school correct records that they believe to be inaccurate or misleading. If a change of record is requested, then a statement must be submitted by the parent, which clearly identifies which part of the record the parent believes is inaccurate or misleading and an explanation as to why it is believed that the record is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing within a reasonable amount of time. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information. Parents have a right to file a complaint with US Department of Education concerning alleged failures by the school to comply with FERPA requirements. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The school must notify parents annually of their rights under FERPA.



 *Good Shepherd*
LUTHERAN CHURCH & SCHOOL

5071 Center Street
Omaha, NE 68106
Phone: (402) 553-6760

www.goodshepherdomaha.com/school