

The Good Shepherd Lutheran School Student/Parent Handbook 2021 - 2022

“Led and Fed by the Good Shepherd, Jesus Christ”



John 10:27

My sheep listen to my voice; I know them, and they follow me.

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A Ministry of
The Good Shepherd Lutheran Church – Midwest City

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WELCOME

Our Mission

The Mission of The Good Shepherd Lutheran School is to share the love of God in Christ Jesus, the caring Shepherd, through the power of the Holy Spirit.

We accomplish this Mission by:

1. Celebrating Christ as God's gift for our salvation, proclaiming Him as Savior, and growing through the means of grace.
2. Equipping, developing, and utilizing God's people for ministry.
3. Ministering with the Gospel to each other, our community and the world.

Our Objective

God teaches that parents/guardians are to provide Christian training for their children and promises blessings from it. Consider the following words of God:

*"Teaching them to observe all things, whatsoever I have commanded you."
Matthew 28:20*

*"These words which I commanded you this day shall be in your heart and you shall teach them diligently to your children."
Deuteronomy 6:6-7*

*"Train up a child in the way he should go and when he is old he will not depart from it."
Proverbs 22:6*

*"All of your sons shall be taught by the Lord, and great shall be the prosperity of your sons."
Isaiah 54:13*

The Good Shepherd Lutheran School exists to provide a program of education, care, and development that is in harmony with God's will as revealed in the Bible. All of life, including knowledge and service, finds its source, meaning and purpose in the Lord Jesus Christ. The Good Shepherd Lutheran Church operates The Good Shepherd Lutheran School as a part of God's mission to all people and makes this route available to those families of the congregation and the community desiring this kind of Christian Education program. Even though the School is an important mission in the training of children, the other agencies of the Church such as Sunday School, weekly worship services, and youth activities are integral parts of the spiritual training of the total child. All parents/guardians and students of The Good Shepherd Lutheran School are encouraged to participate regularly in these agencies.

Our purpose is to provide a total educational program in a definite caring Christian atmosphere. Not only are there daily religion classes, in which the crucified and risen Christ is exalted, but the other subjects taught are in the light of Christ and Scripture. It is our purpose not only to assist parents/guardians in educating their children to become good citizens of this country but also to help them to become and remain citizens of the kingdom of heaven. This is done by the daily use of God's word, prayer, and Christian example through the power and working of the Holy Spirit. We also wish to assist

parents/guardians by providing a loving caring atmosphere in our Early Childhood Center, where children learn to share, to care, and to love one another.

Our Philosophy

We believe that the Bible clearly teaches that man was created perfect and holy with a free will by our loving God (Genesis 1:27, 31; 2:16-17). But this was all lost when sin entered the world through Adam's and Eve's disobedience and spread to all through the inheritance of a sinful nature (Romans 5:8). Because of his boundless love for us, Jesus rescued us from the punishment we and all people earned by our sins (Romans 5:8), and it is by the acceptance of the Lord Jesus Christ as our personal Savior that we receive the forgiveness of sins as a free gift from God (Romans 10:9). It is the Holy Spirit working ourselves to Him (Romans 8:8-9). As we seek the total leadership of Jesus in every part of our lives, the "growing in grace" occurs (2 Peter 3:18), which we trust the Lord not only to receive, but also to share this Good News of salvation with the world, beginning where we are (Matthew 28:19-20).

We believe that effective education is carried on through quality and experiential learning programs that relate the Christian faith to every aspect of life.

We believe that Christian education is unique because:

1. Christian education views the student as one redeemed by Christ.
2. Christian education carries out God's command for educating man.
3. Christian education is powered by the Holy Spirit for accomplishing its purposes.

In all matters, the guiding principles of The Good Shepherd Lutheran School are found in Scripture, the inspired Word of God and the only norm and source for all we believe and teach.

Our Christian responsibility compels us to pursue academic quality as the proper response to Christ's redemptive work. The Good Shepherd Lutheran School strives to make itself an effective educational mission for equipping children and their families for participating in the following five functional areas of Christian living; i.e. education, worship, evangelism, fellowship, and service.

EDUCATION: Christian education nurtures children's faith for a lifetime of service to God and their fellowmen. All teaching, especially exposure to God's word is empowered by the Holy Spirit for accomplishing God's purposes. Students are prepared to become responsible stewards of the gifts God has bestowed upon them. II Timothy 3:16 says, "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness."

WORSHIP: Students grow in their spiritual lives through all the effective aspects of worship: prayer, praise, and thanksgiving. Teachers provide Christian models and leadership in building the worship life of students. Matthew 4:10 states: "...Worship the Lord your God and serve Him only."

EVANGELISM: Students and teachers learn to bear witness to their faith by witnessing to each other and their community.

Children hear the Good News of Jesus' love and share it with their families and friends. Colossians 3:16 says, "Let the word of Christ dwell in you richly, as you teach and

admonish one another in all wisdom, and as you sing psalms and hymns and spiritual songs with thankfulness in your hearts to God.”

FELLOWSHIP: Students and teachers accept one another as fellow members of the Body of Christ. They work and play together, support and encourage each other, and learn to value, accept, and respect one another. The understanding of Law and Gospel pervades relationships so that each person knows he or she is a redeemed sinner and a beloved child of God. Teachers and students work together to maintain an atmosphere of love and joy. Romans 12:5 declares: “So in Christ we who are many form one body, and each member belongs to all the others.”

SERVICE: Students and teachers help each other and the community to emulate Christ-like compassion and love for all people. John 13:35 says, “By this all men will know that you are my disciples, if you love one another.”

We believe that each child is a special gift from God, a unique creation, possessing their own personality, learning style and maturation pace. Mindful of this, we design our programs encompass the total child, and promote spiritual, physical, cognitive, emotional, aesthetic, and social development of each individual.

Administration

The Good Shepherd Lutheran School is a mission of The Good Shepherd Lutheran Church (a member of the Lutheran Church - Missouri Synod). The Ministry of Parochial Education, under the authority given by the congregation, provides oversight of the mission.

Accreditation

The Good Shepherd Lutheran School is accredited by National Lutheran Schools Association (NLSA). The NLSA is a recognized and voting member of Oklahoma Private Schools Accreditation Commission (OPSAC), which has been recognized by the Oklahoma State Legislature.

Lutheran Doctrine

The Lutheran Church-Missouri Synod (LCMS) adheres to the doctrines outlined in the Small Catechism. Doctor Martin Luther based the Small Catechism on his study of the Bible, and he organized the teachings of Scripture into six chief parts. These six chief parts of Christian doctrine are as follows: The Ten Commandments, The Apostles’ Creed, The Lord’s Prayer, The Sacrament of Holy Baptism, The Office of the Keys and Confession, and Holy Communion.

The Small Catechism is provided to each family upon enrollment. If you prefer to review the Small Catechism before enrolling, one will be provided at no cost.

Worship

Worship begins with God, who speaks to us in the Word about Christ. “You are My people. You are forgiven.” In our worship together, God speaks that Word to us in the Scripture readings. His Word dwells in us through faith. It flows out of us to one another in responsive readings, in hymns and in spiritual songs and we remind one another of God’s great deeds, strengthening and building up one another in our faith and life. Finally, our worship moves upward in adoration of God, in thanks to Him for His mercy.

Worship becomes real as we see its three dimensions. The Word from God is shared with one another, and then returns to God in a response of praise and thanksgiving.

ADMISSIONS

Student Enrollment

The following are the enrollment age requirements of the State of Oklahoma. Before September 1, a student shall be:

1. Three (3) years old to enter Preschool;
2. Four (4) years old to enter Prekindergarten; or,
3. Five (5) years old to enter Kindergarten.

Parents/Guardians may make an appointment with The Good Shepherd Lutheran School to tour our school, meet staff and visit with the Administrator. The parent/guardian should bring a copy of the prospective student's birth certificate and immunization records, and, if the child has previously attended another school, the most recent standardized test report and progress report from the school. If, after consultation with the Administrator, the parent/guardian would like to enroll their child in The Good Shepherd Lutheran School, we will provide parent/guardian with an enrollment packet.

The Administrator will then consider the needs of the individual child and decide if The Good Shepherd Lutheran School can adequately meet those needs while serving the needs of the students currently enrolled. Prospective students may be required to go through a testing process to determine grade placement. If the Administrator decides that it is best to enroll the child, the parent/guardian will be contacted and the enrollment fee is required before enrollment is guaranteed. A student who enrolls for the first time will serve a probationary period of nine (9) weeks.

The Good Shepherd Lutheran School adheres to recommendations from the Oklahoma State Department of Education regarding teacher to student ratio and space requirements per student. In the event a classroom is at capacity, names of prospective students are placed on a waiting list. When a vacancy exists in that particular classroom, prospective students are admitted by their ranking on the waiting list. In adherence to the policy of The Good Shepherd Lutheran School, priority is given to members of the Church.

Immunization Requirements

According to the Oklahoma Immunization Act of 1970, all students must present upon school entry a certified immunization record indicating the date and type of immunization received or must present proof that such student is in the process of receiving required immunization(s). The Oklahoma State Board of Health prescribes the immunization requirements and the frequency of their administration. Exemptions granted to the immunization law shall be in accordance with state law and Oklahoma State Department of Health requirements.

Placement of Transfer Students

Each student is a unique creation of God, and every effort is made to assure the student is placed properly and transition is a pleasant experience. The Administrator will take into consideration the placement within previously enrolled schools, grade reports from those previous schools, standardized test results, and other factors that may apply to the individual student. Students may be required to go through a testing process to determine grade placement. The Good Shepherd Lutheran School retains the right to determine final placement of all enrolled students.

Tuition

Tuition fees are calculated to include book fees, accounting fees, technology fees and other miscellaneous expenses. Even though, The Good Shepherd Lutheran Church contributes to the support of The Good Shepherd Lutheran School tuition is adjusted on a year-to-year basis to allow The Good Shepherd Lutheran Church to work on other projects and to give those who are not members of The Good Shepherd Lutheran Church the opportunity to contribute to the education of their children.

To enroll your child for the next school year you will be required to make a non-refundable enrollment fee. This ensures adequate staffing. Returning students will have first priority for enrollment upon payment of the registration fee. After July 1, students on our waiting list are accepted. In some cases, the order of enrollment is used when classroom availability is limited.

Tuition Payments & Delinquent Tuition

Tuition is payable in ten (10) monthly payments beginning August 1 and then due on the first day of each subsequent month. A late fee is charged after the 10th of each month. If account is 30 days in arrears, the student will be temporarily withdrawn on the 10th day of the following month with right of return upon payment of delinquent amount. Termination of enrollment may result from continued neglect to settle a delinquent account. If any tuition from the previous school year is in arrears, payment shall be made before enrollment for the next school year. Student's records will not be released until full payment is made. We accept various payment methods such as: ACH withdrawal, Apple Pay, cash, check, credit card, debit card, and PayPal. If assistance is needed in making a monthly payment, contact the Business Manager for options.

Financial Aid

Limited funds are made available by The Good Shepherd Lutheran Church to help families who support Christian education but have a financial need. Returning students will have first priority to financial aid. Contact the Business Manager to apply for assistance.

Orientation

During August, on the Tuesday before the first day of school, all incoming parents/guardians are required to attend an orientation meeting. This meeting is held in the evening. After introductions and general information, groups will meet for each grade level. Teachers will share information concerning the procedures for the coming year along with completing any necessary forms. If it is not possible for a parent/guardian to attend the orientation meeting, the parent/guardian shall contact the school office to complete forms and receive pertinent information regarding curriculum, schedules, expectations, and procedures.

Withdrawals

If a student withdraws from The Good Shepherd Lutheran School, the following steps shall be followed:

1. The Administrator shall receive a written request for withdrawal from the parent/guardian. The Administrator may exercise discretion regarding requirements for the method of notification.
2. The parent/guardian may be required to meet with the Administrator.
3. The appropriate form for withdrawal must be picked up by the student from the Business Manager as early as possible before the last day of attendance. The form must be signed by:
 - a. The Teacher – textbooks and other school property shall be turned in;
 - b. The Librarian – library books shall be turned in and any fines paid;

- c. The Business Manager – all financial accounts including tuition, lunches, and childcare shall be cleared. All outstanding debts must be cleared before a transcript will be released to the requesting school.
4. Reference letters are provided with two (2) weeks prior notice.

ACADEMICS

Curriculum

The Good Shepherd Lutheran School's entire curriculum - Preschool through Grade 8 is tailored to nurture the whole child of God with developmentally appropriate goals and objectives. The Good Shepherd Lutheran School's curriculum is Christ-centered and this concept influences all instruction. Students study Holy Scripture, learn the basic doctrines of the Bible, memorize Bible verses and hymns, and participate in worship. Religion is taught as a separate subject, but the message of God and His love is brought out in other subjects throughout the day.

Physical Education is a vital part of our school's curriculum. To be excused from this class, your child shall have a note from a physician. Please note that if your child cannot participate in Physical Education, they will be restricted from all physical activities, including recess.

Preschool

The curriculum is based on state and national standards and Oklahoma Academic Standards.

Pre-Kindergarten/Kindergarten

The Good Shepherd Lutheran School strives to develop the whole child and provide a strong foundation for the primary grades. The curriculum includes religion, language arts, mathematics, science, social studies, art, music, motor skill development, and Physical Education. The language arts curriculum provides many oral language and concept development experiences and teaches letter sounds (phonics) through listening and other activities. This can lead to forming words and reading short sentences. The math curriculum uses manipulatives to teach math concepts. In all subject areas, there is an emphasis on hands-on experiences and both structured and free exploration experiences are provided.

Grades 1-6

The following subjects are taught at each elementary level: Religion, Reading, English, Spelling, Writing, Mathematics, Science, Social Studies, Art, Music, Physical Education, Foreign Language, and Accelerated Reading. State approved curriculum is used for each subject.

Grades 7-8

The junior high curriculum is designed to have a The Good Shepherd Lutheran School graduate well prepared to enter any high school. The junior high levels are departmentalized to better utilize the specific interests and strengths of teachers. Curriculum offerings include:

- Religion
- Literature/English
- Math, including Algebra and Geometry
- Life Science, Earth Science, and Physical Science
- World Geography, U.S. History, Oklahoma History and Civics
- Computers
- Physical Education and Health

- Foreign Language
- Accelerated Reading

Homework

Students are given study time in class and are encouraged to complete as much work as possible in school. However, some students may have homework occasionally. Help from parents/guardians and other family members is encouraged as long as it remains assisting rather than doing the work for the student. Parents/Guardians can be particularly helpful in areas where drill is required (memory work, number facts, spelling, etc.) and in the encouragement of oral and silent reading. The general interests and attitudes of the parents/guardians are reflected in the children; therefore, encouragement and pride in the child's work helps to assure the child's success in the classroom and build self-esteem.

Evaluation and Grading System

Regular evaluation of progress directs instruction and fosters good self-esteem. A student's academic achievement, attitude, and conduct are evaluated continually. Teachers and students confer to promote growth in these areas, and parents/guardians are notified of progress made and concerns in these areas. Teachers communicate frequently with parents/guardians individually, through handouts, and electronically.

The following chart is our grading system:

A	100 - 90
B	89 - 80
C	79 - 70
D	69 - 60
F	59 or less

Achievement tests are given to all students in 1st - 8th grade each year. These tests enable us to measure the academic growth of our students and to assess the quality of our curriculum and teaching methods.

Progress Reports

To promote ongoing communication with parents/guardians especially in the area of monitoring student progress. Progress reports will also be sent whenever there is evidence of the student's possible failure, whenever there is a significant decline in the student's grades, or at the request of or as scheduled by the Administrator. The teacher shall confer with parents/guardians whenever the student is failing and an appointment with the parent/guardian can be scheduled. The student shall be provided the opportunity to see their grades at a reasonable time during each quarter in order to monitor progress.

Progress reports at minimum will be sent four weeks before the end of the nine (9) week period. The signature of the parent/guardian is required on the progress report. If the progress report is not returned within three (3) school days, the teacher will contact the parent/guardian by phone. A duplicate will be mailed to the parent/guardian if phone contact is unsuccessful.

Report Cards

Report cards are for a parent/guardian's record and do not have to be returned to the school. Besides the letter grade, each card contains an attendance and tardy record. If a student feels a grade or attendance record for the semester is inaccurate, they should bring it to the attention of the teacher immediately.

Grades shall be averaged at the close of each nine (9) week period and justified based on the performance of each student. Report cards are issued one week following the end of each quarter period.

Promotion - Retention

A student who has made unsatisfactory academic achievement in light of the student's potential shall be carefully considered before being moved to the next grade or level of instruction. With the exception of retention decisions at the end of third grade, which are prescribed by state law, the age, physical development, emotional maturity, social adjustment, and attitude of the student shall be the primary factors considered. Students at the third-grade level will be promoted or retained pursuant to 70 O.S. § 1210.508C (Reading Sufficiency Act). The parent/guardian of the student shall receive a minimum of two (2) notifications that the student's progress in class has not been adequate to meet with success at the next grade level. One of the two notifications should be in the form of a conference to determine the best interest of the student. When possible, the parent/guardian of the student shall be presented the opinion and recommendations of the teacher/school in the conference. The final notice should come within a reasonable time frame to allow the parent/guardian and teacher to attend to the retained child's needs and preparation. For any student who enrolls after the beginning of the second semester, all notifications shall be issued within a reasonable time period prior to the recommendation for retention. If, in the opinion of the teacher/school, additional time is thought necessary for the best development of the student, it shall be recommended in writing that the student be retained. Only in unusual circumstances should a student be retained more than once. If a seventh or eighth grade student fails both semesters of any two-core subjects, they will be retained. A student must pass eight (8) semester courses to be promoted. The Administrator and teacher have authority to retain a student by state law (70 O.S. 24-114). If dissatisfied with a recommendation for retention, the parent/guardian may appeal the decision as listed below. The same appeal process will be used if a parent/guardian is dissatisfied with a teacher's recommendation to promote or pass a student.

- **First Level of Appeal:** Administrator.
- **Second Level of Appeal:** Board of Education

A written statement requesting an appeal is to be submitted to the Administrator by June 1 of the same school year. The Administrator will convene an appeal hearing in a timely manner.

First Level of Appeal

1. The appeal will be presided over and conducted solely by the Administrator.
2. The appeal will serve to determine the facts of the case. It will be the responsibility of the teacher to provide evidence and/or facts that support retention of the student.
3. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
4. Background information of the student may be reviewed prior to rendering a decision on the case.
5. The Administrator may uphold, deny or modify the decision of the teacher.
6. The parent/guardian will be notified in writing. The Administrator will immediately notify the School Board.

Second Level of Appeal

1. The appeal will be presided over and conducted solely by the School Board.
2. The appeal will serve to determine the facts of the case.
3. It will be the responsibility of the Administrator to provide evidence and/or facts that support retention of the student.

4. Each party will be given the opportunity to present its case, present the finding of facts, and make a concluding statement.
5. Background information of the student may be reviewed prior to rendering a decision on the case.
6. The Board of Education may uphold, deny or modify the retention of the student.

THE DECISION OF THE SCHOOL BOARD SHALL BE FINAL

Make-Up Work

Make-up work for absences will be considered for full credit. The number of days allowed to make up missed assignments shall equal at least the number of days absent. Any make-up work turned in beyond the “total days absent rule” mentioned above will be considered for a maximum of half credit.

Upon returning to school, it is the student’s responsibility to ask for and to make up work missed during an absence.

1. One day must be allowed for each day of absence to make up work. Teachers may grant an extension with extenuating circumstances.
2. After a student is absent three (3) or more days, the parent/guardian should call the school office and request assignments for the student. Contact should be made to the office by 10:00 a.m.
3. If a student is absent for semester tests, the tests must be made up. A zero “0” will be averaged into the grade for recording purposes until the test is made up. If the absence is due to vacation, permission to make up work should be obtained in advance from the Administrator.
4. Students suspended from school for five (5) days or less will follow the procedures for make-up work.

THE ADMINISTRATOR WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES

Honor Roll/Administrator’s List

The Good Shepherd Lutheran School recognizes students who achieve academic excellence by placing their names on the Honor Roll or Administrator’s List each quarter. Honor roll students are those students whose GPA (Grade Point Average) is 80 – 89%. Administrator’s List students have a GPA of 90 – 100%.

Library and Media Center

The school library is accessible to all grade levels and is supervised by a faculty member, in coordination with parent/guardian volunteers. Reference materials are provided for student use and books and magazines are available for student use and checkout. Lost or damaged library books shall be paid for by the end of the school year. Report cards may be withheld at the end of the school year if not all fines have been paid. Funding for the library is provided through the school budget, individual donations, and fund-raising projects.

DISCIPLINE/SELF-CONTROL

God’s abundant love and mercy toward us compels us to desire to know His will and to lead a life, which is pleasing to Him. Discipline in Christian homes and schools serves to train children to be disciples of our Lord and Savior Jesus Christ.

Adults have been instructed by God to discipline children (Proverbs 19:18, 29:17) and God wants children to follow the directions of adults (Ephesians 6:1) as well as God’s commands (John 14:23). Establishing

and maintaining a disciplined environment at The Good Shepherd Lutheran School is the shared responsibility of students, teachers, and parents/guardians.

Parent/Guardian Responsibility

The responsibility of educating a child is two-fold: part belongs to the school and part belongs to the home. The home is the environment in which to begin teaching responsibility and respect. When a child enters school, this process becomes a shared commitment that reinforces Christian values in the home and school.

Teacher Responsibility

The teachers establish classroom rules that provide a safe environment in which students can learn and grow in the knowledge of God. These rules are based on the Ten Commandments and God's will for our lives. Teachers use any of a variety of methods that are consistent with God's Word to encourage obedience to the rules.

Student Responsibilities

Every student has the right to conditions favorable to learning. Students have the right to pursue an education free from discrimination based on race, color, national origin, sex, disability, age, genetic information, alienage, or veteran, parental, family and marital status.

The Good Shepherd Lutheran School students enjoy the freedom of speech; the right to privacy; the right of freedom from harassment; the right to due process in judicial matters; and the right to appeal judgments and penalties for alleged misconduct. Students have the responsibility to conduct themselves, both individually and in groups, in a manner that ensures an atmosphere conducive to teaching, studying, and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior that is harmful to themselves, other persons, or property. Students have a responsibility to abide by the standards, policies, regulations, and the Student Code of Conduct of The Good Shepherd Lutheran School.

Students are expected to respect all people with whom they come into contact. The students are also expected to do their part in maintaining a cooperative learning environment. No student has the right to keep other students from learning. Older students are encouraged to assume responsibility for younger students by helping them and setting a good example for them.

Discipline Policy

Control and discipline in our school depends upon the responsibility taken by the student, the parents/guardians, the teacher, the Administrator, and combined school personnel. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. Teachers have the same authority as the parent/guardian in restraining, correcting, and controlling the child while under the supervision of the school.

All students shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Following are some examples of these circumstances:

- The student's attitude;
- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;

Whether the incident is isolated or habitual behavior; and
Any other circumstances that may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. Students are expected to treat other persons and their property with respect. Students are further expected to behave themselves in such fashion as not to infringe upon the rights of others to learn.

One of the goals of our school is to educate and develop student self-discipline in a positive manner. This means giving the student a chance to make choices, giving them a time to discuss their actions with others, and guiding the student in solving their problems. We believe that parental communication and support are essential parts of good discipline. High expectations and effective instruction by teachers promote self-control and responsible behavior in students.

In administering discipline, consideration will be given to alternative methods to ensure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and the Administrator will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents/guardians to determine the most effective disciplinary measure.

Students involved in on-going patterns of harassment, intimidation, or bullying will participate in activities to recognize, prevent, and intervene in bullying behavior. In all cases of disruptive behavior, the penalties in each disciplinary action should always be commensurate with the problem. In considering alternatives for disciplinary actions, the faculty/administration of the school will consider the following:

1. Conference with student
2. Conference with parents/guardians
3. Changing student's seat assignment
4. Behavior contract
5. Requiring a student to make financial restitution for damaged property
6. Requiring a student to clean or straighten items
7. Restriction of privileges
8. In-School Detention (ISD)
9. In-School Restriction (ISR)
10. Involvement of civil authorities
11. Referring student to appropriate social agency
12. Out-of-School Suspension
13. Other disciplinary action as required and/or indicated by circumstances

The school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.

Riding the school bus, whether on an activity trip, or field trip, is an extension of the school day with students being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the school bus.

In-School Detention (ISD)

Detention is time assigned in a supervised environment before school, during the lunch period, during recess, or after school. Students will have access to regular child nutrition programs during assigned detention. Students in ISD will not participate in any extracurricular activities until the designated time

is served, to include the last day. **IN-SCHOOL DETENTION (ISD) PLACEMENT IS DECIDED BY THE TEACHER AND IS NOT APPEALABLE.**

In-School Restriction (ISR)

In-school restriction is an alternative to out-of-school suspension when deemed advisable by the Administrator. In-school restriction is assignment during part of or all of a student's schedule, where said student spends the time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction. Students in ISR will not participate in any extracurricular activities. **IN-SCHOOL RESTRICTION (ISR) PLACEMENT IS DECIDED BY THE ADMINISTRATOR AND IS NOT APPEALABLE.**

Out-of-School Suspension

Out-of-School Suspension is the temporary denial by the Administrator of the right to attend class, school, or school-sponsored or authorized functions: a) for the rest of the day, b) for a specified time up to one calendar year.

A short-term at-home suspension is for one (1) to ten (10) school days. The length of the suspension shall be commensurate with the severity of the violation.

A long-term at-home suspension is any suspension that is eleven (11) school days or more. Although it is not mandatory, a long-term suspension may extend for the duration of the current semester and the succeeding semester or, for one calendar year. For discipline purposes, a semester will be defined as approximately 90 days of instruction or a similar number of days as established by the school calendar.

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. In-school detention, in-school restrictions, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspensions and therefore, do not require or involve the due process procedures set forth herein.

Students may be suspended from school for engaging in any of the following while on school grounds, in a school vehicle and the school bus, or at school sponsored or sanctioned activities/events:

1. Creating or attempting to create a classroom disturbance.
2. Disobeying a teacher or Administrator willfully and openly.
3. Using profanity or vulgar language or expressions.
4. Defying the Administrator's authority.
5. Fighting.
6. Assaulting (physically and/or verbally), and/or battering a student or school employee, volunteer, or any other person.
7. Assaulting (physically and/or verbally), and/or battering a school employee outside of school premises or outside of school activities if the assault has led, or is predicted to lead, to a disruption of the educational process.
8. Possessing or using any dangerous instrument or a dangerous weapon as defined in the Oklahoma statutes as the following: "pistol, revolver, switchblade knife, spring-type knife, knife having a blade which opens automatically by hand pressure applied to a button spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand-chain, metal knuckles, or any other offensive weapons."

9. Possessing, using, transmitting, selling or being under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, counterfeit drugs, controlled or uncontrolled dangerous substance.
10. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal educational process.
11. Engaging in acts of immorality.
12. Vandalizing, defacing, or causing damage to school property or any property.
13. Continuing excessive absenteeism from school.
14. Violating the rules and/or regulations of the school persistently.
15. Possessing and/or using tobacco products.
16. Stealing school property, property belonging to staff or students, or any other property.
17. Possessing stolen property.
18. Engaging in conduct that jeopardizes the safety of others.
19. Joining or holding membership in secret clubs, fraternities, sororities or other secret organizations.
20. Harassing, intimidating, or bullying (either verbally or physically) a student, school employee, volunteer, or any other person (Ref: Sections 24-100.3 and 24-100.4 of Title 70, Oklahoma State Statutes).
21. Harassing, intimidating, or bullying a school employee outside of school premises or outside of school activities if the actions have led, or are predicted to lead, to a disruption of the educational process.
22. Sexually harassing and/or engaging in misconduct toward a student, school employee, volunteer, or any other person.
23. Sexually harassing a school employee outside of school premises or outside of school activities if the sexual harassment has led, or is predicted to lead, to a disruption of the educational process.
24. Using any electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. ("Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer.)
25. Exhibiting any threatening behavior, whether a pattern of behavior or isolated action, or directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.
26. Possessing any ammunition, including bullets, shells, explosive caps, explosives, etc.
27. Threatening bodily harm to a student, or staff member, or school volunteer, or threatening harm to school/personal property.
28. Attempting to cause physical bodily injury or acting in a manner that could reasonably cause bodily injury to a school employee or a person volunteering for the school.
29. Attempting to cause physical bodily injury or acting in a manner that could reasonably cause bodily injury to a school employee outside of school premises or outside of school activities if the actions have led, or are predicted to lead, to a disruption of the educational process.
30. Failing to follow school policy for wireless telecommunication devices or Electronic Network Usage.
31. Violating the rules of the school.

In addition to the above, pursuant to Title 70 Oklahoma Statutes, Section 24-101.3, students who are guilty of any of the following acts may be suspended out-of-school by the Administrator:

- a. violation of a school regulation,
- b. immorality;
- c. adjudication as a delinquent for an offense that is not a violent offense. For the purpose of this policy, “violent offense” shall include those offenses listed as the exception to the term “nonviolent offense” as specified in Section 571 of Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon but shall not include the offense of assault,
- d. possession of an intoxicating beverage, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities/events, and
- e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension for a period of not less than (1) one year as provided in Title 70, Oklahoma Statutes, Section 24-101.3. The term of this suspension may be modified by the Administrator on a case-by-case basis. For the purpose of this policy, the term “firearm” shall mean and include all weapons as defined by 18 U.S.C., Section 921.

The Administrator shall exercise their discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student’s prior history of disciplinary infractions may be considered, particularly when similar infractions have occurred in the past and other forms of discipline have not deterred such behavior. Before a student is suspended out-of-school, the Administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as reassignment to another classroom, in-school detention or in-school restriction. Serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester.

Pre-Out-of-School Suspension Conferences

- a. When a student violates board policy, a school rule, a regulation, or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLAHOMA STATUTES, Title 57, § 571), or engages in immoral conduct, or possesses a dangerous weapon, the Administrator shall conduct an informal conference with the student.
- b. At the conference with the student the Administrator shall read the policy, rule, or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule, or regulation.
- c. The student shall be asked whether they understand the policy, rule, or regulation and be given a full opportunity to explain and discuss their conduct.
- d. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that they are being suspended, the length of the out-of-school suspension, and the violation or regulation that led to the suspension.

The Administrator shall immediately notify the parent/guardian by phone and in writing that the student is being suspended out-of-school, that alternative in-school placement or other available options have been considered, offered, or rejected and if rejected, the reason for the rejection. The written notice should state what alternative in-school placement or other available options have been considered, offered, or rejected and if rejected, the reason for the rejection. A student shall not be dismissed before the end of the school day without advance notice to the parent/guardian.

The parent/guardian shall be advised of the due process rights of appeal in the written notice and when it is possible in person or by phone. During the time a student is suspended, he/she is excluded from all school activities/events, including extracurricular activities/events.

In accordance with Title 70, Oklahoma Statutes, Section 24101.3 (E), a student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the school until the terms of the suspension have been met or the time of suspension has expired.

Immediate Suspension without a Pre-suspension Conference

- A student may be suspended without a pre-suspension conference as required by this regulation only in situations where the conduct of the student reasonably indicates to the Administrator that the continued presence of the student in the building will constitute a danger to the health or safety of the students, faculty, staff, school property, or a continued disruption of the educational process.
- In such cases, a suspension conference with the student and the parent/guardian will be scheduled as soon as possible after the student has been removed from the building.

Conference with Parents/Guardians

- The Administrator will seek to hold a conference with the parent/guardian as quickly as possible after the immediate removal has been imposed. The conference will take place within three (3) school days of the imposition. The parent/guardian should be advised of the right to hold a conference with the Administrator at the time the parent/guardian is notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents/guardians whenever possible.
- At the conference, the Administrator will read the rule or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent/guardian should be asked by the Administrator if the parent/guardian understands the rule and the charges against the student. The student shall be given a full opportunity to explain and discuss their conduct.
- At the conclusion of the conference, the Administrator will determine whether the student will be returned to school, to an alternative setting or whether a long-term or short-term suspension is being imposed. If the suspension is for ten days or less, the parent/guardian will be advised that the parent/guardian can appeal the suspension action to a hearing officer with no further appeal/review rights. If the suspension is for more than 10 days, the parent/guardian will be advised of the right to have the suspension reviewed by the Administrator and, ultimately, by the Board of Education.

Students suspended five days or less will be allowed to make up assignments missed due to an out-of-school suspension. Students will follow the procedures assigned for make-up work as presented in the student handbook.

In unusual circumstances, the Administrator shall determine whether or not the student will be allowed to make up assignments. The decision of the Administrator in the matter will be final and not subject to any appeals.

Suspension in Excess of Five Days

When a student is suspended out-of-school for a term greater than five days, pursuant to Title 70, Oklahoma Statutes, Section 24-101.3, the parent/guardian of the student “shall be responsible for the provision of a supervised, structured environment in which the parent/guardian shall place the student and bear the responsibility for monitoring the student’s educational progress until the student is readmitted into school.”

The school will provide textbooks and a listing of assignments that approximate the curriculum covered during the term of the suspension. The Administrator will provide the parents/guardians with due dates for assignments. Late work will result in no credit unless prior arrangements have been made for extensions with the Administrator. In addition, the Administrator may require that the parent/guardian bring the student to the school for administration of examinations in the curricular areas covered. Pursuant to the provision of Title 70, Oklahoma Statutes, Section 24-101.3, the student and parent/guardian will only be provided an educational plan for English, math, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eight. All arrangements for picking up assignments, turning in completed assignments, and taking examination will be conducted during regular school hours. Student assignments, examinations, or both will be graded to determine the student’s grade during the term of suspension.

HEALTH

The Good Shepherd Lutheran School is concerned about the health of its students. We keep current health records for each student.

Each student shall have an authorization for emergency medical treatment form on file in the school office. Although this form will be used only in case of extreme emergency, it is very important parents/guardians complete a form for each child. Be certain to contact the school office if your family physician or emergency phone numbers change.

We are concerned about the welfare of all of our students and staff. We believe these basic guidelines will help us to insure their good health.

Communicable Diseases

The Good Shepherd Lutheran School is concerned for the health and well-being of students and staff. While the general health and physical well-being of a student is the responsibility of the parent/guardian, the School believes that teachers and staff should promote and encourage the maintenance of a healthy body and mind. Oklahoma law prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until the child is free from such contagious disease. Children may be excluded from school when it is believed necessary by the Administrator to promote the safety and well-being of all students and staff. The School recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease which may or may not be life threatening. This policy will include all communicable diseases. Based on present medical information, the term infected would apply to both carrier and those having been diagnosed as being infected. If there is reasonable cause to believe that a student or school employee is an infected individual an appropriate medical examination may be required. Students suffering from a contagious or infectious disease, or one who does not comply with the State of Oklahoma immunization law, may be excluded from school. A student may be sent home until medical evidence indicates that the student no longer poses a threat to the spread of the contagious

disease. Exclusion from school shall be made by the Administrator for any of the following communicable diseases and/or conditions:

Chicken Pox	Meningitis, bacterial
Pediculosis (head lice)	Strep Throat, Scarlet Fever, Scarletina
Conjunctivitis (Pink eye)	Meningitis, viral
Pinworms	Trachoma Venereal Disease,
Influenza	Gonorrhea
Rashes - etiology unknown	Mononucleosis
Hepatitis, infectious	Mono-syndrome Syphilis,
Ringworm, Athlete's foot	Herpes Simplex II
Hepatitis, serum	Mumps
Rubella	Pertussis (Whooping cough)
Impetigo	Fever of 100.0 degrees or greater
Scabies	Skin infections Vomiting/diarrhea
Measles	Shingles

Communicable Diseases Guidelines

Students who have been excluded from school with any of the communicable conditions listed below must be cleared by a physician and have a physician's written release before reentering school.

If your child has had a fever of 100.0 degrees or greater, they must be fever free for 24 hours without medication before returning to school. If your student has been vomiting/had diarrhea, they must not have had an episode for 24 hours before returning to school.

Impetigo	Meningitis
Pediculosis (head lice)	Strep Throat, Scarlet Fever, Scarletina
Conjunctivitis (Pink eye)	Pertussis (Whooping cough)
Pinworms	Skin infections
Influenza	Rubella
Scabies	Mononucleosis
Measles	Hepatitis, serum
Ringworm (scalp)	

Diabetes

The following policy and procedure have been set forth for caring for the student with diabetes in accordance with the Diabetes Management in Schools Act, Title 70, and Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. Each student with diabetes shall have a personal health care team that sets out the health services that may be needed by the student at school. This health care team shall be comprised of the parents/guardians of the student, the Administrator, the classroom teacher, the diabetes care assistants and the physician responsible for the diabetes treatment of the student, to the extent practical. The diabetes care assistants will assist the student in the management of their diabetes according to the diabetes medical management plan. A current diabetes management plan and orders from the physician managing the student's diabetes shall be present prior to a child's entrance

into school. This plan may be updated as often as needed. The parent/guardian is responsible for notifying the school if the physician responsible for the diabetes treatment of the student makes any changes.

All decisions related to the diabetic care for a student with diabetes will be based on the individual needs of the student. To ensure student safety, and to be compliant with the Oklahoma Nursing Practice Act, a physician ordered Diabetes Medical Management Plan must be in place prior to the student's attendance at school. Each diabetes care assistant shall be trained according to the Diabetes Management in Schools Act and must show competency annually in the care of diabetes. The Good Shepherd Lutheran School will ensure that appropriate in-person training is provided by qualified medical personnel to staff who educate, serve, supervise or transport student with diabetes, including but not limited to, teachers, substitute teachers, aides, paraprofessionals, bus drivers and substitute bus drivers, and staff supervising students on field trips or other off-campus locations, for the provision of diabetic care and emergency medical services, if necessary. In addition, the training shall occur in advance of educating, serving, supervising, or transporting students with disabilities. Moreover, it is not appropriate training for the School to simply provide the diabetes care plan for students with disabilities to School staff or place plans and training information in the classroom or on a bus for personnel to review with appropriate in-person training.

The Administrator shall maintain a copy of the training guidelines and any records associated with the training. Each student shall have a kit to be maintained by the parent/guardian that will include: blood glucose meter, testing strips for the meter, lancets, an insulin delivery system with the necessary supplies needed, and snacks for low blood sugar. The school shall notify parents/guardians when supplies are getting low. The parent/guardian shall be responsible for all insulin pump and site maintenance. If insulin is to be administered at school for lunch, the school will provide the parent/guardian a school lunch cycle menu that will provide the parent the information necessary to calculate accurate carbohydrate count for children who eat school lunches and predetermine the amount of insulin to be given. Each student, unless deemed incapable, shall be provided the opportunity to attend to the management and care of their diabetes, based on the individual needs of the student which may include: performing blood glucose level checks; administering insulin through the insulin delivery system the student uses; treating hypoglycemia and hyperglycemia; possessing on the person of the student any supplies or equipment necessary to monitor and care for the diabetes of the student with the exception of an insulin pen which is to remain in the school office during school hours; and otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. The school shall provide a private area where the student may attend to the management and care of the student's diabetes.

Health Screenings

Each year various health screenings may be done at school. The following health screenings may include but not limited to: height, weight, BMI, blood pressure, pulse, vision, hearing, dental, and/or other health specific evaluations or assessments. At times outside entities may assist with the screenings. If you do not want your child screened or assessed for any or all of the above, please contact the Business Manager to complete the opt-out form.

Medication Dispensed/Administered by School Personnel

The term "medicine" as used in this policy means "nonprescription medicine" and "filled prescription medicine". The rules listed below must be followed:

- A. The filled prescription medicine must be in a prescription vial with the pharmacy label that states: physician's name, the name of the medication, and the directions for the administration of the medication to a particular student.
- B. Non-prescription medicines must be in the original container and accompanied by either the physician's written request and instructions or the parent/guardian's written request and instructions for the administration at school. In the event a physician provides sample medication for the student, a signed statement from the physician must accompany the medication, stating the name of the medication and directions for administration.
- C. The parent/guardian must sign The Good Shepherd Lutheran School Medication Consent Form that states the name of the medication, the amount to be given. This must be the same information supplied on the prescription bottle or prescription information from the physician. No medicine shall be administered unless a completed Medication Consent Form is supplied to the school with the medication.
- D. Medication that is given for longer than ten (10) days or "only when necessary" (PRN) will require a written and signed statement by the physician.
- E. Only FDA approved medication will be given at school.
- F. Herbal and homeopathic supplements will not be given at school.
- G. Requests from a parent/guardian to change the dosage of any medication beyond that listed on the label will not occur without the written confirmation from the prescribing physician.
- H. No medication will be sent home with students at the end of the school year. The parent/guardian must pick up the student's medication. For all levels, medication not picked up at the end of the school year will be destroyed.

Only the following personnel shall be authorized to administer medicine at school: the Business Manager, the Early Childhood Center Director, the Administrator, or school employee who has been designated in writing by the Administrator as authorized to administer medicine. All prescription/non-prescription medication shall be properly stored and kept in a central location that can be secured. The Administrator shall designate this central location.

A record shall be kept of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of the medicine which was administered, and the time the medicine was administered. The Good Shepherd Lutheran School will maintain a Student "Medicine Administration Log" to record all medicine administered during the school year. In accordance with 70 O.S. 1984, Section 1-116.3, The Good Shepherd Lutheran School staff will allow the self-administration of inhaled asthma medication by a student for the treatment of asthma under the following conditions:

- A. The parent/guardian of the student shall authorize in writing the student's self-administration of the medication. The authorization will be documented on The Good Shepherd Lutheran School Medication Consent form;
- B. The parent/guardian of the student shall provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
- C. The parent/guardian of the student shall provide the school an emergency supply of the student's medication to be administered pursuant to the provisions of section 1-116.2 of Title 70 of the Oklahoma Statutes and this policy;
- D. The school shall inform the parent/guardian of the student, in writing that the school and its staff and agents shall incur no liability as a result of any injury arising from the self-administration by the student; and

- E. The parent/guardian of the student shall sign a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- F. The permission of self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year for the fulfillment of the requirements of this policy.
- G. As used in this section:
 1. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician; and
 2. "Medication" means a metered dose inhaler, or a dry powder inhaler used to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
- H. A student who is permitted to self-administer asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times.

The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, Section 1-116.2 and O.S. 1984, Section 1-116.3. Under this statute, the Administrator, or designated school staff are not liable to the student or their parent/guardian for civil damages for any personal injuries to the student that result from acts or omissions of the school, Administrator, or designated school staff in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence. **PARENTAL AUTHORITY TO ADMINISTER MEDICINE FORMS ARE AVAILABLE IN THE SCHOOL OFFICE.**

Pediculosis (Lice)

The following policy and procedure have been set forth to safeguard the students and personnel from an epidemic of Pediculosis (lice). Any student or personnel with signs of live lice or nits will be excluded from school until all lice and nits are gone. When live lice are found, the student will be immediately sent home from school and may not return until all lice and nits are removed. If only nits are found without the presence of live lice, the student may remain at school for the remainder of the day but may not return until all nits are removed. The student will be readmitted to school only after the health department personnel or physician has checked and released the student to return. Absences will be excused for up to forty-eight (48) hours per occurrence to treat and clear head lice with appropriate documentation from a health department, or licensed physician.

Vision Screening of Students

During enrollment, parents/guardians or guardians of a student who enroll in kindergarten, first, or third grade shall receive notification of state law via a copy of this policy regarding vision screening.

The parent/guardian of each student enrolled in kindergarten, first or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department.

No student shall be prohibited from attending school for a parent/guardian's failure to furnish a report of the student's vision screening.

GENERAL INFORMATION

Audio/Video Recording

Students and teachers have an expectation of privacy in their conversations at school, and The Good Shepherd Lutheran School will take actions to protect those privacy rights. Students and/or parents/guardians are strictly prohibited from recording or listening to conversations they are not a party to. Such actions are in violation of state and federal criminal laws and will not be tolerated. If any school staff member becomes aware of any such situation, it will be reported by the Administrator to state and federal law enforcement for investigation and possible prosecution. If a student is found to have such a secret recording or listening device on their person, it will be considered as grounds for disciplinary action. In addition, it is the policy of The Good Shepherd Lutheran School not to audio/video record meetings between parents/guardians and school personnel when confidential information is discussed. Parents/guardians who wish to make audio/video recordings of meetings between themselves and school personnel in which confidential information is discussed must provide written notice to the Administrator of their intent to record the meeting at least one school day prior to the meeting. This is to ensure that the school is able to maintain records as required by federal statutes. Exceptions to this may be considered by the Administrator when recording is necessary for the parent/guardian to understand the meeting or otherwise implement any federal right to which they are entitled.

Attendance

There is a proven correlation between good attendance and academic performance. Good attendance is the responsibility of the student and the parent/guardian. Oklahoma law states that each child between the ages of 5 and 17 years old shall be in school. The Good Shepherd Lutheran School expects every student to attend every day.

The School will begin receiving students at 8:15 a.m. each morning. If a student arrives earlier, they will be placed in before school care to receive appropriate supervision and the parent/guardian will be charged the appropriate daily fee.

For grades 1 through 8, class begins at 8:30 a.m. The student shall be in their seat ready for instruction at that time. Any student not in their seat ready for instruction shall be counted tardy. The second-floor doors lock at 8:30 a.m. each day. If your child is late, they shall be checked in through the school office and receive an admit slip. Each teacher will keep records of tardies.

For grades 1 through 8, class ends at 3:30 p.m. Student will be released to their parent/guardians in the gymnasium. Students shall be picked up by 3:45 p.m. Any student that remains after 3:45 p.m. will be placed in after school care to receive appropriate supervision and the parent/guardian will be charged the appropriate daily fee.

For Pre-Kindergarten and Kindergarten, class begins at 8:30 a.m. and ends at 3:30 p.m. Students in these classes may be dropped off and picked up directly from their respective classrooms without coming through the main building.

For Preschool morning session, class begins at 8:45 a.m. and ends at 11:00 a.m.; the afternoon session Preschool day begins at 1:00 p.m. and ends at 3:15 p.m. Preschoolers may be dropped off and picked up directly from their classroom without coming through the main building.

Tardy students disrupt classrooms, distract students, and require teachers to spend needless time on accounting procedures. If a student arrives late, the student should have a note from the parent/guardian explaining the reason for tardiness. Three tardies will be equivalent to one absence. If a student is tardy regularly, the parents/guardians will be consulted, and measures taken to remedy the situation.

In order to receive credit for a course, a student cannot be absent more than ten (10) days each semester. Oklahoma State law requires school officials to keep attendance records and report excessive absences to the District Attorney's office. Ten (10) unexcused absences within a semester constitutes excessive and thereby may be reported to the District Attorney's office. Students with a passing grade, who exceed ten (10) unexcused absences in a semester will receive a "no credit" (NC) on their transcript for the semester. Students without a passing grade will receive an "F". Continued absences will fall under the school's discipline policy. Exceptions for extenuating circumstances or school-related activities may be requested through the Administrator. Reasonable effort will be made to notify the parent/guardian before a "no credit" is given due to excessive absenteeism. **Three (3) unexcused tardies constitute an absence for grading and attendance purposes.**

Absences must be confirmed by a parent/guardian contacting the school office by 10:00 a.m. on the day of the absence.

Exempt Absences

The following exceptions will not count against the student with respect to the attendance policy. Exempt absences include:

1. Any event that is approved as a school activity;
2. Any medical treatment substantiated by a physician's written statement. THE PHYSICIAN'S STATEMENT MUST BE SUBMITTED TO THE SCHOOL WITHIN FIVE (5) DAYS OF THE STUDENT'S RETURN AND IS SUBJECT TO VERIFICATION BY A SCHOOL OFFICIAL;
3. Religious holidays or activities;
4. Bereavement;
5. Forty-eight (48) hours to treat and clear head lice with appropriate medical documentation upon return to school.

Family vacations are not exempted, and such absences will count toward the maximum absences allowed per semester.

THE ADMINISTRATOR WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES

Every effort should be made to schedule medical appointments outside school time, but it may be necessary for students to occasionally be absent during the school day. If a student is absent, a parent/guardian should contact the school office or teacher and indicate the reason and extent of the absence. This should be done by 10:00 a.m. on the day of the absence. To ensure the safety of the students, parents/guardians will receive a phone call from the school if their child is absent and they have not called to inform the school office or teacher.

In the event of an absence that is planned, the teacher should be notified well in advance and the student should complete all assignments before the absence unless other arrangements have been made.

Student Pick-up & Early Release

Students are released during school hours only to authorized persons. The custodial parent/guardian shall notify the school of restrictions related to the release of a student and provide supporting documentation when appropriate. Photo identification is required for release. Early pick up of students is reserved for emergencies and occasional physician appointments. Early pickup on a daily basis is not permitted. Students may not be checked out during a school wide lockdown or when the tornado sirens in the immediate area can be heard at the school.

Unscheduled Closing/Check Out

Any unscheduled closing of the school due to weather or other circumstances will be announced on local television stations, posted on our website at www.MyLutheran.School, and on our Facebook page @MyLutheranSchool.

If you have signed up for an automated call by texting **GSL** to **80123**, you will receive the automated call as soon as the school closing is decided.

In the event that school is open during inclement weather, the parent/guardian should use their discretion as to transporting their child. In these instances, contact the school and your child will receive an excused absence.

In the event a tornado watch or a tornado warning includes the location of our school, you may check out your child and they will receive an excused absence. The school will remain open and you are not required to pick up your child until 3:45 p.m., unless your child attends after school care. If your child remains, we will take every precaution for their safety and well-being.

Smartphones

All school organizations hold learning as a core value. It is imperative that schools be sensitive to changes in technology and culture that increase the probability of student academic growth. Smartphones, widely used for communication, are now undisputed tools for learning. The Good Shepherd Lutheran School believes that this technology must be embraced if our students are to have access to the best resources. Naturally, smartphones possess functions, if used inappropriately can disrupt the learning environment and create the possibility for other problematic behavior. Ultimately, in a changing world, we must be willing to respond by embracing innovation but also limiting potential risks. Realizing the undeniable benefits, the school has adopted the policy of acceptable smartphone usage at school while creating reasonable expectations for limits of use that do not provide a benefit to the school environment. Possession and use of a smartphone must fall within these guidelines:

1. Teachers have the authority to allow or ban smartphone use during their respective class times.
2. All teachers will have their smartphone policy clearly posted on their classroom wall.
3. Smartphones must be on silent upon entering the school building, unless directed by the teacher, and remain on silent through the remainder of the class day.
4. School electrical outlets will not be used as charging stations for student smartphones.
5. Smartphone cameras and audio recorders may be only used for specific educational benefit and only with prior permission of the teacher or Administrator.
6. Considerable leniency for smartphone use will be allowed in emergencies. However, smartphone use should not interfere with the student's ability to following directions or adhere to safety advisement from school personnel.
7. Smartphones may be used in other areas within the school, on school grounds, and on school transportation as designated by the Administrator.

8. Students who choose to bring smartphones to school do so at their own risk. The school assumes NO LIABILITY for lost or stolen smartphones. Student use of smartphones at school is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or banning of smartphones. Smartphone abuse will result in the following punitive measures:
 - a. First Offense: Phone taken away until end of day (to be picked up by student). Offense logged with a warning.
 - b. Second Offense: Phone picked up by parents/guardians during school hours and a consequence deemed adequate by the Administrator.
 - c. Third Offense: Loss of privileges to use any electronic device on school property.

Complaint Policy

The Good Shepherd Lutheran School recognizes that situations of concern to parents/guardians may arise in the operation of the school. The purpose of this policy is to secure at the lowest possible level a resolution for concerns. Such concerns are best resolved through communication with the appropriate staff members.

- **Step One** – A complaint will first be discussed by the complainant and the person or persons against whom the complaint is registered with the objective of resolving the matter informally. If the complaint is not satisfactorily resolved at Step One, the complainant may proceed to Step Two.
- **Step Two** – The complainant will request an informal meeting with the Administrator. If the issue is not resolved informally, the complainant may formalize the complaint by submitting the complaint to the Administrator. Within three (3) working days of receipt of the formal written complaint, the Administrator will be providing a written response to the complaint stating reasons for the decision rendered. If the complaint is not satisfactorily resolved at Step Two, the complainant may proceed to Step Three.
- **Step Three** – Within ten (10) working days of receiving the decision of the Administrator or their designee, the complainant may appeal to the Board of Education. This appeal, directed to the President of the Board, must be in writing and must be accompanied by a copy of the appeal and the decision rendered at Step Two. The Board will consider the matter at the next regularly scheduled meeting of the Board of Education, provided the appeal is received by the President of the Board in time to place it on the agenda. This meeting will be held in either open session or executive session in accordance with the provisions contained in the Family Education Rights and Privacy Act (FERPA). Within five (5) working days after the Board meeting, the President of the School Board will communicate the Board’s decision in writing, with supporting reasons, to all parties involved. The health and safety of a student may be reason to shorten the procedure. The Administrator and the School Board should not act on complaints that have not been explored at the appropriate administrative level.

THE SCHOOL BOARD’S DECISION IS FINAL

Internet-Electronic Network Usage Policy

A. Purpose Statement

The Good Shepherd Lutheran School (the “School”) offers its students and staff access to network resources (the “Network”) that may include but not be limited to:

- Network storage for files and communication
- Email accounts for communication between school staff, patrons, and when applicable, students
- Internet access for research and presentation
- Software programs for instructional and productivity purposes

- Availability of hardware to access network resources. While these resources provide the School with a means to communicate and inform in an efficient manner, the opportunity exists for abuse. The purpose of this document is to provide a guide to proper legal and ethical usage for staff and students. All individuals, student or other, who seek access to the School's network technology resources must read and agree to comply with the following policy. This policy will be made available to individuals through the Internet and through the publication of a student handbook made available to all students. The School believes that it is primarily a parent/guardian responsibility to communicate what is acceptable to view with their students. For this reason, all parents/guardians must read and accept the School's acceptable use policy prior to their student gaining access to School network resources. Acceptance of this policy is not permanent, and the parents/guardians can voluntarily revoke their students' access at any time.

B. Responsible Use Guidelines/Internet Safety Requirements

These procedures are written to support the Responsible Usage Policy of this school and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

1. Use of Personal Electronic Devices

Network access by users within the School should be for educational purposes and should be consistent with the educational objectives of the School. While accessing the network resources of other organizations, users should adhere to that organization's rules and regulations. Any transmission of information that violates state and federal laws is prohibited. In accordance with all school policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the school. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. The school is not financially liable for loss or damage of personal equipment or software.

2. Network

The school network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The school reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of the school. Authorized users of personal devices will log into The Good Shepherd Lutheran School Wireless network provided to ensure mandatory filtering CIPA requirements are being met. The Good Shepherd Lutheran School will not be held responsible for data charges incurred on personal devices.

3. Acceptable Use of School Technology Resources include but are not limited to:

- a. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;

- b. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and Web pages that support education and research;
 - c. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
 - d. Staff use of the network for incidental personal use in accordance with all school policies and procedures;
 - e. Connection of personal electronic devices to school network will be limited to wireless portable devices that support education and research.
4. Unacceptable Use of School Technology Resources includes but is not limited to:
- a. Personal gain, commercial solicitation and compensation of any kind without permission or approval from the Administrator;
 - b. Actions that result in liability or cost incurred by the school;
 - c. Downloading, installing and use of audio files, video files, games or other non-curricular approved applications (including shareware or freeware) without permission or approval from the Administrator;
 - d. Support for or opposition to ballot measures, candidates and any other political activity;
 - e. Hacking, cracking, vandalizing, the introduction of malware, viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools, and any other malicious intent to disrupt, damage, or harm school resources;
 - f. Unauthorized access to other school computers, networks and information systems;
 - g. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
 - h. Information that could endanger others (e.g., bomb construction, drug manufacturing) not related to educational objectives of our school;
 - i. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
 - j. Attaching unauthorized personal devices to the school network. Any such device will be confiscated, and additional disciplinary action may be taken.

The school will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by their own negligence or any other errors or omissions. The school will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the school's computer network or the Internet.

5. Internet Safety: Personal Information and Inappropriate Content
- a. Students and staff should not reveal personal information, including a home address and phone number on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
 - b. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;

- c. No student pictures or names can be published on any public class, school or school website unless the appropriate permission has been obtained according to school policy; and
- d. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

6. Filtering and Monitoring

- a. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision.
- b. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for their use of the network and Internet and avoid objectionable sites;
- c. Any attempts to defeat or bypass the school’s Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to school browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- d. E-mail inconsistent with the educational and research mission of the school will be considered SPAM and blocked from entering school e-mail boxes;
- e. The school will provide appropriate adult supervision of Internet use.
- f. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the school; and
- g. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- h. The school reserves the right to prioritize the use of, and access to, the network.

7. CIPA Update/Internet Safety Instruction

- a. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.
- b. Age appropriate materials will be made available for use across grade levels.
- c. Training on online safety issues and materials implementation will be made available for administration, staff and families.

8. Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

9. Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the school, the work will be considered the property of the School. Staff members must obtain a student's permission prior to distributing their work to parties outside the school.

C. Network Security and Privacy

1. Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized school purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

- a. Change passwords according to school policy;
- b. Do not use another user's account;
- c. Do not insert passwords into e-mail or other communications;
- d. If you write down your user account password, keep it in a secure location;
- e. Do not store passwords in a file without encryption;
- f. Do not use the "remember password" feature of Internet browsers; and
- g. Lock the screen or log off if leaving the computer.

2. Student Data is Confidential

School staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act. For further information, please see student handbook concerning digital images and publishing student information.

3. No Expectation of Privacy

The school provides the network system, e-mail and Internet access as a tool for education and research in support of the school's mission. The school reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- a. The network;
- b. User files and disk space utilization;
- c. User applications and bandwidth utilization;
- d. User document files, folders, and electronic communications;
- e. E-mail;
- f. Internet access; and
- g. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the school's network. The school reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State and Federal Government.

4. Archive and Backup

Backup is made of all school e-mail correspondence for purposes of disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on school servers regularly. Refer to the school retention policy for specific records retention requirements.

D. Disciplinary Action

All users of the school's electronic resources are required to comply with the school's policy and procedures in addition to The Good Shepherd Lutheran School Electronic Responsible Use Agreement Violation of any of the conditions of use explained in the school's user agreement and Responsible Use Policy or in these procedures would be cause for disciplinary action in accordance to disciplinary policy and/or revocation of network and computer access privileges and/or legal actions.

Breakfast and Lunches/Food and Beverage

Students may eat in the cafeteria by paying cash on a daily basis or by maintaining a cafeteria account. Deposits may be made into student accounts at the Early Childhood Center office between the hours of 7:30 a.m. and 4:30 p.m. each day. This money can be used for breakfast/lunch and ala-carte items.

Students are allowed to bring lunches from home. The breakfast and lunch program shall be provided without regard to race, color, or national origin. Security and responsibility of lunch money rest with the parent/guardian and child. Parents/guardians are requested to discuss the lunch program with their children and stress the importance of being responsible for their lunch money. Visiting adults are welcome and are requested to notify the school office that they will be joining their child for lunch. Students who bring their lunch may purchase milk from the cafeteria. All food and beverages (with the exception of classroom snacks) are to be consumed in the cafeteria. This includes food and beverages purchased on campus during lunch periods and off campus before school in the morning.

Failure to Pay for Meals

As stated in the Oklahoma State Department of Education Child Nutrition Programs School Food Service Compliance Documentation section XVIII entitled, STUDENT ISSUES, paragraph A. Failure to Pay for Meals, "the school is not obligated to continue providing meals without receiving payment." Therefore, The Good Shepherd Lutheran School shall recognize and adhere to the following charge policy: No "a la carte" items may be charged. A student may only charge for meals up to an amount equal to that of five lunch meals. Once the accumulated charges total an amount equal to the five lunch meals, the student will be provided as a courtesy a complimentary breakfast of milk and toast and for lunch, a peanut butter and jelly sandwich, with milk each day until the charges are paid in full. It is the responsibility of the parent/guardian to pay all charges promptly to ensure their student is provided a full meal.

Changes of Address or Phone Numbers

We ask that you immediately report any change in your home address, phone number or your place of employment and phone number. This is important for both you and your child.

Field Trips/Extra-Curricular Activities

Teachers are encouraged to arrange educational experiences outside of the classroom. If a teacher plans a field trip for his class, a notice will be sent home to the parent/guardian to be signed giving permission for their child to participate in the field trip. Students who do not obtain written parental permission will remain at school under the supervision of school personnel. Usually the school will arrange for

transportation, but at times, the parents/guardians are asked to help with transportation. All drivers shall be 21 years of age, have a valid driver license, and are required to have current liability insurance. Seat belts shall be used at all times. Field trips/Extra-curricular activities are a privilege, therefore any student who fails to turn in assignments, exhibits poor behavior, has failing grades or excessive absences may be required to remain at school.

Birthday Celebrations

Students may bring cupcakes, cookies, or a small snack on the day of their birthday to share with classmates. Arrangements need to be made with the student's teacher.

Invitations to parties may be given out at school only if each student in the classroom is invited. Otherwise, to prevent hurt feelings, the invitations shall be mailed.

Shadowing

The Good Shepherd Lutheran School encourages parents/guardians to get involved with their student's education. If a parent/guardian desires to "shadow" their son or daughter's class schedule, they should contact the Administrator and schedule a time to visit. A minimum of 24-hours' notice is required in order to not have another student in a situation to be observed in a way that violates any FERPA guidelines. The Administrator will make the final decision of the scheduled time of the visit.

Uniform Dress Code

The Good Shepherd Lutheran School dress code consists of a uniform for all of its students, Pre-Kindergarten – 8th grade. **One Navy shirt WITH SCHOOL LOGO shall be purchased from the school.** A detailed dress code follows.

Girls Uniform

- Khaki and navy-blue pleated pants.
- Khaki and navy-blue shorts or skorts.
- Khaki and navy-blue skirts – Skirts shall be no higher than 3 inches above the knee.
- Short sleeve or long sleeve solid color, collared, 3-button polo shirts w/NO logos or designs.
- Solid uniform color hoodies or jackets or The Good Shepherd Lutheran School hoodies and sweatshirts.

Boys Uniform

- Khaki and navy-blue flat front or pleated pants.
- Khaki and navy-blue flat front or pleated shorts.
- Short sleeve or long sleeve solid color, collared, 3-button polo shirts w/NO logos or designs.
- Solid uniform color hoodies or jackets or The Good Shepherd Lutheran School hoodies and sweatshirts.

General Rules for All Students

- All students shall come to school every day clean and well groomed.
- Beginning with Grade 5 (or earlier if necessary), student should begin using deodorant daily.
- Both boys and girls shall wear **athletic shoes with socks** daily (including Wednesdays for Chapel). NO EXCEPTIONS.
- Tattered, torn, or dirty uniforms are unacceptable school wear.

- Body piercing or fake tattoos are not allowed (Exception: Students are allowed to have pierced ears, but no more than one piercing per ear.)
- Hats, scarves or other head coverings are not allowed unless worn to and from school for warmth in inclement weather. Head coverings are not allowed inside building or at school related activities.
- Hair styling for both boys and girls shall be modest and easily maintained. Hair that is dyed or streaked, unusual head shaving, Mohawks, or distractive styles are not acceptable.
- Jewelry worn to school by both boys and girls is limited to watches, rings, bracelets, necklaces with small Christian symbols and earrings.
- Chains, whether worn as jewelry or attached to clothing, are never allowed.
- Shorts are allowed as school attire for both boys and girls up to October 30, and after March 1.
- All children are expected to be dressed appropriately for weather conditions and outside temperatures. Winter coats may not be worn in the classroom.
- On Wednesday for chapel, all students shall wear their navy-blue The Good Shepherd Lutheran School logo shirts.

Exceptions to this policy are at the discretion of the Administrator as there may be clothing, hairstyles, or accessories not specifically addressed herein that are so disruptive to the educational process that the Administrator may need to take immediate corrective action.

Messages and Phone Use

If a parent/guardian needs to contact a student during the school day, leave a message with the school office and it will be delivered to your child. Limit these calls to emergencies. Try to give all information to your child before school. Neither teachers nor students are called to the phone during class unless it is an emergency. Students are not to use the office phone unless an emergency arises. If an emergency arises, such as sickness, permission shall be obtained in the office to use the phone. This directive regarding the use of the phone applies before and after school hours and during the lunch and recess periods as well as during the school day. The phones located in other locations other than the school office are off-limits to students.

Personal Hygiene

Studies have shown that a child's appearance and cleanliness contribute greatly to their self-esteem. High self-esteem in turn spills over into their schoolwork. All children are expected to take pride in their personal hygiene and dress. Beginning with Grade 5 (or earlier if necessary), student should begin using deodorant daily.

Possessions Brought to School

All items that a student brings to school should be marked with complete identification. If a student misplaces articles of clothing or books at school, there is a lost and found container in the school office.

Electronics such as portable audio and/or media players, handheld game consoles, etc. may be brought to school with prior permission from the student's teacher. The Good Shepherd Lutheran School is not responsible for lost, stolen or damaged items.

A student should never bring to school more money than is necessary for lunch and/or other fees. Please caution your children about leaving money where it will be a temptation to others. The Good Shepherd Lutheran School reserves the right to inspect all student belongings brought to school.

PROGRAMS AND ORGANIZATIONS

School Lunch Program

The Good Shepherd Lutheran School through its Early Childhood Center offers a hot lunch for those students who do not wish to bring their lunch. It is administered according to guidelines set by the Oklahoma Department of Human Services. Menus are devised to provide tasty and nutritious meals for the students at a reasonable price. Children who bring sack lunches will have the opportunity to heat them up in the lunch area.

PTL (Parent Teacher League)

PTL meets once a month. The PTL raises funds to purchase special items, assists teachers in various ways, and organizes special activities. Various programs of interest to parents/guardians are provided, and business meetings are conducted. The Ministry of Parochial Education strongly supports and encourages parent/guardian participation through PTL.

Parent/Guardian Participation

Parents/Guardians are encouraged to participate in class activities. Special ways that parents/guardians can become involved in class activities include being guest speakers, helping with special projects, assisting with parties, driving for field trips, and sharing special talents.

Ministry of Parochial Education (Board of Education)

Meetings are held on the second Tuesday of each month at 6:00 p.m. They are open to teachers, parents/guardians whose children are enrolled in The Good Shepherd Lutheran School, and members of The Good Shepherd Lutheran Church. Any parent/guardian who wishes to voice their concerns during one of these meetings shall first contact the Administrator to be placed on the agenda. The Ministry of Parochial Education may enter executive session when confidential personnel matters are discussed. The Executive Session is only attended by the members of the School Board and the Administrator.

SAFETY MANAGEMENT & PROCEDURES

Crisis Management Plan

The Good Shepherd Lutheran School maintains a crisis management plan to help curb the incidence of violence and to manage damage and loss associated with various incidents including civil disturbances, and natural or man-made disasters. The plan includes provisions for prevention, planning, implementation and recovery. The plan will include coordination between the school, first responders, community leaders, regional civil emergency management agencies, and the media.

The plan will be reviewed and updated annually. Emergency/Disaster plans will include an annual assessment of emergency preparedness and identified safety needs for the school.

Emergency Care

To be confident the school is able to contact parents/guardians whenever a student becomes ill or is involved in an incident, contact the school office any time there are phone number changes. The school should have at least four (4) phone numbers of persons to contact in case of an emergency. While we will provide immediate first aid, the next step is to contact the parent/guardian. Emergency medical services

may be dispatched, if immediate medical attention is needed. Expenses for emergency medical services and any associated costs are the responsibility of the parent/guardian.

Emergency Drills

Emergency drills are conducted regularly including Fire Evacuation Drills, Inclement Weather Drills, and other types of Security Drills, including armed intruder and lockdown.

Physical Contact

In certain situations, school staff may make necessary body contact with students in incidences such as: administering first aid, breaking up fights, protecting them from physical attack, addressing emergencies, developing physical skills through coaching, employing passive restraint to behaviorally disruptive students to protect them and others from harm, and other actions deemed necessary to gain control of a situation.

Bicycle Rules

Students may ride bicycles to and from school. When students arrive at school, they proceed to the designated parking area and lock their bicycles to prevent theft. Bicycles remain parked until school is dismissed for the day. Bicycle safety including following traffic laws and maintaining bicycle equipment is required. The Good Shepherd Lutheran School is not responsible for replacement of lost, stolen, or damaged bicycles.

Bullying, Harassment & Discrimination

School policy prohibits and does not tolerate bullying, harassment, or discrimination based on race, color, national origin, sex, disability, age, genetic information, alienage, and veteran, parental, family and marital status. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the abilities of students to achieve their full potential. Behaviors that place another student or group of students in fear of harm, or insult or demean any student or group of students will not be permitted. Bullying behaviors are prohibited on the school campus, at school-sponsored or related activities, events or functions, or anywhere that students are under the supervision of school personnel. Bullying is not a normal conflict. Bullying behavior is different from normal conflict between persons. Normal conflict occurs between students with equal power. Normal conflict happens occasionally, may be incidental, is not serious, results in equal emotional reaction, student(s) are not seeking power or attention, student(s) are not trying to get something, student(s) usually show remorse and take responsibility, and students(s) make an effort to solve their conflict. Bullying is defined as intentional, repeated hurtful acts, where an imbalance of power is present. The perpetrator may be attempting to gain power, material things, or gain popularity. Bullying may include, but is not limited to words or other behavior, such as name-calling, threatening and/or shunning, starting rumors, and may be committed by one or more children against another. Bullying may be physical, verbal, emotional, social, sexual, or by electronic communication.

- Physical bullying includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
- Verbal bullying includes, but is not limited to, hurtful name calling, teasing and gossiping.
- Emotional bullying includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, manipulating friendships, isolating, ostracizing and peer pressure.
- Social bullying includes harm to another's group acceptance, including but not limited to, harm resulting from intentional gossiping about another student or intentionally spreading negative

rumors about another student that result in the victim being excluded from a school activity or student group.

- Cyberbullying includes, but is not limited to, any written, verbal or pictorial information by means of electronic device such as a telephone, a smartphone or wireless telecommunication device or computer. Electronic communications include, but may not be limited to, communications made through social media, email, or other online forums.
- Sexual bullying includes any unwelcome sexual advances, but is not limited to, sexual exhibitionism (attracting attention to yourself), voyeurism (seeing, talking, or writing about intimacy considered to be private), sexual propositioning, sexual harassment, physical contact, and sexual assault. Sexual advances may include, but are not limited to, request for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of sexual nature including, but not limited to: lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex, or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, cartoons, or electronic communication devices which adversely affect a student's performance.

If you witness bullying or a victim of bullying, contact the nearest staff member or the Administrator. Forms to report bullying are available online, in the School Office or each classroom.

School Visitors

All visitors report directly to the school office when arriving on the school campus. Visitors are required to identify themselves before entering the building. Upon clearance to enter, the visitor will check in at the school office and receive a visitor's badge to be worn in a manner that is visible while on school property. Visitors, who are not authorized to be on school property, including students suspended from school, are trespassing unless they have been cleared through the school office.

Student Welfare – Child Abuse & Neglect

If a student comes to school with visible evidence of abuse and/or neglect or if a student reports to staff that they have been abused and/or neglected, that staff member will immediately report the suspected abuse and/or neglect to the Oklahoma State Department of Human Services (DHS), with the Administrator in attendance, if possible. If the Administrator is not in attendance for the report, the staff member should notify them as soon as possible. If the suspected abuse and/or neglect involves the Administrator, the staff member should notify the President of the Church Congregation or his designee immediately following the report to DHS. Every staff member will be provided a copy of the law and policy concerning child abuse and neglect reporting procedures. Annual training will be provided in the identification of reporting child abuse and neglect. Failure to report child abuse and/or neglect is indicative of unsatisfactory job performance and subject to disciplinary action. Staff will keep reports of child abuse and/or neglect confidential. The Administrator shall maintain reports of child abuse and/or neglect. This report will include:

- Name of Person Reporting Abuse and/or Neglect
- Student's Name
- Name of Person Taking Report
- Case Number
- Date and Time of Day
- Grade

Should another party report the suspected child abuse and/or neglect to the school, the Administrator or staff member shall inform the person calling that by law, the caller is required to report the child abuse and/or neglect to the DHS. If the student needs to be removed from school supervision, it is the responsibility of the Administrator to request the police or DHS to contact the family BEFORE the student leaves school. If the police or DHS are unable to contact the family, the Administrator will continue to try to make contact. When DHS and/or the police come to school to talk with the student, the Administrator should be present during the investigative conference (if possible). The Administrator is present to act as the student's advocate and as a witness only. If the police or DHS decide to remove a student from school, the Administrator will ensure that the Student Removal Receipt is completed and signed by the person removing the student from school property. This form shall remain at the school for documentation. When an investigation of child abuse and/or neglect regarding school personnel is being conducted, the Administrator is required to notify the parent/guardian of the student involved that an investigation is underway and to ensure that all necessary safeguards to protect the child are in place. If the investigation involves the Administrator, the President of the Church Congregation or his designee will notify the parent/guardian of the student involved and ensure that all necessary safeguards to protect the child are in place.

Anyone who believes a child is being abused and/or neglected has a legal responsibility to report it to the Oklahoma Department of Human Services. Anonymous reports can be made at any time, 24 hours a day and 7 days a week, to:

**Oklahoma Department of Human Services
Abuse & Neglect Hotline
1-800-522-3511**

Search of Students and Student Lockers/Desks

The purpose of this regulation shall be to set procedures for searching students and student lockers/desks. Searches of students and student lockers/desks shall be conducted for the purpose of investigating behavior that might cause injury to students or damage to the educational process. General locker checks for the purpose of locating lost books and/or locker cleanups shall be excluded from this policy. Students shall not have any reasonable expectation of privacy toward the Administrator or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such searches. School premises are subject to search by canine drug detection services.

A. Object of Search

The person, personal property and locker or desk of a student attending school may be searched on school property or while in transit to or attending any function sponsored or authorized by the school when there is reasonable suspicion to believe that the person, personal property or locker or desk of such student contains one or more of the following (hereafter referred to as "prohibited items"):

1. Dangerous weapons, including ammunition, firearms as defined at 18 U.S.C. Section 921, any dangerous instrument that has been used with an intent to injure another person, explosives or fireworks.

2. Drugs, marijuana, stimulants, depressants, turkey drugs, intoxicating beverages, and other substances which are controlled, dangerous substances as defined in the Dangerous Substances Act (Title 63, Oklahoma Statutes, Section 2-101 et seq.).
3. Stolen or missing property if said property is reasonably suspected to have been taken from a student, employee of the school during school activities, while on school property, or in transit under the authority of the school.

B. Persons Authorized to Conduct Student Searches

The Administrator of a school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, those items identified in A. (1) through (3) listed above.

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex, if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's clothing, except outerwear, shall be removed prior to or during the conduct of any warrantless search.

The Administrator searching or authorizing the search shall have authority to detain the student to be searched and to preserve any prohibited items identified in A (1) through (3) listed above that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such student or to preserve any prohibited items identified in A. (1) through (3) listed above.

C. The Circumstances Under Which Students Should Be Searched

A search of a student should be conducted only where there is reasonable suspicion to believe that a specific student possesses one of the prohibited items and that such possession might cause injury to students or damage to the educational process or is in violation of state or federal law, or school policy. Reasonable suspicion must exist to justify such a search. Reasonable suspicion means that the search is reasonable under the facts and circumstances of the particular matter.

The Administrator should be able to point to and articulate facts which form the basis of the Administrator's suspicion that the student is in possession of one or more prohibited items. If such a factual basis does not exist with respect to a particular student, a search should not be conducted.

Group or random searches, such as a search of an entire class or school, shall not be conducted. However, there may be circumstances in which there could be reasonable justification to search more than one student. An example would be several students standing in a group that one or more are observed to have a prohibited item and it is not possible to tell which student kept the prohibited item. The determination of reasonable suspicion should be made by careful consideration of the following factors:

1. What is the relative danger to the students and the educational process posed by the possession of the prohibited item?
2. What is the student's age, history, record of behavior and academic achievement at the school?
3. What are the prevalence and seriousness of the problem in the school posed by the possession of such prohibited items by student?
4. What is the exigency to make the search without further delay?
5. Is the search made with good faith, honest intentions and not based on curiosity or intuition?
6. If the basis for a search is information received by a confidential source is the source of information reliable, based upon who the source is, the credibility of the source and whether the source has been reliable on previous occasions?

Reasonable suspicion can have factual basis in a student's apparent nervousness, uneasiness, fear, anxiety, furtive and suspicious movements and apprehensive expression, by the student placing an item in their pocket when an Administrator approaches, and by the distinct appearance or smell of a prohibited item, i.e., the smell of marijuana.

D. Method of Student Searches

Searches are to be conducted only by persons authorized in Section B. If law enforcement personnel have been called to the school in regard to a student search, the search shall be totally turned over to the law enforcement personnel and school personnel should not participate further in the search. This does not preclude the Administrator from taking appropriate disciplinary action if the search discloses any prohibited items.

When possible, an effort should be made to conduct a search without physically touching the student. When necessary, the Administrator may request the student to remove outer garments such as hats, gloves, coats, shoes and socks. The student may be requested to empty pockets and turn them wrong side out. Removal of clothing other than the outer garments described shall be done by law enforcement officials.

In instances of searches for stolen property, no requests shall be made of law enforcement personnel to conduct searches by removal of clothing other than the outer garments described. The Administrator, teacher or other school personnel, may detain a student, pending a search for prohibited items.

As a courtesy to the parent/guardian, whenever a student has been searched, a bona fide effort will be made to contact the student's parent/guardian to notify them that a search was conducted. The Administrator will need to explain the reasonable suspicion that warranted the search and relate the outcome of the search.

Global Positioning System (GPS) Tracking Devices

GPS tracking devices are becoming readily available for a parent/guardian to purchase and place on their child. The Good Shepherd Lutheran School recognized the valid safety concerns and the peace these devices can give to a parent/guardian, however, most, if not all of these devices now contain a "listen in" function. Because of the privacy concerns and violation of confidentiality laws that arise with the "listen in" function enabled; the School has established these rules for the use of such devices:

1. Prior to the use of a GPS tracking device, a parent/guardian must complete a written request. The request must provide the name of the manufacturer of the device and a copy of any instructions or directions that came with the device. A written request must be made for each school year that the parent/guardian is requesting permission for use of the GPS tracker and submitted to the Administrator.
2. The Administrator will review the written request to determine if there is a “listen in” function on the GPS tracker.
3. If there is no “listen in” function, the GPS tracker will be approved for use for the current school year by the Administrator. The notice of approval will be provided by the Administrator to the parent/guardian.
4. If the Administrator determines that there is a “listen in” function on the GPS tracker, the device will only be permitted for use on the school campus and/or at school events if an e-mail from the manufacturer is sent to the Administrator stating the “listen in” function of the device is disabled during school hours, during any school transportation, and during any scheduled school events will be required.
5. After receipt of the e-mail from the manufacturer that the “listen in” function of the GPS tracker is disabled for the appropriate times, the Administrator will approve the use of the GPS tracker. The written approval will be provided to the parent/guardian by the Administrator, with the noted limitation that the tracker can only be used on those days where there is an e-mail that the “listen in” function of the GPS tracker is disabled during school hours.
6. Any student who wears a GPS tracking device to school without prior approval from the Administrator, will be given a written warning from the Administrator that the device must not be worn to school, at school functions or on school transportation. After two written warnings from Administrator, the GPS tracker will be removed from the student and will be kept by the Administrator until the parent/guardian comes to retrieve it.
7. In the case of an emergency, the parent/guardian will be notified and given permission to contact the manufacturer to enable the “listen in” function of the GPS tracker.
8. Any recordings made in violation of this policy may be reported to local law enforcement and may be prosecuted.

24/7 Tobacco Free – Smoke Free – Vapor Free

Smoking, distribution, and use of tobacco products in any form, as well as the use of simulated tobacco products, are prohibited on school property. This prohibition includes school premises and school-owned vehicles. It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week and will apply to students, staff, visitors and anyone providing service to the schools. Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school owned vehicles, and at all school affiliated functions on or off school campus. Staff are prohibited from the use or distribution of tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus. Simulated tobacco products are products that imitate or mimic tobacco products, including, but not limited to, electric cigarettes, cloves, bidis, and kreteks. The Good Shepherd Lutheran School prohibits the advertising of tobacco products on school property, in school publications, and in any video productions. This prohibition also includes gear, paraphernalia, clothing, etc., that display and/or promote tobacco products. The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

Students – Any violation of this policy by students will be referred to the Administrator. Students who violate the provisions of this policy will be subject to student discipline procedures.

Staff – Any violation of this policy by staff members will be referred to the Administrator. Continued violations will constitute willful neglect of duty and will be dealt with accordingly. Any disciplinary action taken will be based on established policies and procedures for suspension, demotion, dismissal or nonrenewal of staff’s contract.

Visitors and General Public – Visitors who are observed smoking or using tobacco products or simulated tobacco products on school property will be asked to refrain from such activity. If the individual fails to comply, their violation of school policy may be referred for disposition to the Administrator. Repeated violations may result in the individual being banned from school property for a specified period of time. If deemed necessary by the Administrator, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to the removal of individuals in violation of this policy.

ANNUAL NOTIFICATIONS

Asbestos Hazardous Emergency Response Act

In compliance with the Asbestos Hazardous Emergency Response Act (AHERA), all buildings have been inspected for asbestos containing material. The asbestos management plan is available at the school office during normal school business hours.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Uninterrupted Scholars Act (Public Law 112-278) was enacted on January 14, 2013. The Act amends FERPA to permit educational agencies and institutions to disclose a student’s education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student’s case plan “when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student.” FERPA gives parents/guardians certain rights with respect to their children’s education records. Education records are defined as all “materials maintained by the school, school employee, or school agents, which is directly related to a student and maintained by the school or a party acting for the school.” Records include, but are not limited to, documents, audio recordings, and video recordings. 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/Guardians have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians to review the records. Schools may charge a fee for copies. Parents/Guardians have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian has the right to place a statement with the record setting forth their view about the contested information. Generally, schools must have written permission from the parent/guardian 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.

Schools may disclose, without consent, "DIRECTORY" information such as a student's name, address, phone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The Good Shepherd Lutheran School annually discloses this information in the Student/Parent handbook. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice) or TDD may call 1-800-437-0833. Alternatively, you may contact the US Department of Education:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Protection of Pupil Rights Amendment Notification (PPRA)

PPRA (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents/guardians and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents/guardians if those materials will be used in connection with an ED funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations;
 - Mental and psychological problems potentially embarrassing to the student and their family;
 - Sex behavior and attitudes;
 - Illegal, antisocial, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/Guardians or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at (800) 877- 8339. Alternatively, you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Meningitis Annual Notification

This annual notification contains important information about meningococcal disease and meningococcal vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health. Meningitis is an infection of the tissue lining and fluid that surrounds the spinal cord and the brain. A virus or a bacterium usually causes meningitis. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause brain damage, hearing loss, amputation of arms or legs, learning disabilities, or death.

Respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing spread the disease. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with their nose or mouth. Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers. Further health questions can be answered through the Oklahoma State Department of Health Immunization Service at 405-271-4073, or website at <http://imm.health.ok.gov>.

ACKNOWLEDGEMENT

I acknowledge that I have read and agree to the policies stated in ***The Good Shepherd Lutheran School Student/Parent Handbook 2021 - 2022*** that contains, but not limited to, policies with regard to attendance, dress code, technology and smartphones, student conduct expectations and discipline management, grading/reporting/testing information.

I, the parent of _____ (*Student Name*) hereby confirm I have access to or have received a copy of ***The Good Shepherd Lutheran School Student/Parent Handbook 2021 - 2022***. I further understand the responsibilities expected of parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in this handbook.

If you have questions about any of the school policies, please contact the school office at (405) 732-0070.

Name of Student (please print)

Parent/Guardian Signature

Date

Please sign & return to school office