



Good Shepherd School Family Handbook 2021-2022

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Founded in 2011, Good Shepherd School is a non-profit 501 (c)3 corporation,
governed by a Board of Directors:

Chairman of the Board.....Anders Hurd

Treasurer.....Victor Prieto

Board Member.....Douglas Minson

Board Member.....Janelle Mullins

Board Member.....Frank Roque

Family Handbook Table of Contents

Mission Statement	2
Religious Affiliation	2
School Communication	2
Operating Hours and Holidays	3
Arrivals and Departures	3
Custodial Parents' Right for Admission	4
Absence	5
Sickness	5
Inclement Weather	6
CGS and Religious Formation	6
Sacramental Preparation	6
Joyful Child Atrium	7
School Mass Days	7
Dress Code and Attire	7
Food and Nutrition	10
Medication Policy	11
First Aid and Injuries	11
Playground Policy and Injury Prevention	11
Transportation Policy	12
Child Supervision and Missing Children	12
Reporting of Suspected Child Abuse	12
Emergency Procedures	13
Homework Policy	14
Report Cards and Testing	14
Standards of Behavior	14
Family Discipline Policy	16
Parent Teacher Conferences	17
Concerns and Questions	17
Re-Enrollment and Retention Policy	17
Required Student Records	17
GSS Family Service Programs	18
Parent Coffee and Prater Socials	18
Right to Amend	19
Parent-School Partnership Agreement Signature Page	20

Mission Statement

Rooted in the person of Jesus Christ, Good Shepherd School is a nurturing academic environment designed for each child to grow in independence and virtue.

Religious Affiliation

Good Shepherd School affirms its commitment to forming a community and environment in full conformity with the teachings of the Catholic Church. Each staff member, regardless of religious affiliation, is required to follow the teachings of the Catholic Church, as outlined in the Catechism of the Catholic Church and other relevant documents. The Board of Directors, in conformity with the magisterium and relevant church authorities, are the final arbiters for the faithful implementation of Catholic teaching at Good Shepherd School.

School Communication

At Good Shepherd School, we know that excellent communication is essential to our success in supporting and nurturing families, educating our students, and creating a strong and vibrant school community. We strive to uphold parents as the preschool educators of their children, working in partnership with families to serve the educational, spiritual, and developmental needs of each individual child. We are committed to providing regular and reliable communication through these means:

Email: Email is the primary means of communication between the school administration and our families. All important announcements, notices, and updates will be sent via email, so it is essential that parents provide a current email address and commit to checking regularly for school communications. During the academic year, a weekly newsletter will be sent over the weekend to parents and staff to provide general announcements, calendar reminders, policy reviews, family service opportunities, and updated information.

Phone: In the event of illness, injury, early school closing, or other emergency, parents will be contacted immediately by phone, email, and/or text message.

Website: Pertinent information for enrolled families may be found on the school website, under the “Current Families” tab. Please visit www.goodshepherdschoolva.com

Take Home Information: On occasion, certain event flyers, field trip information, completed school work, or other items of interest may be sent home with students.

Operating Hours and Holidays

Good Shepherd School shall open from 8:15am to 3:10pm daily, excluding weekends, federal holidays, and scheduled breaks for Thanksgiving, Christmas, and Easter. Good Shepherd School shall be closed during the summer months. A full, up-to-date schedule is provided prior to the beginning of each academic year, and is posted on the school website under the “Current Families” tab.

Arrivals and Departures

Arrivals: The drop off time for all students shall be between 8:15-8:25am. Students are not allowed in the building before 8:15am. Students that are not in their classrooms by 8:30am will be considered tardy.

Arrival Procedure: Parents shall proceed to the rear of the Saint Peter’s Church. Vehicles will enter the circle driveway on Glendale at the second gravel entrance (near the dumpsters) and proceed towards the school entrance with the stairs. Only 3 vehicles will be allowed to unload students at a time. If 3 vehicles are already unloading, please wait in line and pull forward once those vehicles have moved. Preschool students will be escorted into the building to their classrooms by upper-elementary students or school personnel. It is understandable that younger preschool students may initially have difficulties with leaving caregivers at drop-off. If a child requires a caregiver to escort them to the preschool classroom, GSS asks that the vehicle is parked away from the drop-off car line but the caregiver and student proceed to the entrance by the stairs. All other students will enter the school unescorted by a parent or faculty. They must proceed to their assigned cubby to drop-off lunches, backpacks, and outerwear before continuing to the appropriate classrooms.

Late Arrivals: For all arrivals after 8:25am, parents must park and escort their child into the vestibule. A doorbell is located outside the Preschool Classroom. A staff member will greet the child. At all levels the parent will be required to fill in the child’s name, date, time of arrival, reason for tardiness and escort their child to their classroom. If parents’ know they are running late, they should text their child’s teacher and/or the check in volunteers as soon as possible.

Atrium Days: If applicable, drop-off for the respective classes will occur at the Joyful Child Atrium between 8:05-8:15am on their respective days. Parents shall park and escort their child to the glass front door where teachers will greet them. Students will be transported to the main school campus or nature study after Atrium in the school van.

Departures: The pick-up time for all full-day children shall be between 3:00pm and 3:10pm. Parents shall proceed to the rear of Saint Peter’s Church. Vehicles will enter

the circle driveway on Glendale at the second gravel entrance (near the dumpsters) and proceed towards the school entrance with the stairs. Vehicles will form three lines, ensuring vehicles are pulled forward and parked closely together to accommodate all. If you are not able to park within the gravel drive, please line up on the road in a single file line and wait until you are directed to proceed. Please make sure your engines are turned off by 2:59pm. At 3:00pm orange cones will be placed behind the last vehicles within the gravel area. Students are dismissed at 3:00pm, small children walk in between large vehicles in search of their ride home. Accidents happen. Please help us protect our students and reassure parents that all children will be safe. Once all children are safely in their vehicles, parents will wait for a signal to start their vehicles. The inner line will exit first, followed by the outer line of vehicles and to conclude with the third inner line. Students who are not picked up in the first pick-up must wait for their parents on the stairs leading to the vestibule. Vehicles behind the cones will wait for a signal to pull forward and repeat this process.

Late Pick Up: Parents expecting to arrive after 3:10pm should notify their teacher. In addition, please text your child's teacher to alert them of changes in normal pick-up routines. A \$5 fee will be charged for every 5 minutes a parent is late.

Half-Day Preschool: Preschool half-day pick up begins at 11:30am. If the weather is appropriate the children will be outside and parents may park in the back lot and walk over to collect their child. In case of inclement weather, parents must park and come inside to retrieve their child from the Preschool Classroom. If a parent does not arrive by 11:45am, all children will return to the classroom and the child must be retrieved from inside.

Authorized Individuals: Parents or legal guardians are the only individuals authorized to pick up their child. If a parent wishes someone other than the parent to pick up the child, the parent must provide signed authorization to the school administration prior to the date of pick up. The authorization must be in writing, and include the name, address, phone numbers, and relationship of the authorized individual to the child.

Custodial Parents' Right for Admission

Good Shepherd School follows Virginia law granting parents full access to the Child Day Center, according to VA Statute 63.2-1813. Good Shepherd School must release the child to their parents unless the Administration has received an appropriate court order showing that the parents' rights have been terminated or are otherwise limited from contact with the child.

Absence

Parents must inform the school by 8:15am if their child will not attend class that day, stating the reason for absence. In the case of scheduled absences, please alert the school as far in advance as possible. If the child is sick, the parent is required to note the child's illness. Parents should inform the school by sending a text to their child's/children's teacher(s).

Sickness

Good Shepherd School advocates a common-sense approach to evaluating illness in your child. However, with the Covid-19 outbreak we are asking parents to be more vigilant in assessing their children's health. As it is typical that students may contract other illnesses while attending school, a student that is absent due to fever will be permitted to return to school after being 24 hours fever-free per school policy. Students will not be required to have Covid-19 testing in order to return to school.

A student or staff member who tests positive for Covid-19 will not be allowed to return to the school setting until they have completed the CDC recommended isolation period as well as being fever-free for 24 hours and having an overall improvement in symptoms.

A student or staff member who tests positive for Covid-19 but is asymptomatic may return to school 10 days following the date of testing.

It is expected that individuals who test positive for Covid-19 will be asked by the Loudoun County Health Department to disclose potential contacts. Individuals who were identified as contacts may be asked to quarantine according to CDC recommendations.

A student that has been prescribed an antibiotic for a contagious illness (such as pink eye or strep throat) must be taking the antibiotic for at least 24 hours prior to the return to school and have overall improvement of symptoms.

As in the case of any other acute or highly contagious condition besides Covid-19, it is certainly required that the child remain home. At the bare minimum, children must be free of fever and intestinal symptoms such as vomiting and diarrhea for at least 24 hours before returning to school. However, keep in mind that the period of contagion often lasts longer than this. Our family demographics are such that illnesses often spread rapidly and are difficult to eradicate. When in doubt, please err on the side of caution. While regular attendance is certainly important, our teachers are more than happy to allow your child the time he needs for recovery and to help him make up for any important work missed in his absence. If a child becomes sick during school hours, he will be held in the office and the parents will be contacted. Please make every effort to pick up your sick child in a timely manner.

Inclement Weather

While Good Shepherd School does not follow Loudoun County Public Schools general calendar, we do follow Loudoun County Public Schools for all inclement weather closures, late starts, and early closings. Parents are responsible for keeping track of closures, delays, and early closings. However, under ordinary circumstances, Good Shepherd School will send out an email notice to parents as an added convenience. Parents are encouraged to sign up to receive automatic notifications for school closures at loudoun.gov/alert. The schedule for delays and early closures is as follows:

1 Hour Delay: Drop off is 9:15-9:25am.

2 Hour Delay: No Half-day Preschool and Drop off is 10:15-10:25am.

2 Hour Early Closure: Pick up is at 1:00pm.

CGS and Religious Formation

CGS: Catechesis of the Good Shepherd (CGS) is incorporated as the principle catechesis for our Preschool and Elementary levels. Each of our lead catechists are trained and certified through the National CGS USA Association and have extensive catechetical experience. The Atrium is a beautiful space prepared to address the spiritual needs of children in a rich, vibrant, and personal manner. In the Atrium, each child comes to encounter Christ in his or her own way, through liturgical and Scripture-based presentations, and hands-on materials that engage the senses and stimulate deep reflection and creative expression.

Middle School Formation: At the Middle School level, the religious education program focuses on study of the Catechism of the Catholic Church, Saints, Church Fathers, Church History, and Scripture, encompassing all of the material suitable for Confirmation preparation.

Sacrament Preparation

Children preparing to receive the sacraments of First Reconciliation, First Communion, and Confirmation shall receive these sacraments through their home parish. While our local parishes have all accepted our program in lieu of their religious education, it is the prerogative of each individual parish to decide whether or not to accept Good Shepherd School's program of religious education as a substitute for parish religious education classes. It is the parents' responsibility to communicate with their pastor regarding parish expectations or special arrangements. Parishes may choose to require participation in parish retreats and parent meetings.

Joyful Child Atrium

Good Shepherd School has been blessed to partner with Joyful Child Atrium in Purcellville to provide our elementary students with access to a fully-equipped atrium as we work on growing our Catechism of the Good Shepherd program.

The Joyful Child Atrium
210 N. 21st Street
Suites P and G
Purcellville, Virginia 20132
www.thejoyfulchildatrium.com

School Mass Days

GSS faculty and students shall attend a monthly all-school Mass to be held at St. Francis de Sales Catholic Church in Purcellville, VA. All school Masses shall be scheduled before the start of the academic year.

Student attendance at all-school Mass is strongly recommended, though not strictly required. Parents are responsible for ensuring their children arrive at Mass on time, and for transporting their own children to the GSS campus immediately following the end of Mass.

School Mass will generally take place at 8:30am, thus adjusting morning drop-off time to begin at 9:25am. School personnel shall return to school as quickly as possible following Mass, to be present as students arrive.

NOTE: School attendance for half-day preschool students is optional on School Mass days.

Dress Code and Attire

Students at Good Shepherd School follow a dress code. As we do not require the use of the school logo on uniforms, parents may purchase clothing at the store of their choosing.

School-wide Dress Code:

- **Shirts:** solid navy or hunter green polo/collared shirt, logo not required, but encouraged for Mass days, picture days, etc (*Phasing out light gray polos for the 2021-2022 school year.*)
- **Sweaters:** solid navy or hunter green, waist or hip length (button down cardigan, zip up, pull-over or NEW fleece options from [Lands End](#)) (The Lands

End fleece is the only approved indoor fleece option, logo not required.
(Phasing out light gray sweater for the 2021-2022 school year.)

- **Pants/shorts:** khaki (slacks, not cargo pants; no jean material, no corduroy material) *(Phasing out navy pants/shorts for the 2022-2023 school year. Families who have purchased or still have solid navy will be grandfathered in for 2021-2022.)*
- **Jumpers:** GSS-specific plaid only, available at Lands End, for grades preschool through fourth grade *(Phasing out solid navy and khaki jumpers for the 2022-2023 school year. No jean or corduroy material. Effective with the 2022-23 school year, jumpers GSS-specific plaid only. GSS specific plaid can now be purchased through [Lands End](#). Families who have purchased or still have solid navy or khaki jumpers from the previous school year will be grandfathered in for 2021-2022.)*
- **Skirts:** khaki (no jean material, no corduroy material) or GSS-specific plaid, available at Lands End *(Phasing out Oakcrest plaid for the 2021-22 school year. Phasing out solid navy skirts for the 2022-2023 school year. GSS specific plaid can now be purchased through [Lands End](#), refer to Lands End for examples of khaki options, should be similar in style and material. Families who have purchased or still have solid navy from the previous school year will be grandfathered in for 2021-2022.)*
- Leggings/bike shorts (for under skirts): black *(Phasing out solid navy and light gray.)*
- Socks/tights: solid black or solid dark navy *(Phasing out light gray.) (Note: preschool students may wear any color.)*

Classroom shoes: solid black, brown, or navy leather (or leather-look) school shoes with closed toe/heel. No heels permitted. No canvas material permitted. Preferred styles: Mary Janes, Oxfords, Loafers. *(Note: child should be able to put on and remove their own shoes.)*

Outdoor shoes: weather-appropriate athletic shoes with closed toe/heel. *(Note: child should be able to put on and remove their own shoes.)*

Outerwear: Students are expected to wear weather-appropriate outerwear. There are no color or style restrictions for outerwear, provided the items are sufficient for the current conditions. Items may include raincoats, hats, gloves, scarves, insulated winter coats, snow boots, or whatever else might be required to protect health and safety. Please ensure that each item of clothing is marked with the child's name. **NOTE:** *students will NOT be permitted to wear coats, hats, or other outerwear items in the classroom at any time. Please ensure that your child is equipped with sufficiently warm dress-code approved sweaters/fleece for classroom use during the cold months.*

Kindergarten and Elementary Only: rubber (no cloth, canvas or water shoes) boots should be worn on Atrium days to use during nature study. Please also bring a separate pair of athletic shoes appropriate for hiking. Socks will be worn indoors.

Preschool Only: change of clothes: complete outfit to be kept at school in a ziplock bag labelled with your child's name.

Important Notes:

- All clothing is expected to be clean and pressed. Shirts are to be tucked in and black or brown belt worn with pants or shorts in grades 1-8.
- No inscriptions or non-GSS logos permitted.
- All skirts and shorts should be no more than 2 inches above the top of the knee, unless worn with opaque tights or leggings. Skirts may not be rolled to make them shorter.
- All items should be solid colored and free of any embellishment, such as embroidery, sequins, or decorative buttons.
- All sweaters, footwear, outerwear, and other removable items should be labelled with the child's name.
- Shoes should have no more than a 1 inch heel.
- Hair must be kept in natural colors.
- Jewelry is permitted if simple and minimal. Stud earrings and saint medals are allowed.
- Makeup is discouraged and should look natural if worn.
- Preschool: purchase pieces that enable your child to dress himself. Land's End has a line of adaptive clothing with magnetic and Velcro closures.
- All dress code items are expected to be in good repair. Stained, faded, or torn clothing may not be worn to school. No patches or other visible repairs are permitted.
- Dress code infractions will have consequences.

General Appearance: A neat and clean appearance is an essential aspect of the Good Shepherd School dress code. At GSS, we emphasize the importance of neatness and cleanliness as important aspects of personal character development and respect for others. Students are expected to arrive at school properly bathed and groomed, with teeth brushed and hair arranged neatly, wearing clean dress-code approved clothing in good repair.

We have updated our dress code with [Lands End](#). Please note, polos are not required to be embroidered, but are encouraged for Mass days, picture days and other various special events.

Dress Code Resources (suggestions only): While we have established a GSS Lands End school store, it is not a requirement you purchase all items from [Lands End](#). The only items required to be purchased here, should you choose to wear them, are the logo polos, indoor fleece and GSS specific plaid. All other options should be used as reference to style and color. Any items that deviate too far from this style and color may not meet approval. The following is a list of stores, but not limited to that sell the approved dress code items:

- [Land's End](#)
- [Target](#)
- [Old Navy](#)
- [Gap](#)
- [OshKosh](#)
- [The Children's Place](#)
- [French Toast](#)
- [Kohl's](#)
- [Hanna Andersson](#)
- [Flynn O'Hara](#)
- Shoes: [Stride Rite](#), [bogsfootwear.com](#), [softstarshoes.com](#)

Food and Nutrition

Food Restrictions: Although at this time there are no official restrictions on food items, please be aware that we have children with peanut, tree nut, dairy, gluten, fava bean and egg allergies. Due to concern for the health and safety of all our students, we discourage food sharing at all grade levels. For students in grades 1-8, parents should check with their child's teacher for individual classroom policies regarding providing snacks for birthdays or other celebrations.

Nutrition: All full-day students should arrive with a packed lunch every day. All students should also bring a snack. Please be mindful that a child's attention, classroom behavior, and ability to engage are affected by the quality of his nutrition. It is encouraged that items with high sugar content (including fruit juice) be limited. Providing a high-protein snack has been shown to help children function much better in the classroom.

Preschool: There is a strict no-sharing food policy at the preschool level. Any food brought to school by a preschool child shall be properly labeled with the child's name and date and stored in the child's cubby. Good Shepherd School will provide labels as

needed.

Elementary/Middle: All lunchboxes, water bottles, thermoses, or other supplies must be labeled with the child's name and stored in his cubby.

Medication Policy

Good Shepherd School limits the administration of all medications to prescribed medications and medications required by emergency and by law. Children who require ordinary over-the-counter medications for temporary ailments should not attend Good Shepherd School while ill. Parents may provide written authorization for the administration of over-the-counter medication in case of injury or headache, along with a supply of the authorized medications labelled with the child's name. Any prescriptions require written authorization from the parent and child's physician. All medication will be kept in a locked, secured location away from the access of children. Good Shepherd School will keep a log of all medications administered in the Daily Operations Binder. Only individuals trained and authorized to administer medication may do so. Good Shepherd School generally does not apply sunscreen, diaper cream, and insect repellent on students.

First Aid and Injuries

First Aid: Staff shall apply minor first aid as needed, following proper protocols and procedures for cleaning, bandaging, and protection of staff members and students, including wearing gloves at all times. First Aid Kits and Injury Logs are located in the office as well as in the preschool classroom. All staff members on site are trained and certified in CPR, AED, and First Aid.

Injury Log: Staff will note any injuries according to the information required in the injury log book, located in the Daily Operational Binder for Preschool, and the Medical Incident Log for Elementary and Middle School. Any injury requiring more than the most minor attention will be reported immediately to the parent.

Serious Injury: For injuries requiring more serious, but not immediately critical medical attention, parents will be contacted and school personnel will await instructions. In case of injury or illness of a life-threatening nature, 911 will be called and parents will be notified immediately via the provided family emergency contact information.

Playground Policy and Injury Prevention

Outdoor Equipment: Children are only permitted on the outdoor playground equipment or in the outdoor play area under supervision of staff members. Staff shall always be positioned in a manner that they can see all children playing at all times. Children may

play either on the blacktop, or along the grassy area. *Only the preschool students* are also allowed to use the playground equipment. Staff shall always be aware of the activities the children are engaged in. They shall immediately stop children who are rough-housing, hitting, or engaged in otherwise injury-causing behavior.

Safety Check: Staff shall always scan playground and other outdoor playing surfaces for hazards that can be immediately remedied. Once per month, the preschool teacher or Administrator will do an inspection of outdoor play equipment and surfaces for any potential hazards, and take immediate corrective actions if applicable.

Playground Rules: Although we encourage creative play and curious exploration, students shall be expected to adhere to common sense policies that protect the health and safety of students, teachers, and the environment. Teachers, staff members, and parent volunteers shall all be expected to uphold and enforce these basic guidelines for safe and respectful behavior.

Transportation Policy

Elementary students at Good Shepherd School shall be transported from the Joyful Child Atrium location back to St. Peter's Episcopal Church on atrium days in the school van. Students at the Elementary and Middle School levels may be transported to the occasional field-trip, Mass, or special event in the school van. Preschool students shall never be transported by school personnel. Good Shepherd School adheres to all prescribed regulations for vehicle safety and holds all appropriate automobile and liability insurance coverage required by the Commonwealth of Virginia.

Child Supervision and Missing Children

Supervision: At all times children shall be under the supervision of an appropriate number of staff members, which shall not be less than two at any time for the preschool level. Staff should always maintain visible contact with the children and the children should be able to see the staff member. Any child who wishes to use the restroom while in the preschool environment will alert a staff member.

Missing Children: If a child is lost, the Administrator shall be immediately notified of the missing child. The Administrator will conduct a thorough search of the facility, including the outdoor area, and ascertain the last known location and time the child was seen. If the Administrator cannot subsequently find the child, the Administrator will immediately contact local authorities and the parents to alert them to the situation.

Reporting of Suspected Child Abuse

In conformity with VA 63.2-1813, Good Shepherd School and its employees, agents,

volunteers, and other staff are mandatory reporters for any suspected child abuse or similar harm to minors. Any staff member who reasonably suspects child abuse or similar harm must immediately report it to the Administrator as soon as it is evident. The Administrator will immediately note it and report it to the appropriate authority. At the beginning of each year and throughout the year, staff members will receive training on the policies and procedures for identifying suspected child abuse and for internal reporting.

Emergency Procedures

Emergency Communication: If an emergency (such as illness or injury) involving a child arises during school hours, the child's parents will be contacted immediately by phone. In the event of an emergency situation requiring the immediate closing of Good Shepherd School or relocation of students to the off site location, the Administrator will immediately issue an emergency email communication to all parents, alerting them to the situation and providing pick-up instructions. Parents who do not respond in acknowledgement will be called individually.

Sounding of Alarm: If a staff member suspects fire, either through seeing an open flame, smelling smoke, or any other reasonable suspicion, the staff member must immediately activate the fire alarm through one of the local pull stations. Any suspicion of fire should be further evaluated by the appropriate authority after all children have exited the building.

Evacuation: In the case of the activation of the fire alarm, the children shall immediately line up in the designated area of the classroom, and promptly follow the teacher or other staff member to safely exit the building. Staff members shall lead the children through the main exit doors, verifying that the area is safe from smoke, fire, or other hazards to the children. In the case that the main exit is not available, staff members shall lead children out through the back door of the preschool classroom environment or Elementary hallway. Prior to exiting the building, a staff member will seize the emergency backpack and that day's attendance roster. Children shall assemble in the back-corner parking lot, off the blacktop, and away from the building and immediate traffic. Once outside staff members will do a head count, verifying that number with the day's attendance, and then take attendance as a second confirmation. The children may not re-enter the building until cleared by the fire department or other authorized official. An evacuation map at children's eye level shall be placed in the classrooms, labeling exits, and indicating outside gathering points.

Shelter in Place: Should a situation arise through a man-made or natural disaster requiring the activation of Shelter in Place protocol, staff shall follow the evacuation

procedures; however, instead of evacuating to the outside, they will proceed to the downstairs hallway, and direct children to sit in an organized fashion. Once in place, staff members will do a head count, verifying that number with the day's attendance, and then take attendance as a double-check. The children may not return to the classroom until the situation requiring the shelter in place has been deemed over.

Practice: The Administrator shall coordinate with the staff members a schedule to practice Fire Drills and shall schedule a Shelter in Place drill twice per year.

Natural and Man-Made Disaster: In the case of natural or manmade disasters Good Shepherd School shall follow its procedures for early closing, when deemed appropriate. In the case of an off-site pick up, the parents shall come to collect their children at the designated off-site location or other location, if necessary. The designated off-site location is Emerick Elementary School, 440 Nursery, Purcellville, Virginia 20132. It is a half-mile walk from Good Shepherd School along Rugby Ct. and a footpath.

Homework Policy

Good Shepherd School's philosophy of learning is such that we consider homework only as a secondary supplement to education, with the preschool work of learning to occur in the classroom. Our goal is to protect and enrich family life, allowing for plenty of free time outside of school hours. Accordingly, we are very judicious in monitoring the amount of at-home work assigned. As a rule, homework at the Elementary level is kept to a bare minimum, with ample time provided to complete the bulk of assigned work during the school day. At the Middle School level, there will be some increase in at-home assignments, with an expectation of regular nightly reading to build good study habits and facilitate fruitful classroom discussions; however, homework shall remain at no more than 1 hour per night on average.

Report Cards and Testing

Good Shepherd School's system of reporting a student's progress is designed to reflect more than the mere measure of a student's achievement against national standards. We place great emphasis on the individual child's personal growth, level of effort, and development in virtue and good character. Throughout the year, each child's progress, in these areas and in all academic subjects, will be faithfully recorded and summarized in the report cards to be delivered to parents at the close of each grading period. At the elementary and middle school levels, teachers shall administer one round of standardized testing for informational purposes near the close of the academic year. These dates will be shared with families once they are established.

Standards of Behavior

At Good Shepherd School, our commitment is to educate the whole person, acknowledging the importance of spiritual and social development, in addition to academic growth. In this vein, our program of study is built around the regular practice of virtue and habits of self-discipline, respect, healthy conflict resolution, and good character. From the youngest age, our students learn proper manners, right behavior, and respect for the environment and all living things through the practice of Grace and Courtesy.

Perfection in a child's behavior is not expected, and it is anticipated that occasional lapses in good judgement and self-control will occur. Most issues that arise will be addressed at once by the child's teacher and resolved at the teacher's discretion. However, certain behaviors are not to be tolerated under any circumstances. These unacceptable behaviors will be documented and will result in notification of the parents and the consideration of disciplinary action:

- Blatantly disrespecting a teacher or other authority
- Causing deliberate, malicious verbal harm to another
- Causing intentional physical harm to another
- Using foul or inappropriate language
- Deliberate destruction of property
- Intentional cheating on schoolwork
- Repeated intentional and/or excessive disruption of the classroom environment

Discipline: The Preschool Teacher shall institute and supervise discipline in the preschool environment. The lead Elementary and Middle School teachers shall institute and supervise discipline in the Elementary and Middle School classrooms. All matters of discipline are ultimately under the authority and guidance of the Board of Directors.

Good Shepherd School believes in the dignity of the human person, which includes applying discipline in a spirit of charitable, Christian fraternal correction. Discipline should be discreet, directed privately toward the child, and always giving the child an opportunity to reflect on their mistakes and consider the action they could have taken to avoid these mistakes. Corporal punishment and any other type of humiliating punishments are strictly forbidden. Any child who presents an immediate harm to him/herself, other children, or to staff may be immediately separated from the situation and allowed time to calm down before returning to normal activities, or sent home. Any such action requiring separation shall be communicated to the parents at the end of the day. In case of persistent behavioral difficulties resulting in the need for continual discipline and/or separation, these steps will be taken:

1. The teacher will document the persistent issue and notify the child's parents, requiring a conference to discuss a collaborative approach in reinforcing behavioral goals.
2. If no improvement is seen after parent involvement is introduced, a follow-up conference involving school administration will be scheduled to determine what next steps may be taken.
3. If for whatever reason parents are unable or unwilling to participate in this collaborative approach, or if the child continually refuses to make any effort at improvement, the school may suspend or expel a student for persistent behavioral difficulties.

Termination Procedures: If in its sole determination, after all due process, Good Shepherd School concludes that it must terminate enrollment, Good Shepherd School shall notify the parents in writing.

Family Discipline Policy

Good Shepherd School seeks to serve parents who are serious in their commitment to providing a Christ-centered, classical education. In order to sustain an environment conducive to learning it is vital that all interpersonal conflict be resolved quickly. Accordingly, parents are asked to foster a courteous, grateful, respectful, supportive, and cooperative attitude between themselves and the staff and administration of GSS. Likewise, parents are responsible for fostering a courteous, grateful, respectful, and obedient attitude in their children towards GSS staff and administration. Further, parents should serve as role models for their children in exhibiting grace, self-control, punctuality, and honesty in their dealings with GSS.

Parental behavior and actions should support the school and show respect to staff and administration. Such behaviors and actions should include, but not limited to, the following:

- Show respect to staff, administration, parents, or students
- Honor teacher authority in the classroom
- Share only accurate and truthful information about the school, staff and administration, or other parents and students
- Refrain from belittling the school, staff, or administration in the community
- Address and correct child behavior that is detrimental to the mission of the school
- Fulfill financial obligations to the school

A pattern of parental behavior that is inconsistent with the expectations set forth herein and that works against the educational mission and harmonious community of GSS can be expected to result in disciplinary action up to and including expulsion. Enrollment during the current school year, just like re-enrollment for a future school year, is at the discretion of GSS administration.

Parent/Teacher Conferences

Two parent/teacher conferences are scheduled for each academic year: one in the fall, and one in early spring. At these conferences your child's teacher will discuss your child's growth academically, socially, and in regards to character development, highlighting both strengths and areas for improvement. You will have the opportunity to peruse samples of your child's work and bring up any questions or concerns.

Concerns and Questions

Parents with concerns or questions related to their child's academic performance, behavior and classroom interactions or other items of minor nature, shall address these to the child's teacher. Teachers will not be spontaneously available before and after school hours. Please call or email your teacher to set up an appointment. All other questions should be addressed to the Administrator. Concerns of a more serious nature, or those for which the parent is not comfortable approaching the teacher, should be directed to the Administrator. All concerns will be handled with discretion.

Re-Enrollment and Retention Policy

Advancement to the next grade level in GSS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The school may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Required Student Records

Good Shepherd School shall maintain both physical and electronic records, as appropriate for all school children. Records shall include the initial enrollment form, tuition contract, necessary physician and vaccination records, a copy of the child's birth certificate, and ongoing observations and evaluations by the teachers and staff. Records are only accessible to the Administrator, Director of Admissions, and School Registrar. All records shall be retained for at least two-years after the child's enrollment

has ceased. Parents may review records at any time by making a written request to the registrar.

GSS Family Service Program

In any family, every family member needs to make contributions to the family's well-being. Our GSS Family is no different. Tuition payment alone does not cover our costs. We need contributions of time, treasure, and talent from every member of our Good Shepherd School Family.

Each one of you has a role to play in our GSS Family. What is your role? Please discuss exactly what is the value of Good Shepherd School to your family. To assist you in finding your niche, your role at GSS, we have drafted a list of possible needs for the academic year:

- Preschool Set-Up/Coordinator
- Morning Drop-Off
- Substitute Lunch Monitor
- Fall Picnic Team/Coordinator
- End of Year Picnic Team/Coordinator
- Room Parent
- Fathers' Club
- Fundraising/Marketing Team
- Annual GSS Talent Show Committee
- Basketball Coaching
- Cross Country Coaching

Let us know your additional volunteer ideas!

Signups for the crucial tasks and positions will take place through Sign-up Genius, to ensure that needs are met completely at the start and during the school year.

Additional volunteer opportunities that may arise during the year will be advertised on the weekly parent news email. Families are encouraged to respond to these additional requests and give extra assistance as able.

Parent Coffee and Prayer Socials

All parents of enrolled children are invited to attend a monthly gathering to pray for the intentions of the school and enjoy socializing over coffee and refreshments. These

parent socials occur every month immediately following the morning drop-off, location TBD.

Right to Amend

Good Shepherd School reserves the right to amend or alter this Handbook as needed during the school year. Notice of amendments will be sent to parents through multiple communication.

Parent-School Partnership Agreement

Signature Page

I have read the 2021-2022 Family Handbook and agree to follow the school policies and procedures as listed.

Family Name: _____

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

***Both parents and students must sign.**