

# **GOOD SHEPHERD EPISCOPAL SCHOOL**

## **PARENT-STUDENT HANDBOOK**

Revised August 2017

Dear Families,

Welcome!

Good Shepherd Episcopal School is for K-8 students who are embarking on a college preparatory track. Our small classes and dedicated faculty provide a wonderful learning environment. Good Shepherd students do much in addition to their daily academics. They sing and play violins and cellos, they learn Spanish, they pray daily and go to chapel weekly, they do art, they salute the flag in the mornings, and they participate in a robust physical education program.

As an Episcopal school, we are open to students of various faith backgrounds. A core value of Episcopal schools is valuing the dignity of every human being, and we strive to do that here.

Although the school is for K-8 students, Good Shepherd also has a preschool for infants through pre-kindergarten. Together, the school and preschool are able to serve a child from the age of 6 weeks until completing the 8<sup>th</sup> grade at 13 or 14 years of age.

Please take the time to look over this handbook carefully so that you will understand our mission and philosophy, and the school's Episcopal identity. We hope that it will become apparent to you how we provide *education in mind, body, and spirit in the heart of Punta Gorda*. We look forward to having you as part of our community for the 2017-2018 school year.

Sincerely,

Greg Summers  
Head of School

## **Good Shepherd Episcopal School Mission Statement**

Good Shepherd Episcopal School exists to help children develop into leading citizens through a college preparatory K-8 program that provides education in mind, body, and spirit in the heart of Punta Gorda.

## **Good Shepherd Episcopal School Philosophy**

Although Good Shepherd Episcopal School offers a traditional academic program, it is with 21<sup>st</sup> Century skills in mind. In our view, 21<sup>st</sup> Century skills, such as communication, collaboration, and critical thinking, are the same skillsets that Socrates taught in ancient Athens. Good Shepherd emphasizes music, the outdoors, and hands-on tactile activities. Examples of the latter include gardening, visual arts, string instruments, and laboratory work. In the Episcopal tradition, we embrace faith, tradition, and reason, welcoming students of various faith backgrounds to join in our academic community.

## ***Section 1: Parent Information***

### **STATEMENT**

When a students and families enter Good Shepherd Episcopal School, it is understood that with enrollment comes the responsibility to accept and comply with the policies herein. With tuition payment, you are investing in your child's future. In order for this investment to be effective, it is essential that parents be a positive, viable, cooperative part of the experience. With any institution, there are rules and regulations to follow as well as privileges to enjoy. Please understand that this private school has policies to ensure a safe, supportive and spiritual atmosphere for all children to learn and grow. Any violation or breach of the following policies may result in detention, suspension, or expulsion and/or non-renewal of registration.

### **ADMINISTRATION**

The Head of School oversees all operations of the school. He/she works directly with the Board of Trustees, the Director of the Preschool, the Financial Administrator and the Rector as well as the Vestry in setting school policy. Other responsibilities of the Head of School include hiring faculty and staff, long range planning, fund-raising, and budgeting. All school personnel and staff are accountable to the Head of School.

### **STUDENT ADMISSION**

Good Shepherd Episcopal School does not discriminate against a person(s) on the basis of race, gender, creed, color or religion. We are an Episcopal School sharing Christian values with all who attend. Any family wishing to send a student to Good Shepherd should contact the school for an appointment. Financial arrangements and scholarship programs can be discussed when families visit the school.

### **PARENTAL INVOLVMENT**

Your involvement in your child's education sends an important signal about the value of academic growth. Parents are also a vital part of the spiritual growth of the child. By working collaboratively, we demonstrate the values, morals, and ethics we want our children to learn.

At your child's teacher's discretion, there might be opportunities to share your talents and professional experiences with the students. Please make such arrangements with the teacher.

Parents must not enter a classroom during school unless you have checked in

with the office and/or scheduled an appointment. We must balance your desire to visit the classroom with the need to avoid disruptions to classes which negate the learning environment. All volunteers must be background checked before working with children independently.

## **HOURS OF OPERATION**

Children may enter the play area no earlier than 7:30 a.m. This is necessary for the children's safety and security and also due to liability issues as there is no supervision until 7:30 a.m. Students enter the school with their classes at 7:50 a.m. No student is allowed in the school prior to 7:50 unless by permission from a teacher. The school day begins promptly at 8:00 a.m. All students are expected to be on time to enable them to prepare for their first class without being hurried. In case of inclement weather, all children go directly to their classroom upon arriving at school. School ends at 3:30 p.m. Students will be led out to the parking area directly after dismissal. After school care is available and will be used for any child left after 3:45 p.m., for a nominal fee.

Listen to the local Charlotte County radio stations to find out if school is closed due to major weather.

## **VOLUNTEERS**

Any person who wishes to volunteer their time and energy for the betterment of the educational and spiritual atmosphere of Good Shepherd Episcopal School is asked to read and sign a volunteer form prior to working with the students. There are many legal considerations as to privacy and procedure that need to be reviewed with the Head of School. Volunteers are always needed for recess (morning and afternoon), lunch, and the library, as well as other activities within the school.

## **ABSENCES/TARDIES**

Any child who arrives later than 8:00 a.m. will be marked tardy. After three tardies in one (1) trimester, the child may be required to serve a detention for approximately 30 minutes after school. Any further tardiness thereafter may result in a meeting with the Head of School and/or further disciplinary action. Please note, if you are on FTC/StepUp or McKay scholarships, you are required to be in school for a prescribed number of days or funding will be jeopardized. If out for an appointment, written verification must be submitted when returning to school. Medical and dental appointments should be avoided during school hours if at all possible.

## EXCUSED ABSENCES

This type of absence includes illness, religious holidays, emergencies, and unusual circumstances such as funerals, weddings, or the like. Parents should notify the school in writing or by phone regarding this type of absence.

Parents who choose to keep their child out of school other than during scheduled vacation time are also accepting the responsibility for such absences. Teachers are under no obligation to supply the missing instruction as this is a choice to be out of the school environment. Parents assume complete responsibility for such absences and should request the assignments with at least a week's notice in writing.

Parents/guardians are asked to notify the school before 8:00 a.m. when the student is going to be absent. The student has as many days as he/she was out to complete the missing assignments. (For example, if absent one day, there is one day to make-up the work.) If not made up in the allowed time, a zero may be issued. Extended illness may require a doctor's note; additional time would be allowed for make-up work.

## EARLY DISMISSAL

If a student is to be dismissed early from school, a note from the parent/guardian must be sent in to the teacher. She/he will send a note to the office and your child will be ready to be dismissed when you arrive to pick him/her up. The parent is required to sign the student out in the dismissal log notebook with date, time and reason before leaving.

## WITHDRAWALS

Any parent who wishes to withdraw a student from Good Shepherd Episcopal School must notify the Head of School in person and in writing. Student records will not be released to the parent. A document will be sent from the next school requesting records. Report cards will not be given for the withdrawn student unless all financial obligations are met. Upon withdrawal, parents are asked to complete an exit survey to help us understand our strengths and weaknesses.

**Please note that registration fees as well as tuition are non-refundable upon withdrawal and you are responsible for all tuition still outstanding for the year.**

## RESTRAINING ORDERS

The office should be notified of a restraining order immediately, or the school cannot be obligated to refuse parents their children. To refuse parents the right to speak to their children as well as to take them home requires us to have a copy of a court ordered restraint. We also ask that a picture of the person named in the restraint be provided; we will keep the order and photo on

file. All staff will be notified. Safety procedures are in place in case of difficulty.

## HEALTH/ILLNESS / MEDICATIONS

**Students are not to attend school if they have a fever or have been vomiting. Students should not return until they are symptom free for 24 hours before entering the school.** This must be enforced at home to protect the school community. A physician must check any communicable disease such as scabies, chicken pox, lice, conjunctivitis, etc., before the children re-enter the school. A note from the doctor is required. Any child who becomes ill during the course of the day will be escorted to the office to rest, be documented, and assessed as to whether he/she should go home. The parent will be called to pick up the child if the situation warrants it. Please be sure you have an alternate person on the emergency card to pick up your child if you cannot get to the school. Parents are asked to pick up their child within one hour of the call. The Head of School reserves the right to send a child home if he/she looks or acts sick, even without vomiting. It is important that all allergies be reported to the office.

Medication of any kind is not allowed in the students' hands or in the students' backpacks during the school day. Parents must bring all over the counter and/or prescribed medications to the front office and have a consent form filled out and filed with the Head of School as he or the assistant are the ones who will be administering all medications.

You may give written consent at registration for Ibuprofen or acetaminophen; a call is made to the parent before it is administered to ensure that it is appropriate and not interfering with any other medications. The same will be true for other medications brought to school by the parent. We will call to ensure proper administration of the medication and log it in the medication log book. You will be required to sign the paper that notates the dosage, day and time, and return it.

Examples of some common medications that NEED consent are itch cream, Benadryl, cough drops, and throat lozenges.

### Health Guidelines for Parents and Guardians

To maintain the health and well-being of your child and other students, the following information may be helpful.

Fever - Students should be kept home if they have a temperature of 100.4°F or higher for grades K-12. Student may return to school **24 hours after** the signs and symptoms of illness have resolved. **Please do not medicate to send to school.**

Mild Respiratory Tract Illnesses - Most children will not need to be excluded unless accompanied by fever, discharge that is dark in color, or behavioral changes.

Diarrhea - A student should be kept home unless the student is known to have diarrhea from a non-contagious condition. Student may return to school 24 hours after the symptoms resolve.

Rash - A student should be kept at home if the rash is accompanied with a fever or behavioral change until a physician has determined the illness is not a communicable disease. A note may be required.

Vomiting - A student must be kept at home if there is active vomiting, two or more times during a 24 hour period, unless vomiting is caused by a non-communicable condition. The child should not come back to school until he/she has been free of vomiting for 24 hours.

Head Lice - A student found with head lice will be sent home to be treated. It is recommended that the parent have a child returning to school checked by a staff member before leaving the campus to ensure that we agree that she/he is nit or lice free. The child will be sent home to continue treatment until the hair is free of the infestation.

### **AFTER CARE PROGRAM**

Students will gather in the hallway for after care directly after school. There will be some down time to use the rest rooms and have a snack. Time for homework to be started will be set aside each day, and the smaller children will do quiet activities. Time for play, either indoors or outdoors, is included each day.

1. The program begins officially at 3:45 p.m. and ends at 5:30 p.m.
2. If any portion of the day is used, you will be charged, \$6 per day
3. Any child who remains after school due to a late pick-up will be placed in this program and the parent will be assessed the after care fee.
4. The parent must provide snacks and drink.
5. Any child remaining after 5:30 pm will be charged \$1.00 per minute paid directly to the teacher on duty as it is their time you are using.
6. On half days, we sometimes offer after care from 12:15 pm to 5:30 for \$10.00 a day.

### **SCHOOL LUNCH PROGRAM**

Good Shepherd provides a hot, nutritious lunch to students for a nominal cost of \$3.00 per day (subject to change). The menu is sent home each month to provide you with the information you will need to pay the monthly bill. Simply decide which days your child will eat and multiply it by \$3.00 per day. Place the money/check in a sealed envelope with the child's name and grade and label it LUNCH MONEY along with the lunch menu circled with the dates you intend to pay for. Cafeteria and school payments must be kept separate. Sorry, but no credit will be issued if the child is absent as the food is already bought. Students also have the option to take their own lunch to school as



well. Milk and water are always available.

Please keep in mind that this is a self-run program that depends entirely on the payments to support the ordering. Please keep accounts current and adhere to deadlines.

### **FIELD TRIPS**

Each grade is encouraged to take educational field trips, however, transportation is always an issue. Parents are required to provide transportation as the cost of busses is prohibitive. Teachers may also provide opportunities for field trips that require walking. No student is allowed on a field trip unless a signed permission slip is on file prior to departure. Phone call permissions are not adequate. Please note that, if using cars, each child must be in a seat belt and away from an airbag to be able to travel in the vehicle. Parent drivers must supply us with a photocopy of their licenses and insurance certificates. The standard uniform to be worn on field trips is navy blue shirts and kaki bottoms.

### **PARENTS ASSOCIATION**

Our parents group welcomes anyone who wishes to help our school become the best it can be. Come to the meetings and hear what is going on in the school community; maybe you have a great idea! We would love to hear from you. We meet the first Wednesday of every month at 6:30 p.m.

Remember: if parent participation is weak, the school becomes weak.

### **GRIEVANCE PROCEDURE**

The school recognizes that parents sometimes wish to discuss grievances that they might have with the school. It is crucial, however, that grievances go through proper channels and that echelons not be skipped in elevating an issue.

The parent(s) should:

1. Make an appointment to meet with the teacher and discuss the situation privately.
2. If the situation is not resolved in the meeting with the teacher, make an appointment to discuss the situation with the Head of School. The teacher may be present at this meeting.

## **SECTION II: ACADEMIC POLICIES**

### **GRADING**

Grades are compiled and averaged by the teacher in all grade levels (K-8). Each level has its own criteria for grading. Grades are recorded on-line for reference at any time by parent, guardian and/or administration.

### **REPORT CARDS**

Report cards are distributed to all children in grades K - 8 three times a year.

**The First Trimester** report card is issued directly to the parent at a **mandatory parent teacher conference**. Teachers schedule the time and dates with the parents' input.

**The Second Trimester** Report card will be provided electronically, and, by this report, you should have a general idea if your child is not up to par with the grade level and if retention is a possibility. You may request a conference, or one may be requested for you.

**The Third Trimester** report is provided electronically.

**\*\*Please note: The May report card may be held if a balance remains on any student account. Standardized test scores will also be held until the balance is paid in full.**

### **PROGRESS REPORTS**

**Kindergarten through Grade 8** will issue progress reports in between each report card. Any parent/guardian who feels a conference is needed at any time may contact the school/teacher to schedule an appointment. Parent/teacher cooperation and communication is essential for academic and social success.

### **HONOR ROLL QUALIFICATIONS GRADES 3-8**

Students must attain the specifications listed below for all three quarters to be eligible for end of year awards.

#### **HIGH HONOR ROLL:**

ALL A'S PLUS EXCELLENT CONDUCT

#### **HONOR ROLL:**

## A'S AND ONLY B'S PLUS EXCELLENT GOOD CONDUCT

### HOMEWORK

Homework is given for the purpose of, but not limited to, supplementing learning, reviewing materials covered in class, and providing the opportunity to use research skills. Homework will not be assigned on the weekends for grades K-5; only projects with ongoing timetables will be noted. Middle school grades may have occasional weekend homework. The general guideline for homework is ten minutes per grade level (i.e. 1<sup>st</sup> grade = 10 minutes; 2<sup>nd</sup> grade = 20 minutes, etc.).

### MISSING OR LATE ASSIGNMENTS

#### HOMEWORK:

1. When homework is not done on time due to **excused absence**, the student will have the **same number of days to complete the assignment** as he/she was absent. (i.e. 3 days absent = 3 days to complete and turn in). It is the student's responsibility to acquire and complete the assignment.

When homework is not done due to **neglect**, the student may receive a "0" or points off the assignment and **will be issued a detention that day to complete the missing assignment**. After (3) such infractions within one marking period, the teacher may contact the parent for a conference.

When homework is not done due to a **valid excuse**, a written explanation from the **parent must be turned in at the time the assignment was due**. Parental notes of excuse may not be accepted after the due date of assignment. However, please note that the work must be turned in. The teacher or Head of School may deny these excuses if warranted.

### TESTS & QUIZZES

If a student misses a test or quiz due to **absence**, the student has the same number of days he/she was out to make up the test or quiz. It is the responsibility of the student to schedule time, before or after school, with the individual teacher. (Students in grades 1-5 will be reminded by the teacher and use in school time to complete the work.)

### LONG TERM PROJECTS, BOOK REPORTS & PAPERS

If the student does not turn in an assignment due to **illness**, it will be due the first day that student is back in school or at the teacher's discretion.

If the student does not turn in an assignment due to **neglect**, the final grade on the assignment may drop one letter grade (or ten points) for every day that it is late. After four days, no credit may be received for the assignment, however the assignment should be turned in regardless.

If the student does not turn in the assignment due to a **valid excuse**, a note of explanation from the parent must be turned in on the day that assignment was due. Parental notes of excuse may not be accepted after the due date and arrangements may be made to complete the assignment.

## **ACADEMIC INTEGRITY**

**Cheating** shows a marked lack of personal integrity. Students are to do their own work. They should neither give nor receive assistance on homework, during quizzes, tests or exams except when authorized by their instructors. Consequences will result from cheating. The work in question will be made up but credit for this work will be compromised. This policy does not preclude students from working together to understand procedures of their work; in fact, we encourage such cooperation when it is helpful to the learning process. It is important that students learn early in their academic lives that to borrow ideas or to copy pages from a source without giving credit is both harmful and dishonest. To do so is **plagiarism - the act of stealing someone else's ideas and passing them off as one's own**. Plagiarism will not be tolerated at Good Shepherd Episcopal School. Students are encouraged to consult their teacher if in doubt as to what constitutes plagiarism.

## **CURRICULUM**

As an independent school, Good Shepherd Episcopal School develops its curriculum based on the professional judgment of the faculty and administration, best practices of independent schools nationally and in Florida, and our spiritual foundation. Faith is part of each day with prayer, chapel and service projects being part of routine life at Good Shepherd.

## **PROMOTION & RETENTION**

Promotion is based on satisfactory completion of the subject matter covered at the grade level as well as social and emotional growth. There may be times when other factors must be considered as well. In either case, when promotion is doubtful, a conference will be scheduled. After a meeting with all teachers who have contact with the child, a decision will be made. Parents of a child in danger of retention will receive written notification by the end of the second trimester. A subsequent conference may be required at that time. **Any student in grades 4 - 8 who fails one or two subjects in the final average is subject to remediation in those subject areas in order to be promoted to the next grade level.** Failure in more than two subjects may result in retention or dismissal from this school, as we may not be the proper placement for this child.

## **STANDARDIZED TESTING PROGRAM**

Assessment of students' academic growth through standardized testing is an important educational practice. At Good Shepherd, we currently administer the Terra Nova tests in late April. These tests are a valuable tool for the faculty and administration, not only for determining the progress of each individual, but also for assessing our overall program. Standardized test scores provide important information but they are not the sole source for evaluating a student's progress.

## **SUMMER READING**

Summer Reading is important for the students and it is up to the parents to encourage and motivate them. Books and related work will be assigned late in the spring. These assignments are due the first week of school. Reading is critical to a child's development, academic and in other ways, and we strive to foster a love of reading to help them succeed.

## **SECTION III: STUDENT EXPECTATIONS & RESPONSIBILITIES**

### **MANNERS AND RESPECT**

Both manners and respect are of primary importance at Good Shepherd Episcopal School. Whether at school, at home, or in the community, students are representing our school and our faith. It is important to behave in an appropriate manner at all times. At Good Shepherd School, we aim to set a Christ-like example in our actions as well as our words. It is expected that children use such phrases as good morning/afternoon, yes ma'am, no sir, excuse me, please and thank you at all times. Students know that the school is primarily for their education. Some areas are obviously off limits without express consent from faculty: classrooms, teachers' desks, the computers and other electronic equipment, the offices, the custodial areas, and the faculty room. Violations may result in a conference with the Head of School and parents, a detention, or both if warranted. Gross misconduct may result in suspension or expulsion.

### **GENERAL DISCIPLINE**

At Good Shepherd Episcopal School, all children are treated with respect and integrity. Our basic philosophy of discipline is to listen to all parties involved, allow the students to try to resolve the issue on their own, and help them understand that every action is a choice and wrong choices have consequences. At no time will corporal punishment be used. We do ask however, that if a parent/guardian has a question or concern about a discipline procedure; please follow the prescribed course of action:

1. Check the handbook first to see if the policy is spelled out there.
2. Support the teacher in the child's presence. If there are questions, please contact the teacher in private to gain an adult's assessment of the situation. It is critical that the teacher's authority and credibility not be undermined in the child's presence.
3. If the teacher and parents continue to have an unresolved problem, the situation should be referred to the Head of School, who will seek to understand each party's concerns.
4. Any concern must go through the echelons explained above. Going straight to the top and leaving important persons out of communications is inappropriate at Good Shepherd.

### **CONDUCT & DISCIPLINE**

Good Shepherd Episcopal School expects its students to act responsibly and

places the primary responsibility for such conduct with the students. The school community fosters discipline through trust, reason, and self-control, rather than through a system of rules based on fear or the constant threat of punishment. If the school is to be an orderly place in which to study, teach, and learn, students must be aware of the need for respecting one another, property, and the school as an institution. Students must learn that good judgment is the key to learning self-discipline.

Student behavior which the faculty deems harmful to the student, other students, or to the school will be referred to the Head of School. Depending on the particular situation or incident, consequences can be, but not limited to, a referral for professional counseling as a contingency for returning to school, suspension with parent meeting upon return, or expulsion. We reserve the right to exclude such a child from registering for the next year.

All infractions are subject to disciplinary action. Each student is allowed no more than five (5) detentions in one trimester. After five (5), the student is subject to in-school suspension, out-of-school suspension, and/or parent/Head of School meeting.

## **CRISIS MANAGEMENT**

The school maintains a crisis plan, which is updated periodically.

## **STUDENT RESPONSIBILITIES**

### **IN THE CLASSROOM**

1. Water is the only beverage allowed in the classrooms.
2. Follow all classroom rules.
3. Participate in the learning process.
4. Toys and other things that distract from learning should not be present at school.
5. Come prepared for class. (Bring books, pens, pencils, notebooks, etc.)
6. Complete homework on time and to the best of your ability.
7. Treat the school property with care.
8. Keep all books covered with a paper bag cover only, clean and unmarked.
9. Transport all books in a book bag, as no book will be allowed to go home without one.
10. Desks are to be kept clean, uncluttered and unmarked.
11. All materials will be returned in good condition and placed neatly in their appropriate places.
12. Respect will be shown to all present and those entering the room.

### **IN THE CORRIDOR**

1. Students will walk and act in an orderly fashion, and not speak, keeping their hands and feet off the walls and other people. (Respect others working in their classes).
2. Students will proceed in an orderly fashion from one place to another;

Students will keep the corridor clean and pick up anything that may be on the floor.

3. Please do not mark the hall floors with your shoes!

### **IN THE GREAT HALL**

1. Students will enter in an orderly manner.
2. Prayer will be said together as a group before getting in line to be served.
3. All students must eat a lunch, as it is essential to the health and welfare of the student. A parental note of permission/reason must be in hand for a child not to eat.
4. The students will display table manners and proper etiquette at all times.
5. Voices should be at a minimum, as the ladies need to hear the children in the lunch line.
6. The students will make every effort not to waste food.
7. The students are expected to clean up their area when finished with their lunch.
8. The students must remain in the cafeteria until given permission to leave.
9. Students are asked to refrain from swapping food with other children as this can cause problems with allergies.

### **PERSONAL RESPONSIBILITY**

**Absolutely no cell phones or cellular devices are permitted for students during the school day or after school.** Violations will result in the phone being confiscated. Office phones are available for use when necessary. **Parents also must not use cellular devices inside the building.**

**GUM:** Chewing gum anywhere in the school or on the grounds is prohibited.

**MAKE-UP:** No student is to wear make-up at any time during school hours. If students break this rule, they will be asked to take it off with soap and water.

**EARRINGS:** Girls will be allowed to wear one small earring in the ear lobe. At no time should earrings be long and dangling because of safety hazards. Boys will not be allowed to wear earrings during school hours or at school functions. No other piercing is permitted.

**JEWELRY:** Pendant, cross, medallion & Medic-Alert necklaces are permissible. Choker type chains, spike "dog collars" and large necklaces are not allowed.

**HAIR:** Hair is to be kept neat, clean, and conservative. At no time will punk, dreadlocks, shaved symbols in hair, unnatural colors, gel-spikes to an unnatural height of more than 2", streaks, etc. be accepted. God has given our youth natural beauty and uniqueness, as elementary students they need not alter that gift.

**ELECTRONIC EQUIPMENT:** Expensive, personal electronic devices are not permitted at school as they may get broken, lost, or cause distractions.



Children need to socialize with each other and not have their head in a game. Devices may be used only if permission is granted by Head of School. If these items are found otherwise, they may be taken away for the remainder of the school year.

**ALTERING UNIFORMS:** Students should not roll skirts at waist, have shirts/blouses un-tucked, or have the shirt/blouse "floppy" tucked... etc.

\*\*\*The minor offenses above may be dealt with by the supervising adult and/or the Head of School. The parent may be called to rectify the situation. Other appropriate disciplines may be, written letters of apology, loss of recess, a detention, and/or a visit to the Head of School's office, etc.

### **MAJOR INFRACTIONS**

1. Lack of respect in word or action toward school personnel including volunteers and chaperones.
2. The use of abusive, profane or indecent language within the school's jurisdiction (school building, school yard, extra-curricular activities).
3. Leaving the school without permission.
4. Cheating in any way - giving or receiving!
5. Harassment of any kind (sexual, racial, verbal, written, physical etc.)
6. Fighting and/or hurting another person in violence or aggression.

\*\*\*The major infractions above may be dealt with more severely, as they are unacceptable behaviors. Discipline for these transgressions include: dealing with the teacher, a visit to the office, and an automatic detention. It may also require a one or two-day suspension, or expulsion. With these infractions, the parent will be immediately notified and may be required to pick up the child at that time. Final discipline is at the discretion of the Head of School.

### **ABSOLUTELY "ZERO" TOLERANCE**

1. Possession of tobacco, drugs, alcohol, matches, lighters, & laser pointers, or any other kind of "paraphernalia" in or around school or at school functions.
2. Possession of a gun, knife, or any other object used as a weapon to inflict bodily harm or fear at school or at school functions.
3. Devising a plan to hurt or "kill" any other person within or outside the school ("hit lists", verbal or written threats)
4. Stealing, vandalism, or uncontrollable/violent behavior,
5. Verbal and/or physical assault of any kind.

\*\*\*\*These infractions may result in automatic suspension for up to one week, possibly more. All grades and privileges for that time frame may be lost/forfeited. The student may not return to school without a mandatory conference with the Head of School and/or Rector. Intervention by a trained professional may be required as a condition for the student's return and/or to

remain at Good Shepherd Day School. If a subsequent offense is committed in the category of "Major" or "Zero Tolerance" the student may be expelled and/or not asked back. The Head of School has discretion over such decisions.

## **SUSPENSIONS**

In School - The student is required to come to school and remain in the office area to complete assignments from the classroom teacher. All work will receive a zero/or reduction of grade due to this infraction. The student will not have lunch or recess with his/her grade level.

Out of School - The student will be asked to leave the school with the parent and not return until a designated date. The student will be required to meet with the Head of School and his or her parents upon returning.

## **RESPONSIBILITY ON THE PLAYGROUND**

1. Upon arrival, the student is to report to the playground immediately and remain outside with the teacher on duty. (We cannot permit arrivals prior to 7:30 a.m.)
2. In case of inclement weather, students should report to their classrooms.
3. No student is allowed to leave the playground unless permission is granted by the teacher on duty. All children must travel in pairs for safety.
4. Middle school students should remain in their area of the playground so they do not accidentally hurt the younger children.
5. When the teacher on duty signals, the students will line up at their respective places to walk in. We will walk in quietly and orderly. Recess is over at the time the teacher on duty signals the students.
6. No hard balls are allowed at any time in the playground. Nerf is best.
7. Small "super balls" are not allowed as they can hurt someone easily.
8. No sport requiring physical contact is ever allowed in the play area.

## **TEXTBOOKS**

Students are responsible for the textbooks they receive at the beginning of the year. All textbooks are numbered and loaned to our students and must be covered (only brown paper bag covers are allowed) and carried in a book bag at ALL times. Students who lose their books, tear pages, break bindings, write on pages, or deface books in any way may be responsible for paying for a replacement.

## **MATERIALS & SUPPLIES**

Each classroom teacher provides a list of materials a student will need for his/her grade level. The student is responsible for providing these materials and making sure he/she is prepared for each class.

### **LOST & FOUND**

Lost and found items are kept until the end of the school year. Please be sure to put the student's name on everything.

### **TELEPHONE USE / CELL PHONES**

One of the values the school seeks to foster in students is independence and responsibility. Therefore, only in the event of an emergency will a child be allowed to call home during the school day. Emergencies are not when you forget something or want to make arrangements to visit another child after school. Time will be granted at recess, before and after school only. No cell phones are allowed in school.

### **MISSION WORK / CHARITY**

As an Episcopal school, we promote service and philanthropy. Students will sometimes be engaged in service projects. We ask that the parents/guardians encourage this practice and help out wherever they can.

### **BIRTHDAY CELEBRATIONS**

The child may bring in a treat (cookies, cupcakes, brownies, etc.) for the class if the teacher has given permission at least a day in advance. At no time should invitations be handed out in school unless they are for the whole class as they can pose an uncomfortable situation if only some are invited. We thank you for your sensitivity in this matter.

## **SECTION IV**

### **UNIFORM REQUIREMENTS**

The purpose of our uniform policy is to ensure a consistent appearance and positive image for the school community. Dress and appearance should be tasteful and conservative, avoiding fads and efforts to call attention to oneself. Students are not permitted to have tattoos and piercings, other than a single piercing on each earlobe for girls. Hair styles must be conservative and hair must be of a natural color. A complete uniform is required every day. Parents may be called to bring clothing to students who are not dressed in accordance with the school's standards. The parent is responsible for ensuring that the child is properly clothed.

#### **BOYS:**

1. Khaki pants or shorts. No fancy stitching or emblems, Pants are to fit properly.
2. Navy blue polo shirts with our crest. (Other shades of blue, along with red and white are allowed on non-chapel days.)
3. Dress shoes or sneakers. Keep safety in mind when buying shoes.

#### **GIRLS:**

1. Khaki pants, Capri's, shorts, skorts or jumper. (Length should be an inch or two from the top of the knee for shorts, skorts, and jumpers.)
2. Navy blue polo shirts with our crest. (Other shades of blue, along with red and white are allowed on non-chapel days.)
3. Dress shoes or sneakers. Keep safety in mind when buying shoes.

#### **ALL:**

1. Socks should be solid colors only.
2. No leggings – solid color tights if cold.
3. Absolutely no sandals, boots or flip flops. (Sneakers are best.)
4. Sweaters and jackets must have the crest (in only navy blue, red or white).

If a non-uniform day is given, students may wear appropriate street clothes.

1. At no time may they wear torn or obscene clothing.
2. Rock band shirts are not permissible nor are any other inappropriate emblems.
3. No spandex, short shorts, short skirts, oversized pants, sleeveless shirts/dresses, skimpy shirts/dresses, or tank tops will be allowed.
4. All other rules are to be followed as in this handbook. (Hair, nails, jewelry, etc.)
5. The Head of School may make a ruling on the appropriateness of the clothing.
6. If in doubt, send appropriate uniform items to school with the child. Otherwise, parents may be called to bring appropriate clothing.

## Parent/Student Handbook:

I/we have read the Parent/Student Handbook with our child/children and understand the policies of Good Shepherd Episcopal School. With our signature, we the family agrees to give our wholehearted cooperation to the efforts and standards of the school. Together we can make a difference!

\_\_\_\_\_  
Family name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parents or guardians

\_\_\_\_\_  
Signature of the student