



## **STUDENT-PARENT HANDBOOK 2017-2018**

*The information in this handbook was the best available at press time. Any changes in information or additions will be announced via weekly parent emails or GSES website. In addition, changes will be incorporated into this handbook to provide an up-to-date handbook at all times.*

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## ABOUT US <Back to Top>

### MISSION STATEMENT <Back to Top>

Good Shepherd Episcopal School inspires children to learn with confidence, serve with compassion, and lead with courage.

### SCHOOL PHILOSOPHY <Back to Top>

The mission statement guides the school in all that it does and hopes to do. In the daily interactions of students with the faculty, staff, and administration, there is a belief that the school must respect, embrace, and celebrate each individual as a part of God's creation. As stewards of His creation, the school dedicates itself to the care and development of the spiritual, intellectual, moral, and physical growth of each child. From academics, chapel services, and fine arts to physical education and extracurricular activities, all programs are designed to fulfill that mission.

All members of the community bear the responsibility for striving to meet these goals. Faculty members are devoted to their students and their disciplines in order to create a challenging, caring environment. Students are drawn to achieve their God-given potential, both when they realize that their teacher's respect and fairness are expressions of love and when they discover that their own hard work can become an enjoyable, even joyous quest. It is expected, therefore, that students acquire a solid command of basic academic skills as a foundation of an inquisitive mind.

### PURPOSES <Back to Top>

To fulfill the school's mission, the following goals have been established:

- To establish a community consistent with the belief that each person is a unique and valuable individual of God's creation.
- To guide each child toward the maturity and discipline necessary to manage his or her own learning within a Christian context and environment.
- To provide excellence in education.
- To appreciate the spiritual peace that comes from the basic understanding that the purpose of life is to serve rather than to be served.
- To emphasize and support the triune nature of the relationship among child, parent, and teacher within a caring and loving community.

### OBJECTIVES <Back to Top>

The school set forth the following objectives in order to fulfill the aforementioned purposes. The school believes that these objectives cannot be met in isolation but rather are interdependent elements of a unified vision of a moral education.

#### ***Spiritual***

- To offer chapel services to help students grow in their understanding and knowledge of God.
- To foster and promote Christian principles.
- To serve, through care and support, the members of the community.

#### ***Intellectual***

- To foster a love of learning.
- To stimulate creativity and invigorate an inquiring mind.

- To develop the skills needed for a lifetime of learning.
- To give students a secure foundation in academic skills.
- To build a community of learning through cooperation.
- To promote faculty excellence through professional development opportunities.

### ***Ethical***

- To teach that discipline and self-reliance are essential to self-respect.
- To follow the honor code.
- To teach children to serve and respect humanity.
- To teach children to be stewards of the earth.

### ***Physical***

- To develop and nurture the physical growth of the child.
- To actively participate in learning through plays, projects, and athletics.

## TENETS OF EPISCOPAL IDENTITY [<Back to Top>](#)

The distinctive ethos of the Anglican/Episcopal way equips our school with a spiritual framework on which we build a caring and accepting community with a strong academic purpose. Since faith and culture are partners in this endeavor, these values are integrated into all aspects of school life, from the choice of curriculum and the quality of the relationships within the community, to the form and style of leadership and governance. Intangible values and beliefs are matched with tangible manifestations, creating a singularly effective response, which is the legacy of Anglicanism to its schools.

### **The five tenets that are the framework of Episcopal identity are:**

- Intellectual Discipline
- Common Prayer
- Welcoming Community
- Respect for Others
- Compassionate Service

## NON-DISCRIMINATORY POLICY [<Back to Top>](#)

It is the policy of Good Shepherd to administer all its educational programs, including admission and tuition assistance, without regard to race, color, sex (including sexual orientation and gender expression), religion, and national and ethnic origin or any other category protected by federal, state, or local law.

## DIVERSITY AND EQUITY STATEMENT [<Back to Top>](#)

Good Shepherd Episcopal School welcomes diversity and respects differences in ethnic, cultural, and religious backgrounds; the languages we speak, our sexes, genders, and ages; the traditions we observe; the structures of our families; our financial and educational resources; and the special needs and gifts that we have. Welcoming people with diverse points of view and being sensitive to the interests and traditions of others emulates Christ-like principles of living and enhances the quality of the entire Good Shepherd experience.

## HONOR CODE <Back to Top>

The school honor system is a program designed to promote the academic honesty and integrity of the students. At the beginning of each school year, students receive and sign the Honor Code. Middle school students indicate at the bottom of each test/quiz that they have followed this code. Violation of the Honor Code is considered a major disciplinary offense with appropriate penalties.

### **Lower School Honor Code**

I am proud to be a student at Good Shepherd.  
I will take care of our school and treat others with respect.  
I will do my best and focus my attention on learning.  
I will bring glory to God with all that I say and do.

### **Middle School Honor Code**

As a Good Shepherd student, I believe in being honest, truthful, and kind.  
I believe that what I do at school will affect all I do in my life.  
I promise that the work I do in school will be my own work.

## CONTACT INFORMATION <Back to Top>

Good Shepherd Episcopal School  
11110 Midway Road  
Dallas, TX 75229  
214.357.1610  
Voice Mail: 214.357.2968  
Fax: 214.357.4105  
[www.gsesdallas.org](http://www.gsesdallas.org)  
Lower and Middle School Office: 214.357.2968, ext. 335  
Lower School Attendance Line: 214.357.2968, ext. 290  
Middle School Attendance Line: 214.357.2968, ext. 270

The Episcopal Church of the Good Shepherd  
11122 Midway Road  
Dallas, TX 75229  
214.351.6468  
[www.goodshepherddallas.org](http://www.goodshepherddallas.org)

### **Admission**

Jennifer Meyers, Director of Admission, Ext. 228

### **Advancement**

Brandon Starr, Associate Head for Advancement & External Affairs, Ext. 215

### **Attendance** 214-357-2968

Middle School, Ext. 270/Lower School, Ext. 290

### **Athletics Hot Line**

214-357-2968 Ext. 701

### **Buildings and Grounds**

Kevin Vaughn, Director of Facilities, Ext. 224

### **Building Use**

Elaine Sanders, Director of Administrative Support Services, Ext. 212

### **Chapel, Pastoral Services, and Service Learning**

Rhonda Shannon, Lower School Lay Chaplain, Ext. 221

The Rev. Clif Gardner, Middle School Chaplain, Ext. 238

### **Communication**

Toni Luciano, Chief Marketing and Communications Officer, Ext. 213

### **Counselor**

Carol Walsh, Ext. 305

### **Early Childhood**

Liz Fleskes, Head of Early Childhood, Ext. 282

### **Enrichment and Summer Programs**

Whitney West, Director of Enrichment and Summer Programs, Ext. 283

### **Extended Day**

Melinda Baldrige, Director of Extended Day, Ext. 250

### **Head of School Appointments and Permission to Attend/Address Board Meetings**

Elaine Sanders, Director of Administrative Support Services, Ext. 212

### **Lower School**

Casey Martin, Head of Lower School, Ext. 265

### **Middle School**

David Dodd, Head of Middle School, Ext. 276

Lori Rolke, Assistant Head of Middle School, Ext. 271

### **Parents' Day Out**

Tiffany Phillips, Director of Parents' Day Out, Ext. 307

### **Tuition**

Melinda Madurai, Chief Financial Officer, Ext. 214

### **Tuition Assistance**

Melinda Madurai, Chief Financial Officer, Ext. 214

## **SCHOOL GOVERNANCE & BOARD <Back to Top>**

[Click here](#) for information and a current list of Board of Trustees.

## **ACADEMICS**

### **ACADEMIC/BEHAVIORAL PROBATION <Back to Top>**

- A student who is struggling academically or is having behavioral problems may be placed on academic or behavioral probation. This means the student and his or her parents are being put on notice that the school has concerns which must be addressed within the specified timeframe.
- An action plan will be formulated by the teacher/advisor and the appropriate division administrator in order to help the student improve their performance in the next trimester.
- A meeting to discuss the plan with the student, the student's parents, the student's teacher/advisor, and the appropriate administrator will occur.
- A student who earns a failing trimester grade of 69 or below will be placed on probation the following trimester and required to attend specified tutoring.

### **ATTENDANCE <Back to Top>**

Students must have regular attendance at school to master the concepts of the year. A student may be required to provide a doctor's release after three (3) consecutive days or ten (10) total days of absence. At ten (10) tardies (see "Tardiness" section below), a letter of notification will be sent to parents. This letter will become a part of their child's file. At twenty (20) tardies or ten (10) absences, a second letter will be sent to parents and a meeting with

the appropriate division head will be required. Students who miss more than ten (10) days per school year (may be subject to home schooling, repeating the school year, expulsion for the current year, or their contract for the following year being withheld for non-attendance.

### LEAVING SCHOOL BEFORE SCHEDULED DISMISSAL <Back to Top>

- Parents must either call the voicemail attendance line at 214.357.2968 (LS 290, MS 270) or email [frontdesk@gsesdallas.org](mailto:frontdesk@gsesdallas.org) a day in advance and leave word as to when the student will be leaving school the following day.
- All students must be signed out in the CCL Foyer. Depending on student location, the students will be summoned from the classroom or parents will be instructed where to pick them up.
- Only parents and adults authorized by the parent will be allowed to take the student from school.
- Under no circumstances may any student be picked up from the parking lots or classroom without first being signed out. Disciplinary action will result.

### ABSENCES <Back to Top>

- Parents must inform the school of absences. During school hours, you may call the school office at 214.357.1610 or email [frontdesk@gsesdallas.org](mailto:frontdesk@gsesdallas.org). After school hours, you must either call the voicemail attendance line (214.357.2968 - ext. 290 for early childhood and lower school; or ext. 270 for middle school) or email [frontdesk@gsesdallas.org](mailto:frontdesk@gsesdallas.org). Parents must report absences prior to 7:30 a.m. the day of the absence.
- Parents must inform the school of the reason for an absence and, in the event of illness, the cause of the illness; i.e., stomachache, flu, etc. Our nurses track illnesses to determine if there is an excessive amount of illnesses due to a particular reason.
- It is the student's responsibility to determine and make up all work missed while absent. Assignments are not available before dismissal.
- Parents may request assignments and arrange for pick-up, if necessary.
- Homework for middle school students will be posted on Schoology by 4:00 p.m. each day.
- When a middle school student has an absence for two or more days, it is the student's responsibility, with help from his or her advisor, to arrange a schedule for completing missed work.
- Unless prevented by illness, students should return to class prepared. Students whose illnesses are severe enough to prevent them from studying should consult with their teachers upon their return to school, arranging to complete the work they have missed. The teacher will determine time needed for the make-up work.
- In the event of an absence, a "0" will be entered until missed work has been turned in. An incomplete ("I") may be assigned if missed work is not completed by the end of the reporting period.
- Tutoring may be necessary, at the parents' expense, to close the instructional gap for missed days in class.

### TARDINESS <Back to Top>

- If you know your child will be tardy arriving to school due to an appointment, please inform the school prior to 7:30 a.m. the day of the appointment. During school hours, you may call the school office at 214.357.1610 or email [frontdesk@gsesdallas.org](mailto:frontdesk@gsesdallas.org) and the classroom teacher or advisor. After school hours, you must either call the

voicemail attendance line (214.357.2968 - ext. 290 for early childhood and lower school; or ext. 270 for middle school) or email [frontdesk@gседallas.org](mailto:frontdesk@gседallas.org).

- Parents must walk all early childhood and lower school students who are tardy into CCL to sign in at front desk.
- PreK through fourth grade students are tardy at 8:00 a.m.
- Middle school students not in class by 7:55 a.m. are tardy. Students arriving after 7:55 a.m. must sign in at the front desk as they have already been counted absent by their advisor.
- Students in grades fifth through eighth will be given a detention after three (3) tardies in a trimester.

## CLASSROOM OF THE EARTH <Back to Top>

Good Shepherd provides an extensive outdoor education program called Classroom of the Earth, or COE, for its students. Prekindergarten through second grade take day hikes in and around the metroplex. Overnight trips start in third grade and move to multi-night trips in fifth grade.

Our philosophy has always been a “hands on” policy. Students learn by observing, doing, and experiencing. In doing so, students learn they have capabilities previously untested. Our middle school trips are challenging and exciting. Whether starting Good Shepherd in prekindergarten or eighth grade, no previous experience is necessary to learn and have a good time.

### ATTENDANCE

Attending COE trips is a privilege for students. We work hard to create experiences that grow and stretch children’s confidence and abilities.

In early childhood and lower school, students attend COE trips with their homeroom classes. This policy allows for an equal distribution of students, a stronger development of relationships among homeroom classes, and for the dynamics of the classroom to be familiar to the teacher. If students are ill or out for any reason during their homeroom trip, they will not be able to attend with another homeroom.

In 5<sup>th</sup>-7<sup>th</sup> grades, students are divided into two groups for their trip. Care is taken to accommodate athletics and other after school events. We may not be able to accommodate all schedules, however. COE is not a required activity and, under certain circumstances, students may opt out of their trip. If you wish for your child to opt out of their trip, please see the Head of Middle School to discuss.

### BEHAVIOR

COE is a privilege, not a right. In order to maintain a safe environment and a positive experience for students on COE trips, the school expects exemplary behavior. Parents will be contacted to pick up students who misbehave on local trips. On overnight trips, any student whose behavior is not conducive to the wellbeing of the group may be sent home at the parents’ expense. This will include the cost of last-minute airfare purchases.

### MEDICATION

COE trips are challenging and exciting. A student who has health problems that go untreated may be prevented from reaching their full potential and could put themselves or others in unsafe situations. Any student who takes a routine medication during the school week is required to continue that medication on all COE trips.

Medications will be collected a week before a trip by the school nurse and a dedicated COE leader will be in charge of administering.

## COMMUNITY BUILDING [<Back to Top>](#)

Prekindergarten through third grade students are paired with fourth through eighth grade “student buddies” for various activities throughout the year.

## DAILY SCHEDULE [<Back to Top>](#)

PreK – Kindergarten .....	8:00-2:50 p.m.
Primer - Second grade .....	8:00-3:05 p.m.
Third - Fourth grade.....	8:00-3:15 p.m.
Fifth - Eighth grade .....	7:55 a.m.-3:30 p.m.

**Campus supervision begins at 7:30 a.m. for Early Childhood, Lower, and Middle school students. Parents arriving early must have the child wait in the car until 7:30 a.m. If you wish to drop off your student before 7:30 am, you must register for the Early Bird Care option (see “Extended Day Program” through My Backpack and reserve a spot with our Capers staff 24 hours in advance. There is a small fee for staffing between 7:00 a.m. and 7:30 a.m.**

**Lower School (PreK - 4th):** Students arriving between 7:30 and 8:00 a.m. go to Kincaid Pavilion and remain in the area designated for their grade until released. After 8:00 a.m., doors to Kincaid remain locked.

**Middle School (5th - 8th):** Students arriving between 7:30 a.m. and 7:45 a.m. go to Trinity Hall.

## EDUCATIONAL EVALUATION REQUIREMENTS [<Back to Top>](#)

Following are the guidelines for educational evaluations submitted to Good Shepherd for consideration of classroom accommodations, such as extended time on assignments and tests. Education evaluations must:

- Be submitted to the Division Head in its full form.
- Be administered and signed by a licensed professional. Names and titles of all testing professionals who contributed to the assessment must be included.
- Include dates of assessment and date of report (a draft cannot be accepted).
- Include multiple sources of data; assessment measures must be standardized, norm-referenced, and individually administered. Include results from tests and other sources of data (e.g. observations, parent/teacher reports, behavioral checklists, and clinical interviews).
- Include a specific diagnosis with an ICD-9, DSM-IV-TR or DSM-5 diagnostic code. (Provisional or “rule-out” codes are not considered diagnoses.)
- Contain specific recommendations and request for accommodations based upon testing results and diagnosis.
- Progress and current functioning will be reviewed every year at the last parent-teacher conference.
- A re-evaluation is required every three (3) years for continued accommodations.

The Head of Early Childhood, Head of Lower School, or the Head of Middle School, as appropriate, will meet with parents of students with accommodations each year to review their

testing. A Student Support Plan (SSP) will be generated for each student with a diagnosis which will list accommodations the school will be able to provide based on the recommendations of the evaluation. The parents and heads go over the student's accommodations and discuss what it will look like in the grade the student is entering. Good Shepherd may be unable to make some accommodations at varying grade levels.

If a student is to receive educational or behavioral testing during the school year, please consult with the division head prior to testing to discuss the appropriate protocol and to gather any necessary information and documentation.

## EXTENDED DAY PROGRAM [<Back to Top>](#)

- The extended day program, Capers/Pumas, is offered for all Good Shepherd students. Descriptions of the program and registration are available online. The program runs from 3:00-6:00 p.m. each day school is in session.
- The Capers/Pumas policy requires parents or other specifically authorized adults to sign students out at the end of the day. No child will be permitted to leave the premises without such authorization.
- If a student is to be excused from Capers/Pumas for any reason, the Director of Extended Day must have notification, by email or by voicemail. If an emergency arises, or a parent knows in advance that they will be late, please notify the Director of Extended Day at 214.357.2968, ext. 202.
- Capers/Pumas is available through registration only and drop-in reservations must be made 24 hours in advance with the Director of Extended Day at 214.357.2968, ext. 202.
- If a parent arrives after 6:00 p.m., the following fees will be assessed: \$5.00 per minute, per family member, for all or part of the first five (5) minutes, and \$2.00 for each additional minute, per family member.
- Early Bird Care is part of the Extended Day Program and runs from 7:00-7:30 a.m. each morning school is in session. Early Bird Care is housed in the Nix Building.
- Early Bird Care registration is available through registration only and drop-in reservations must be made 24 hours in advance with the Director of Extended Day at 214.357.2968, ext. 202.

## GRADING [<Back to Top>](#)

- The school year is divided into trimesters. The beginning and ending of grading periods and the report card dates are available on the School Calendar.
- Report sheets will be issued each trimester for first through eighth grades.
- Prekindergarten, kindergarten, and primer students receive comment sheets twice yearly.
- Parents are urged to stay in close contact with the student's advisor when a middle school student is experiencing academic difficulties.
- To be promoted from one grade level to the next, a student in fifth through eighth grades shall attain a minimum overall average of 70 for the year in each academic course taken. A student with a yearly average of 69 or below in a full-year course may have his/her contract revoked.
- Grades for Middle School are updated by 4:00p.m. on school days in My Backpack. Parents and students are encouraged to frequently check for grades in My Backpack.
- Any grade or comment changes must go through the Division Heads.

## GRADUATION REQUIREMENTS <Back to Top>

- To graduate, eighth grade students must attain a minimum overall average of 70 for the year in each academic course taken. The required courses are Mathematics, English, Social Studies, Science, Spanish, Physical Education, and one elective of Art, Music, Technology, or Theater.
- In order to be an active participant in the Graduation Ceremony and the social activities associated with graduation, an eighth grade student must pass all of the classes that he or she is taking with a minimum yearly average of 70 in each class. Students not passing in the third trimester will be held out of 8<sup>th</sup> grade activities until they are passing.
- A student who does not pass all of their classes will not receive a diploma until they pass specified tutoring.

## HOMEWORK <Back to Top>

- Students regularly receive assignments that must be finished outside the classroom. The purpose of this homework is to prepare the students for activities which will happen in class and to strengthen or enrich those which have already begun. Students should be encouraged to plan and use their homework time productively to become self-directed in meeting their responsibilities.
- Students are responsible for preparation and completion of timely work tasks and for having proper supplies, books, and any necessary equipment at school.
- In grades five through eight, homework not turned in on time will result in points deducted.  
In fifth and sixth grades, thirty (30) points are deducted for late work; in seventh and eighth grades, fifty (50) points are deducted for late work.

## HONOR ROLLS AND MAJOR AWARDS <Back to Top>

### HONOR ROLLS

Students in sixth, seventh, and eighth grade are eligible for honor rolls. At the end of each grading period, those students having a 90 overall average in all subjects with no grade below 80 and have not been absent more than 3 days per trimester will be listed on the **Honor Roll**. Those students having no grade below 90 in any subject and have not been absent more than 3 days per trimester will be listed on the **Head's Honor Roll**. Students who are on the Head of School's Honor Roll for the full academic year will receive a certificate as **Good Shepherd Scholars**. Averages are rounded up; i.e., 89.5-89.9 would be rounded up to 90.

### MAJOR AWARDS

Major awards are given in middle school and are described below. An additional criteria for a student to be considered for one of these awards is no more than ten (10) absences in one year.

#### Head of School Award – 8<sup>th</sup> Grade Only

The Head of School Award is given to an eighth grade student selected by the Head of School with the advice of the faculty. The recipient is an individual who has distinguished himself or herself academically, in the fine arts, and on the playing fields. He or she has been an active participant in community life and consistently treated his or her fellowman with respect.

### **Scholastic Achievement Awards**

Good Shepherd's Highest Scholastic Award. These students are nominated as outstanding in a subject by three or more faculty members. Core academic subjects, fine arts, and physical education are considered for this award. At least one subject must be a core academic subject.

### **Outstanding Achievement Award**

Each teacher is allowed one Outstanding Achievement recommendation per section taught and one Significant Achievement overall. All students recommended for an Outstanding Achievement award become eligible for the Scholastic Achievement category.

### **Athlete of the Year Award**

The criteria for Athlete of the Year are for an athlete to have participated in at least two sports at Good Shepherd during the year, shown leadership qualities on and off of the playing field, played an integral part on their respective teams, and have regular attendance in games and practices. Athletes are nominated by the coaches and decisions are made by the administration.

### **Citizenship Award**

The Good Shepherd Citizenship Award is presented to students at each middle school grade level who have distinguished themselves in their contributions to the school community. The eighth grade citizenship award has been named the Bob Kohler Citizenship Award in honor of Bob Kohler, Headmaster from 1995-2011. Teachers can recommend three males and three females for Citizenship awards. These students have fulfilled the following criteria:

- Participate in school and/or community service;
- Show a positive attitude towards classmates, school, and community;
- Possess strength of character and the courage to do what is right;
- Promote citizenship within our school and community through other activities.

## **MIDDLE SCHOOL MATH PLACEMENT <Back to Top>**

In the eighth grade, there is one section of math that is an accelerated class. The curriculum and textbooks are the same as regular classes. The accelerated classes will, at times, do two lessons in one day and spend less time reviewing material than the regular classes. This will allow that class to cover some additional material. The seventh grade math is pre-algebra curriculum, and all eighth grade students will take Algebra I.

Placement of students into the accelerated classes will be based on math grades, as well as cumulative and final exam grades, Continental Math League Contest results, and ERB Quantitative and ERB Mathematics scores from the previous years. Placement is done by the Head of Middle School with input from the mathematics teachers. Placement is determined each year based on these criteria.

## **MIDDLE SCHOOL SPANISH PLACEMENT <Back to Top>**

Our Spanish curriculum is rigorous, and Spanish is used approximately 90% of the time in class. Placement of students into an advanced level Spanish class in 8<sup>th</sup> grade is at the discretion of the Head of Middle School with input from the Spanish Department. Placement is based on the following criteria: the student's motivation as a language learner, level of participation in class, oral and written proficiency based on assessments throughout the year, and an oral proficiency interview at the end of the year. The process for evaluating student placement is done at the end of 7<sup>th</sup> grade for placement in an 8<sup>th</sup> grade advanced level Spanish class. All decisions are based on the previous year's performance.

## RE-ENROLLMENT <Back to Top>

Students are expected to meet the academic and behavioral standards of the school. The parent and the student agree to accept the rules, regulations, and procedures of the school now in effect or as they may be amended when the school deems necessary. Re-enrollment is reserved for students who have shown good work, effort, and appropriate behavior. The final decision for grade placement will be made by the school.

## SERVICE LEARNING <Back to Top>

The entire Good Shepherd community is involved in several Service Learning projects throughout the year. The annual Parents' Organization Angel Tree benefits the Salvation Army, Voice of Hope, and Mi Escuelita Preschool. Service Learning is an integral part of our community as we strive to uphold our mission of inspiring children to learn with confidence, serve with compassion, and lead with courage. These projects help students fulfill one of the school's main objectives, which is to appreciate the spiritual peace that comes from the basic understanding that the purpose of life is to serve rather than to be served.

## TECHNOLOGY RESPONSIBLE USE POLICY <Back to Top>

The use of technology and digital resources is essential to today's learning environment. In providing these resources to its members, it is the goal of Good Shepherd Episcopal School to empower inquiry and discovery learning to foster dynamic, creative, collaborative and global leaders. The school's vision for technology use is that students would demonstrate kindness in online interactions, discernment in online behavior, respect for others' creative works, and a critical approach to the evaluation of web-based information resources.

Therefore students shall not:

- Copy, damage, or delete the work of others, including "hacking" other websites
- Read another person's private communications without permission
- Log into another user's account, misrepresent themselves or others while online, or tamper with another person's files
- Load any personal software onto school resources without prior permission
- Access or introduce any educationally inappropriate materials or files harmful to the integrity of the GSES network or other devices
- Send unwanted communications to another person when asked not to
- Search out, view, copy, save, or forward inappropriate materials or otherwise use digital resources in a way that is inconsistent with the educational objectives and philosophy of Good Shepherd Episcopal School.
- Damage the device or another person's work on the device or allow anyone else to damage the device
- Take pictures or record audio or video of anyone without their permission.
- Violate copyright laws by the use of software or media produced by others without suitably citing the use of online resources, books and media not of my own creation

Students shall:

- Only use a digital device, earbuds, TV, DVD, or interactive whiteboard/screen as instructed by the teacher.
- Only publish schoolwork online when asked to do so by the teacher
- Carefully examine an internet source before using it
- Treat others with respect at all times, both online and offline

Students and parents are required to sign a Technology Responsible Use Policy.

## TESTING POLICY (ERB) <Back to Top>

The school evaluates third through eighth grade students using the Educational Records Bureau CTP (ERB). The CTP is a battery of assessments that measure transferable skills in reading, vocabulary, writing, and mathematics. The combined measures can be used to compare more content-specific, curriculum-based indicators of performance (scores on the achievement tests) to the more conceptual knowledge-base that helps gauge potential and support school achievement (scores on reasoning tests). This comparison can prove to be highly useful, especially for those students whose reasoning and achievement scores exhibit marked discrepancies.

**This test, once taken in the classroom, cannot be administered again for six months.**

## TESTS <Back to Top>

### Signed Tests

On occasion, teachers will request that students have tests signed by a parent. When this request is made, the student is expected to have the signed test returned to the teacher within two school days. This procedure is used to enhance communications among students, parents, and teachers.

### Test-Taking Procedures

- All books and notebooks are to be closed and cleared from the desktop.
- The only materials permitted to remain on a student's desk are a cover sheet and any materials required by the teacher for test-taking.
- Students are required to sign each test indicating their adherence to the honor code.

## TEXTBOOKS & SCHOOL SUPPLIES <Back to Top>

- The school issues textbooks to students. Textbooks are the property of the school.
- Students are to keep the books covered and maintained at all times. Students may not write in books or abuse them in any way. Parents will be charged the current price for lost or defaced books.
- Each student is to have all the necessary tools for school each day, including their technology device, if applicable. A supply list is published annually.

## TRANSCRIPTS <Back to Top>

Parents requesting transcripts for application to another school must meet with the appropriate Division Heads and submit necessary forms at that time. A minimum of two weeks is required to process paperwork. All documents will be mailed directly to the school to which the student is applying.

## TUTORING <Back to Top>

Recommendations for tutoring and similar assistance are made by the school after careful consideration by the teachers and Division Heads. The school requires a conference with the tutor, parent(s), teacher, and administrator before tutoring on campus may begin. At that time, scheduling and tutoring space will be discussed. Teachers may not tutor their own students for

compensation. Tutoring for compensation by Good Shepherd staff may not occur between 7:30a.m. and 4:00p.m. Background checks and child safety online courses along with a signed release are required of all tutors who are not current Good Shepherd Episcopal School staff.

## WITHDRAWAL [<Back to Top>](#)

- A parent is to notify the Head of School in writing prior to a move from the school. A parent is obligated to complete payments for the school year as outlined in the Financial Obligation Contract.
- On occasion, the school may request that a student withdraw, if the school feels that it is in the student's best interest.

## CAMPUS LIFE

### ACTIVITY BUS [<Back to Top>](#)

The school has a 14-passenger activity bus that will be used to transport small student groups to various school-related activities. While transporting students to and from activities, safety is our first concern. It is the responsibility of all students who ride the bus to help the driver in maintaining safe conditions. **Parents are asked to talk with their child(ren) about bus safety and appropriate behavior on the bus.**

Students should:

- Listen to the driver and follow instructions.
- Use the handrail when entering or exiting the bus.
- Go up and down the steps one at a time.
- Go immediately to a seat without crowding, pushing or disturbing others.
- Once seated, buckle seat belts; belts are to remain buckled until instructed to remove them by the driver. The bus will not move until everyone is seated and buckled.
- Remain seated and facing forward for the entire ride.
- Talk quietly so the driver will not be distracted.
- If you need to speak to the driver, wait for the bus to stop, raise your hand, and call the driver's name.
- Never throw things on the bus or out the windows.
- Never play with the emergency exits.
- Keep the aisles clear at all times.
- Be respectful of the gift of our bus. Keep the bus clean and sanitary. Never damage or deface the bus.
- Never attempt to pick up anything that has been dropped near the bus. Tell the driver before you attempt to pick it up so they will know where you are.
- After exiting the bus, make sure to walk at least three steps away from the door. This is the best place to be around a bus. Stay away from the bus wheels and watch out for moving cars.
- Never return to the bus to get any items that have been left behind. The driver may not see you come back and may begin moving the bus. Any items left on the bus will be taken to lost and found.
- If there is an emergency, listen to the driver and follow instructions.

## BIRTHDAYS <Back to Top>

- A student may receive a birthday blessing during chapel. Students with summer birthdays celebrate their “half-birthdays” with blessings.
- PreK through eighth grade students may bring a treat to pass out at lunchtime or during middle school advisory. No flowers, balloons, etc. may be delivered to the school.
- Birthday Table: The Parents’ Organization provides desserts and a treat in the lunchroom once a month for those students celebrating their birthdays or half-birthdays during that month. An allergy-free treat is available for those requiring it.
- Students may not pass out invitations in the classrooms or on the school grounds.
- Gifts may not be exchanged at school.
- The school encourages parents to be aware that sponsoring a birthday party, which excludes any number of children in a class, is hurtful to the excluded children and destructive to the development of a community spirit.

## BIRTHDAY BOOKS <Back to Top>

Parents may wish to purchase a book donation to the school library. A bookplate commemorating the student’s birthday will be placed in the book. Please contact the librarian for more information. The librarian hosts an “unbirthday” celebration in the spring. Students who have had a book donated in honor of their birthdays are invited.

## BLESSING OF THE ANIMALS <Back to Top>

Blessing of the Animals takes place in October on or around the Feast of St. Francis (October 4<sup>th</sup>). All students may bring their pets, real or stuffed, to school where pets are individually acknowledged as special members of the students’ families. Pets are taken home after the event.

## CALENDAR <Back to Top>

### 2017-2018 MAJOR CALENDAR DATES

August 21 - 22	Meet the Teachers
August 22	8 <sup>th</sup> Grade Leaves on COE
August 23	School Begins- PreK-8th
September 4	Labor Day – School Holiday
September 5	Parents’ Day Out (PDO) Begins
October 9	Fall Break
Nov. 20 – 24	Thanksgiving Holidays
Dec. 18 – Jan. 2	Christmas Holiday
January 3	Classes Resume
January 15	MLK, Jr. – School Holiday
February 16 – 19	Winter Break
March 12 - 16	Spring Break
March 30 – April 2	Easter Break
April 27	School Holiday
May 24	Graduation
May 25	Last day of School (PDO-7 <sup>th</sup> )

## CARPOOL [<Back to Top>](#)

Carpool procedures have been developed with the safety of our children in mind. For security and safety purposes, all carpool tags must be displayed when entering campus. For children's safety, all body parts are to be inside the car until the door is opened.

Students are to be dropped off and picked up in the designated carpool areas. Prekindergarten through 4<sup>th</sup> grade students **must** be dropped off and picked up from the Northaven parking lot. Middle school students with a younger sibling may be picked up from the Northaven parking lot. All other middle school students must be picked up from the middle school parking lot south of Hoffman Middle School. **Under no circumstances may students be dropped off or picked up in the Midway parking lot in front of Nix, Mackey Chapel/Nichols Hall, Trinity Hall, or Kelsoe Cottage. Students staying for Capers are picked up from Kelsoe Cottage.**

### **Carpool Times**

Early Childhood and Lower School	7:30a.m.-8:00a.m. and 2:45p.m.-3:30p.m.
Middle School	7:30a.m.-7:55a.m. and 3:30p.m.-3:45p.m.

All EC and Lower School parents, if you choose to park and walk to Kincaid Pavilion to pick up your child(ren), you are asked to remain outside the door. Your child(ren) will be called to join you. Once you have picked up your child(ren), you have assumed responsibility for their safety. Students must refrain from coming back into the building. Early childhood and lower school students are escorted from carpool to Kelsoe Cottage at 3:35p.m.

Middle school students are escorted from GSES Library and carpool to Kelsoe Cottage at 3:45p.m.

Late fees begin when students arrive at Kelsoe Cottage and are assessed as follows:

- \$5.00 if student is checked out during the first five minutes after arrival at Kelsoe Cottage
- \$2.00 for each additional minute spent in Kelsoe Cottage

Late fees will be reported to the GSES Business Office and will appear on the appropriate tuition statement.

### **Northaven Parking Lot**

During designated "Exit Only" times, parents wishing to pick up in the Northaven parking lot must enter from Midway and then proceed around the front of the church to the Northaven parking lot. Under no circumstances may cars enter the Northaven parking lot during these designated times, even if there are no cars coming out at the time you arrive.

"Exit Only" times are 7:30a.m.-8:15 a.m. and 2:45p.m.-3:45 p.m.

### **Middle School Parking Lot (south of Hoffman Middle School)**

Parents arriving from the north will enter through the main entrance and follow the directional arrows on the pavement. Parents arriving from the south may enter at the entrance south of Kelsoe Cottage and follow the directional arrows on the pavement.

### **Transportation Services**

Parents who use any third party transportation services to transport their children to and from school do so at their own risk. Good Shepherd Episcopal School does not endorse the use of

such services and in no event shall be responsible for any injuries or damages associated with their use.

### **Communicating Changes in Pick-up**

If there are changes regarding who will be picking up your child at any time (e.g., going home with a friend, leaving early, etc.), please send an email no later than 2:30p.m. to your child's teacher, the front office at [frontdesk@gsesdallas.org](mailto:frontdesk@gsesdallas.org) and Capers leadership at [mbaldrige@gsesdallas.org](mailto:mbaldrige@gsesdallas.org) if your child regularly attends Capers. Including everyone on the email will help us ensure the safety of your child.

### **CELL PHONES <Back to Top>**

**Necessary phone calls may be made from the phone at the front desk in the CCL.** Middle school students may only use cell phones between 3:30 and 3:35 p.m. in the courtyard.

**EARLY CHILDHOOD and LOWER SCHOOL** students may not bring cell phones to school.

**MIDDLE SCHOOL** students are allowed to have personal cell phones at school under the following conditions:

- Phones must be turned off (not on silent or vibrate mode) and kept in their locker or backpack during the day. Student may not take phones out during the school day.
- If a phone is seen or turned on during the school day, it will be confiscated and turned in to the Head of Middle School until a parent/guardian picks it up.
- Any student with a cell phone visible or audible during a quiz or test will receive a zero for the grade on that assessment and will have the phone confiscated.
- **Since our carpool area is a no cell phone zone for parents, it is also a no cell phone zone for students.**

Any student who violates these policies will receive the following consequences:

**First offense:** The cell phone will be confiscated and taken to the Middle School Office. A parent/guardian must come to the office to pick it up at the end of the following day. In the event that the cell phone is take up on a Friday, the parent or guardian can pick up the phone that afternoon.

**Second offense:** The cell phone will be confiscated and taken to the Middle School Office. A parent/guardian must come to the office to pick it up after one week. The student will also receive a detention.

**Third offense:** The cell phone will be confiscated and taken to the Head of Middle School. A parent/guardian must come to the office to pick it up after two weeks. The student will also receive a detention. The student will lose the privilege of having a cell phone at school.

Further violations could result in a suspension from school.

Good Shepherd Episcopal School is not responsible for lost, stolen or damaged cell phones.

**CAPERS STUDENTS (PUMAS)** may receive or make calls to a parent or guardian with consent and supervision of the teacher.

## CHAPEL <Back to Top>

Chapel services form the basis of our community's worship life. Students assist in chapel by serving as class acolytes on a rotating basis. Older students also assist by reading scripture and leading prayers. We invite parents, friends, and relatives to worship with us at any of our chapel services or Eucharists. All baptized persons are invited to receive communion. Those choosing not to receive communion will receive a blessing from the clergy. Seasons of the church year are celebrated with appropriate activities. Parents are asked to sign in at the Nichols or CCL office to obtain a nametag before joining their child in chapel. Parents are asked to dress appropriately for chapel.

### Chapel Schedule

#### Mackey Chapel

Prekindergarten – Primer (Tuesday & Thursday) ..... 12:00-12:20 p.m.

First and Second Grade (Tuesday – Thursday)..... 10:55-11:15 a.m.

Third and Fourth Grade (Tuesday – Thursday) ..... 11:25-11:45 a.m.

#### Good Shepherd Episcopal Church Sanctuary (Monday – Thursday)

Fifth - Eighth Grade..... 8:00-8:20 a.m.

## DISMISSAL <Back to Top>

- Middle School students who have submitted written permission to walk to and from school must cross Midway with the traffic light at the Northaven intersection.
- No child will be allowed to go home with anyone not listed as authorized by a parent in [My Backpack](#) (see next bullet).
- Written authorization must be given to the school prior to a student being allowed to leave campus with an individual not so designated by the parent. The teacher cannot accept the responsibility of putting a child in an unauthorized car, even if it is with an individual known to them. If an emergency arises, please call the Assistant for EC/LS/MS and leave instructions for the transportation of your child.
- If there are changes regarding who will be picking up your child at any time (e.g., going home with a friend, leaving early, etc.), please send an email no later than 2:30p.m. to your child's teacher, the front office at [frontdesk@gsesdallas.org](mailto:frontdesk@gsesdallas.org) and Capers leadership at [mbaldrige@gsesdallas.org](mailto:mbaldrige@gsesdallas.org) if your child regularly attends Capers. Including everyone on the email will help us ensure the safety of your child.
- Each child should have rain gear on campus at all times. Unless the weather is deemed dangerous by the administration, carpool dismissal will run as usual. The school reserves the right to move all faculty and children indoors if the weather becomes dangerous. Should this occur, carpool will be delayed until weather permits. Please do not get out of your car. Children will be called from the buildings when you arrive. Students who are picked up from the south parking lot will be in Trinity or the CCL.
- Should an emergency prevent the parent from picking up the student at carpool, the parent must inform the Front Office Coordinator in the CCL.
- Middle School students must have a signed parental permission to walk from the school to the Town North Y.M.C.A.
- All students not picked up by the end of carpool will be taken to Capers in Kelsoe Cottage to wait at the front desk and are subject to a fee of \$5.00 per minute, per family member, for all or part of the first five (5) minutes, and \$2.00 for each additional minute, per family member.

## EPISCOPAL SCHOOL SUNDAY <Back to Top>

The parish celebrates its school at a liturgy in the church on Episcopal School Sunday, a selected Sunday each fall as noted on the School Calendar. A reception for parents and parishioners follows the church service. Students serve as readers, ushers, and acolytes. The Board of Trustees and school staff are part of the procession. All school families are invited, and students are requested to wear their school uniforms.

## FIELD TRIPS <Back to Top>

The school expects exemplary behavior on all field trips, including COE. Students are to be in uniform on field trips. Parents will be contacted to pick up a student who misbehaves. If the field trip is out of town, the student may be sent home at the parent's expense. Parents are occasionally asked to chaperone field trips. The primary responsibility of chaperones is to stay with the group of students assigned to their care during the field trip. Siblings of students may not accompany the parent chaperone. Neither smoking nor alcoholic beverages are allowed. The chaperone has full responsibility for the behavior of the assigned children at all times. Purchases for students are not allowed unless previously arranged.

## GIFTS <Back to Top>

- Exchanges of gifts between children, whether for birthday, Christmas, or any other celebration, are not allowed on campus.
- There will be an opportunity at Christmas time for families to provide a gift for teachers through the Parents' Organization's Christmas Purse project.
- If a family would like to give a teacher a gift, it is to be a small remembrance or a gift to the school in the teacher's name. Donations to the Faculty Endowment Fund, Scholarship Funds, or the library are highly recommended.

## HOLIDAYS & CLASS TREATS <Back to Top>

- Certain holidays are celebrated such as Halloween, Christmas, Easter, and Valentine's Day.
- Treats are provided periodically by the room parents and are kept to a minimum. Please check with your child's teacher regarding possible food allergies in the classroom.
- Halloween Costume Guidelines:
  - Students' shoes and costumes need to allow for movement during the day.
  - Students must have tennis shoes for P.E.
  - Costumes must be appropriate for the school day. Any type of dress that is provocative or excessively violent is not allowed.
  - No blood or fake blood is allowed.
  - No weapons are allowed.
  - Appropriate masks may only be worn for the parade.
  - Face paint needs to be minimal.

## LIBRARY <Back to Top>

Students are encouraged to use the library before and after school, in addition to class use. The library is open from 7:30 a.m. – 3:45 p.m. Monday through Thursday and 7:30 a.m. – 3:00 p.m. on Friday. Middle School students may use the library until 3:45p.m., at which time they must be picked up by an adult or go to Capers. Early Childhood and Lower School students must be accompanied by an adult after school.

Gifts to the library are always welcome. In addition to donations to the Birthday Book program, books may be given as gifts honoring teachers and special friends throughout the year.

The library also welcomes and encourages parent volunteers. Volunteers help by shelving books, collecting Box Tops, and working library events. Please sign up through the GSPO or contact the library for more information about volunteering.

### LIBRARY DATABASE SUBSCRIPTIONS <Back to Top>

Good Shepherd subscribes to a variety of online encyclopedias and databases for student research. Students may access these subscriptions at any time, from home or school computers or iPads. Please contact Lindsay Marchant at [lmarchant@gседallas.org](mailto:lmarchant@gседallas.org) if you need any assistance.

Online Resource	Username	Password
<a href="#">EbscoHost</a>	gsesd	cougars
<a href="#">PebbleGo!</a>	gsesdallas	read
<a href="#">Grolier (Scholastic Go!)</a>	gsesdallas	cougars
<a href="#">TumbleBooks</a>	gses	Books

### LOCKS & LOCKERS <Back to Top>

- Middle school students will be issued a lock by the P.E. Department to be used on their P.E. locker located in either the girls' or boys' locker room.
- A student will be charged a \$20 replacement fee for any locks damaged, lost, or not returned at the end of the year. Only locks issued by the school may be used on the lockers. Any other lock found on a locker will be cut off.
- Students may not permanently affix any materials to any locker. Any damage to either the inside or the outside of the student's locker will result in a charge to the student.
- The school reserves the right to check the contents of any and all lockers at any time.
- Students are not allowed to be in another student's locker.
- Decorations should be minimal. Any decorations that interfere with storage will be sent home.

### LOST & FOUND <Back to Top>

Items found in hallways, on floors, outdoors, etc., are placed in boxes located in the Middle School and under the stairway in the Lower School Commons. Unclaimed items will be donated to worthy causes periodically.

### LOWER SCHOOL COMMUNITY SPORTS PROGRAM <Back to Top>

The Lower School Community Sports Program ("Sports Program") will govern team formation for our prekindergarten through fourth grade students participating in Town North YMCA recreational sports. GSES is built on creating an inclusive community that values all of our students and welcomes new members to this community. Recreational sports are one of the primary school related activities outside of our classrooms. It is critically important that all students are afforded the opportunity, when so desired, to participate and to form bonds

throughout their grade with as many of their fellow classmates (and their families) as is possible. In this way, the core values of GSES are served and our community is made stronger.

The core objectives of the Sports Program are to:

- Ensure all students (and parents) are made aware of the Sports Program which will govern team formation for our students participating in Town North YMCA sports opportunities in prekindergarten through fourth grade
- Promote inclusivity and the building of social bonds in our community through sports
- Develop fundamental skills associated with each sport, build teamwork, create relationships and have fun
- Encourage sportsmanship among our students and parents

## LUNCH [<Back to Top>](#)

### Lunchroom Rules

The following guidelines help to make a pleasant, relaxed lunchroom environment:

- Teachers will assign students to a specific area by grade level.
- Students will be respectful and cooperative in the lunchroom.
- Students will observe proper table manners and conduct.
- Students may not go into the kitchen area.
- Students must remain seated until dismissed by a teacher.
- Middle School: Students are to clean their places at the tables and the areas under the chairs, and recycle and discard the trash. Students are not to leave the table until dismissed. Designated advisory groups sweep and clean tables.

### Lunch Options

- If buying, PreK through 1<sup>st</sup> gradestudents must pre-order and pre-pay the full plate lunch only.
- Parents may not send soft drinks in lunches.
- Parents may not bring in restaurant lunches.
- Forgotten lunches should be marked with the student's name and brought to CCL.
- A student may not loan his or her lunch card to another student.
- Parents who join their child for lunch must first obtain a nametag from the CCL kiosk.

### Lunch Schedule – Early Childhood and Lower School

Prekindergarten - Primer ..... 10:50a.m.-11:20 a.m.  
First and Second Grade .....11:20a.m.-11:50 a.m.  
Third and Fourth Grade..... 11:50a.m. -12:20 p.m.

### Lunch and Recess Schedule – Middle School

Fifth and Sixth Grade ..... 12:25-1:10 p.m.  
Seventh and Eighth Grade ..... 12:50-1:35 p.m.

## MIDDLE SCHOOL ADVISORY PROGRAM [<Back to Top>](#)

Each fifth through eighth grade student is assigned a teacher who acts as an advocate for the student. Advisors are selected on a yearly basis. Most teachers in the middle school have an advisory group. The advisor is responsible for “official” communication between the school and

home. Weekly emails are sent out by each advisor. Advisors have regularly scheduled meetings with their advisees. Close contact is fostered and encouraged between the student and advisor. Advisory discussion topics include goal setting, study skills, making friends, and other topics of concern to the students. Information from other teachers is given to the advisor. An advisor monitors and supervises each advisee's progress throughout the school year.

## MIDDLE SCHOOL ACTIVITIES

### ACADEMIC ACTIVITIES [<Back to Top>](#)

- Duke University Talent Identification Program: Seventh grade students are qualified, based on their previous year's standardized test scores. Parents will be notified of their child's qualification in September.
- National Spanish Exam: Eighth graders take this exam simultaneously with students nationwide.
- MathCounts, Continental Math League, Texas Math League: Nationwide math contests for sixth, seventh, and eighth graders.

### CLUBS [<Back to Top>](#)

Clubs meet on a designated day during advisory period. Each club is sponsored by one or more middle school teachers or staff members. Students are given the opportunity to indicate their first, second, and third choices for club membership.

### SELECT MUSIC GROUPS [<Back to Top>](#)

- Selection for these groups is based on musical skills, creativity, ability to work cooperatively, and dedication. Invitational letters are mailed before the end of school.
- Orff Select is a performing arts ensemble of sixth, seventh, and eighth grade students.
- The Recorder Ensemble includes students from the same grade levels who are challenged to learn to play all of the recorders in an ensemble setting.
- The Drum Ensemble includes sixth through eighth grade students who focus on playing drums.

### STUDENT COUNCIL [<Back to Top>](#)

Student Council is an opportunity for middle school students to participate in leadership and service activities through a variety of projects and activities in the school community. Three representatives from each grade level in the middle school will be elected by secret ballot. Students must submit an essay stating why they should be elected to become a member of the Student Council. Once approved, prospective members will present a short speech to their grade level. The chosen members of Student Council will then elect their President, Vice President, and Secretary. The President must be an eighth grade representative. The other officers must be either seventh or eighth grade representatives. All members of the Student Council must maintain satisfactory grades and citizenship marks.

## MIDDLE SCHOOL SPECIAL ACTIVITIES

### Graduation [<Back to Top>](#)

Some seventh grade students are selected to participate in the eighth grade graduation services. The morning Graduation Eucharist and the evening Graduation Ceremony are held in the church

for graduates and their families. A breakfast follows the morning service and a reception follows the evening ceremony.

### Off-Campus Physical Education (OCPE) <Back to Top>

This is designed for the serious student athlete who dedicates their time to excelling in a single sport. The development of these specific sport skills will allow the student an opportunity to compete at a high level. Applications will only be accepted at dates determined and posted by the Head of Middle School. Dates are published on the school website under athletics.

Applicants must submit the completed application in a timely manner. Late applications will not be considered. OCPE must be instructed by a qualified coach/instructor who will be responsible for grading. Students who are approved will leave campus at 2:45 p.m. Without exception, all OCPE students must be off campus by 2:50 p.m. each day. Students will be checked out in the carpool area.

### Retreats <Back to Top>

Retreats are held every year for each grade in the middle school. All retreats are held at the Springhill Retreat Center in Richardson, Texas. Fifth and sixth graders go on retreat for one school day with half of the class attending the retreat one day and the other half attending the retreat the next day. Seventh and eighth grades are divided by gender with students going on retreat for one day with an overnight stay. Retreats give students time away from school, in an environment designed to allow them to give deep quality thought to important aspects of their lives. Retreats are an important way for students to look at themselves, their relationships, and the way they interact with others. It's also a time for them to relax, reflect, and have fun.

### Socials <Back to Top>

Seventh and eighth grade students have the opportunity to attend two school dances each year. In the fall, the Student Council sponsors the First Dance. Attire for this dance is casual. Jeans and tennis shoes are permitted. The Last Dance is sponsored by the seventh grade for the eighth grade and is held in May. Students are to dress appropriately for a school event. Boys are to wear slacks, dress shirt, tie, and dress shoes. Girls may not wear strapless tops or dresses. All middle school social activities are for students currently enrolled in the school. Teachers and parents chaperone.

### Sports <Back to Top>

Check the Athletics Hotline for sports updates at 214.357.2968 ext. 701 or [www.gsesdallas.org](http://www.gsesdallas.org).

- Seventh and eighth grade students have opportunities to compete on the interscholastic level in football, soccer, basketball, volleyball, baseball, softball, cross-country, golf, and track and field. Teams compete in the Texas Association of Private Schools (TAPS) League.
- All players must adhere to Good Shepherd Episcopal School's Athletic Guidelines for academic eligibility and school behavior. Athletes and their parents are required to read and return a signed copy to the athletic administration. A signed acknowledgement to abide by Good Shepherd [Athletic Guidelines](#) must be on file before students may participate in athletic competitions.
- At the end of each season, all uniforms are to be clean, in good repair, and returned to the coach. A fee will be charged for damaged or lost uniforms.

## NOTARY PUBLIC <Back to Top>

Good Shepherd has employees who are Notaries Public. School forms requiring notarization may be brought to the school between 8:00 a.m. and 3:00 p.m. as time permits. Forms must be signed in the presence of the notary and a valid driver's license shown for verification.

## OUTDOOR PLAY <Back to Top>

Weather permitting, all students go outside daily with their class. Students should be dressed appropriately for the weather. Send a coat, sweater, or jacket with the child's name clearly printed on the article of clothing. No student may be left in a classroom during recess.

## PHONE USAGE <Back to Top>

Students may use the telephone in the CCL Foyer for emergencies, with teacher or staff member permission. Students may not use the telephone to call for forgotten books or homework. Students may not use telephones in other buildings, including Nichols Hall.

## SPIRIT DAYS <Back to Top>

Throughout the year, certain days will be designated as Spirit Days. All students may wear their school uniform, their GSES-approved spirit shirt with jeans, or any solid (plain) red, white or blue shirt with jeans. Boys can wear their uniform shorts and girls can wear their school skirt or skort with the GSES-approved spirit shirt or any solid (plain) red, white, or blue shirt.

Any sweatshirts worn must be GSES-approved.

In lower school, students are required to wear school shoes or tennis shoes.

In middle school, students may wear any flat, closed-toe shoes (crocs are not allowed).

## UNIFORMS

### ALL GRADE LEVELS <Back to Top>

- Mills Uniform Company is the acceptable supplier of the school uniform. Uniforms can be purchased through Mills' Dallas Retail Store located at 13615 Welch Road, Suite 102, Dallas, Texas, 75244; the phone number is (972) 385-3121 or (800) 541-1850. Uniforms may also be purchased on a customized webstore at [millsweat.com](http://millsweat.com). GSES' School Code is 3351. For your convenience, we also have a link to Mills on our website on the Community page under links.
- Lands' End is the authorized supplier of the GSES fleece. You may contact Lands' End directly at [www.landsend.com/school](http://www.landsend.com/school). The GSES Preferred School Number is 900079500. You may also call 1-800-469-2222 and reference the GSES Preferred School Number.
- Team Sports is the authorized supplier for PE uniforms, the red or blue GSES sweatshirt, and GSES spirit shirts. Visit <http://gseesspirit.itemorder.com> and enter the sale code GSESSPIRIT to place your order. Please note that this link is only available during sale dates. Sale dates can be found on the website calendar and will be promoted through GSES weekly email. A limited supply of PE uniforms will be maintained in the retail store, which is located at 5211 Forest Lane #127, Dallas, TX 75229 (northeast corner of Inwood Road and Forest Lane); phone number is 214-378-5191.
- Students shall be in the school uniform each day.

- Students are to have a neat and orderly appearance, which includes boys wearing shirts tucked in.
- All lower school students must have a rain poncho or a raincoat at school. This is also recommended for middle school students.
- No sweater, fleece, or sweatshirt other than uniform ones may be worn indoors during school hours.
- All garments, including outerwear, should be clearly and permanently marked with the student's name.
- Dresses, jumpers, and skirts are to be no more than four (4) inches above the middle of the knee, front and back.
- Boys in first through eighth grade are required to wear a belt.
- Socks must cover the ankles at all grade levels. Girls may also wear knee-length socks, leggings, or tights.
- Middle school shoe options are limited to Sperry's or solid white or solid black tennis shoes. If Sperry's are worn during academic classes, tennis shoes must be brought for P.E. and may be any color. Tennis shoes brought specifically for P.E. may not be worn the rest of the day unless they are solid white or solid black.
- Hair should be one natural color. Hair should be worn in a style which does not hinder learning or distract other students. Eyes and eyebrows may not be covered by hair or bangs. An acceptable boy's haircut is to be no longer than the top of the collar. Boys' sideburns are to be no longer than the middle of the ear. No eccentric haircuts will be permitted. Boys must be clean-shaven.
- Tattoos, temporary and permanent, are not allowed.
- Jewelry for girls:  
Prekindergarten-Primer: One pair of pierced earrings that do not dangle.  
1<sup>st</sup>-4<sup>th</sup> Grade: One necklace; one ring per hand; one wrist bracelet; one pair of pierced earrings that do not dangle.  
Middle School: One pair of pierced earrings that do not dangle.
- Girls may wear nail polish.
- Girls in 7<sup>th</sup> and 8<sup>th</sup> grade may wear light make-up.
- Boys may not wear earrings.
- Neither boys nor girls may wear ankle bracelets or watches that beep.
- Middle school students will be given a detention after receiving three (3) dress code infractions per trimester.

***(This list is not intended to be all-inclusive. Division Heads have final discretion over uniform matters.)***

## VISITATION <Back to Top>

All parents and visitors must use the CCL kiosk to print a visitor's badge before entering other parts of the school before, during, and after school. Parents and grandparents are welcome to attend chapel and to have lunch with their children. Parents shall refrain from making unscheduled visits to the child's classroom. If a classroom visitation is desired, a visitation may be scheduled with the child's teacher. For educational purposes, an evaluator may visit the classroom with the approval of the Division Heads.

# PARENT COMMITMENT

## ADHERENCE TO SCHOOL RULES [<Back to Top>](#)

The school expects and requires parents to adhere to the policies, standards, and guidelines in this handbook. In signing an enrollment contract, parents agree that a positive and constructive working relationship between Good Shepherd Episcopal School and a student's parent(s) or guardian(s) is essential to the fulfillment of Good Shepherd's educational purpose. Parents understand, therefore, that Good Shepherd reserves the right to not extend or to revoke the privilege of enrollment or re-enrollment to any student if Good Shepherd reasonably concludes that the actions of any of the parent(s) or guardian(s) of the student(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with Good Shepherd's accomplishment of its educational purpose.

## CAR SAFETY [<Back to Top>](#)

Your children's safety is our top priority. For that reason, we want our teachers to be able to focus their full attention on the children, especially at greeting and dismissal time. Texas state law prohibits the use of "all handheld devices in school zones," and we request all individuals picking up children remain off of both handheld and Bluetooth electronic equipment as they enter our carpool area.

Once you are in the carpool line on campus, you are encouraged to have your child(ren) prepared to exit your vehicle. Children must remain inside the vehicle until the vehicle has stopped.

## CHANGE OF ADDRESS, TELEPHONE, OR EMAIL [<Back to Top>](#)

Parents should update their profile through [My Backpack](#) whenever necessary.

## CONFIDENTIALITY [<Back to Top>](#)

When misconduct occurs, the school allows the student and family to deal with the consequences in private. School administration will not disclose personal, disciplinary, or financial information about our families. We appreciate parental cooperation in being similarly discrete if/when situations arise.

## CUSTODY ISSUES [<Back to Top>](#)

In the event of divorce or separation, it is the policy of the school to provide the custodial parent, the non-custodial parent, and the step-parents equal access to all official records and reports regarding their child(ren). This includes all school announcements and related information. Moreover, each is granted access to the child(ren), to the teachers, and to administrators. Such access is provided without notification of other parties, regardless of the party or parties paying tuition and fees. Exceptions to this policy are undertaken only when necessary to comply with applicable law and/or when so ordered by a court of law. It is the responsibility of the custodial parent to inform the school of the names and addresses of people to receive information.

## FINANCIAL OBLIGATION [<Back to Top>](#)

Parents or guardians assume financial obligation for the tuition for the entire school year on April 1 preceding the opening of school. Registrants after April 1 assume financial obligation upon signing and submitting the Financial Obligation Contract. Tuition refund insurance is offered through the Dewar Company. The tuition deposit, enrollment fee, and balance of tuition may not be transferred to another student. No part of tuition or enrollment fee, paid or outstanding, will be

refunded or canceled in the event of absence, withdrawal, or dismissal from the school. The obligation to pay tuition for the full academic year is unconditional. A tuition account sixty (60) days in arrears will lead to student suspension and a hold on academic records.

## TUITION ASSISTANCE <Back to Top>

Good Shepherd Episcopal School is committed to assisting as many families in need as possible and almost 20% of our families receive some level of tuition assistance. If a student is accepted to Good Shepherd, the student's need, the family's circumstances and ability to pay, and the availability of tuition assistance funds are all taken into consideration. Tuition assistance is reserved for students who have shown good work, effort, and appropriate behavior.

Good Shepherd uses a third-party program, School and Student Services (SSS) located in Princeton, New Jersey to help us assess a family's ability to pay school costs. SSS helps us make objective and equitable tuition assistance decisions.

Detailed information on tuition assistance is available in either the Admission or Business Office. If you are interested in applying for assistance, you must complete the required forms and submit them online to SSS. Families are required to provide prior and current-year tax returns as part of the application process, along with a letter of request to Melinda Madurai, Chief Financial Officer. Applications for tuition assistance are held in confidence.

Good Shepherd does not offer merit scholarships.

We know, statistically, that once a student joins our community at Good Shepherd, families want them to remain here through eighth grade, and we want to do our part to make that happen. We also know how fortunate we are that many of our families have more than one child enrolled at GSES. While we do not give tuition reductions for the number of children a family has in private schools, we are sensitive to this being the tipping point in some families' ability to stay at our school and encourage all of our families with multiple students to discuss their options for tuition assistance.

All families interested in learning more about tuition assistance or are applying for tuition assistance for the first time, should schedule a meeting with Melinda Madurai, Chief Financial Officer, [mmadurai@gседallas.org](mailto:mmadurai@gседallas.org) to answer any questions and help with the process or to discuss options. Your application is strictly confidential, but it does involve providing certain financial information and meeting several deadlines.

## COMMUNICATION IN THE SCHOOL

### COMMUNICATION BETWEEN PARENTS AND SCHOOL <Back to Top>

Email is the primary form of communication used by the school. During the school week, faculty and staff respond within 24 hours to email. We suggest parents check with the individual classroom teacher or advisor for their preferred method of communication. Email addresses for all GSES faculty and staff members are:

(first initial) (last name) @ gседallas.org

Ex.: Cindy Barnes is [cbarnes@gседallas.org](mailto:cbarnes@gседallas.org)

## PARENT CONFERENCES <Back to Top>

- Parent-teacher conferences for PreK through eighth grade are regularly scheduled during specific grading periods as noted on the School Calendar.
- Prekindergarten - Primer: Conferences are held twice a year as noted on the School Calendar. Students do not attend school on these conference days.
- 1<sup>st</sup> -8<sup>th</sup> Grade: Conferences are held three times a year with the classroom teacher or advisor. Parents are advised of their specific time.
- Middle School: Parent-student-advisor conferences are scheduled during each trimester. Parents will meet with the student and the student's advisor, who will review the progress reports and be prepared to discuss academic, social, and behavioral progress. Any questions regarding the student should be directed to the advisor. A parent who wishes to speak with a teacher who is not the student's advisor may email the teacher or call the teacher's voice mail and request a conference for another day.
- Parents wishing to arrange for a conference with the teacher in addition to regular scheduled conference days, should contact the teacher.
- Parents should consult the teacher or advisor first when they wish to discuss the child's performance. If there are problems which cannot be resolved, parents should then consult with the Division Heads.

## PARENT REQUESTS FOR TEACHERS <Back to Top>

Teachers and administrators do not solicit class list information from parents. The development of each class list is a complex process that takes into account many important factors such as academic and social balance, gender, personalities, new students and their shepherds, among several others. The development of class lists is intentional and not taken lightly. We ask that parents trust the process and know that we endeavor to keep the best interests of each child in mind while balancing the best interests of each classroom. Any extenuating circumstances should be brought to the division head and not individual teachers.

## PROBLEM-SOLVING <Back to Top>

- If a parent has a concern regarding interaction with another Good Shepherd student off campus, the first individual to contact is the other parent.
- If a parent has a concern regarding on campus behavior, the first individual to contact is the teacher.
- If there is no resolution and the child is in Early Childhood (prekindergarten through primer), the parent should then contact the Head of Early Childhood.
- If the child is in lower school (grades one through four), the parent should then contact the Head of Lower School.
- If the child is in middle school (grades five through eight), the parent should contact the advisor. If there are still concerns, the parent should then contact the Head of Middle School.
- At all grade levels, if the steps above have been taken and there is still no resolution, the Head of School should be contacted.
- If, after all avenues have been exhausted, there is still no resolution, please contact Toni Luciano, Director of Human Resources, for the appropriate forms to file an official grievance.

## BEHAVIOR AND DISCIPLINE [<Back to Top>](#)

Good Shepherd has a high standard for student behavior designed to help students grow into mature, responsible adults. A Good Shepherd student is courteous and polite, and treats others with dignity and respect. The school expects the full support of the parent(s). All rules apply before, during, and after school.

The Head of School has delegated the responsibility for implementing the behavior expectations at all grade levels to the teachers and appropriate Division Heads. Decisions related to infractions are at the discretion of the Division Heads.

Major disciplinary offenses include, but are not limited to, the following:

- Any form of harassment, including repeated teasing, “put-downs,” bullying, hazing, and sexual harassment is unacceptable and absolutely prohibited. Good Shepherd will take prompt disciplinary action, which may include suspension or expulsion.
- Repeated disruptive or uncooperative behavior.
- Conduct, off campus and outside school hours, which is illegal or reflects negatively on the school and impacts the learning environment.
- Violation of the Middle School Honor Code.
- Interference with the rights of others, including physical and verbal abuse, lying, cheating, and stealing.
- Conduct which subverts the order and discipline of the school or the morals of other students.
- Damage or abuse to any school, church, or personal property of others.
- Possession, use, or sale of drugs listed in the current Federal Controlled Substances Act.
- Possession or use of alcohol, any tobacco substance, or inhalants.
- Violation of the Technology Responsible Use Policy.
- Skipping any school class or school activity.
- Possession or use of firearms, explosive materials, fireworks, knives, matches, or any other dangerous implement.
- Use of obscene, profane, or intimidating written or verbal language.

Major disciplinary offenses are taken seriously by Good Shepherd and may result in prompt disciplinary action.

## HEALTH, SAFETY, AND WELLNESS

### BULLYING [<Back to Top>](#)

Good Shepherd Episcopal School believes that all individuals have a right to a safe and healthy school environment. Good Shepherd has an obligation to promote mutual respect, tolerance, and acceptance.

Good Shepherd Episcopal School will not tolerate behavior that infringes on the safety of anyone. No individual shall intimidate, harass, or bully anyone through words or actions.

Good Shepherd defines these behaviors as:

**Bullying/harrassment\*:** The repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in

order to cause fear, distress or harm. Bullying can be physical, verbal, psychological or any combination of these three.

**Cyberbullying\***: The intentional and repeated mistreatment of others through the use of technology, such as computers, cell phones and other electronic devices.

Such behavior is considered bullying whether it takes place on or off school property while participating in COE or other off campus field trips

To ensure bullying does not occur on school campuses, Good Shepherd Episcopal School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

This policy will be discussed with students in age-appropriate ways.

Bullying and harassment behaviors deemed to be inappropriate include, but are not limited to:

- Humiliation; including name-calling, reference to academic ability, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic
- Intimidation; including aggressive use of body language
- Verbal abuse - anonymous or otherwise
- Physical abuse or threatened abuse
- Aggressive or obscene language
- Offensive joke - whether spoken or by email or text message
- Exclusion and isolation
- Intrusion through interfering with personal possessions or locker
- Threats, including demands for money
- An attack by rumor, gossip, innuendo or ridicule on any individual's reputation. Inappropriate texting, sexting or sharing of personal photography of yourself or others in various stages of undress

## **PROCEDURES FOR REPORTING INCIDENTS**

Good Shepherd Episcopal School expects students and/or staff to immediately report incidents of bullying to the appropriate Division Heads or the Counselor. Staff who witness such acts will immediately intervene. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school for a school-sponsored activity, and during any school-sponsored activity.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation, harassment and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying will take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

## **PROGRESSIVE DISCIPLINE**

Consequences for a student who commits an act of harassment or bullying will be fitting to the individual incident.

## **RESPONSE TIME**

The Head of School, Division Heads, or another designated administrator is responsible for determining whether an alleged act constitutes a violation of this policy. A prompt and complete investigation of each alleged incident will be completed as quickly as possible after a report or complaint is made. Regular updates will be provided on the status of any investigation through completion. Good Shepherd Episcopal School prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. Good Shepherd prohibits any person from falsely accusing another as a means of harassment or bullying.

\*Source: <http://www.adl.org/education-outreach/bullying-cyberbullying/c/definitions-bullying-and-bias.html>

## **COUNSELING PROGRAM <Back to Top>**

The school counselor at Good Shepherd Episcopal School works collaboratively to help the students of GSES develop the skills necessary to become healthy, happy, and productive individuals. Services include individual counseling, group counseling, classroom guidance lessons, and the development of social skills. All students are entitled to counseling services and may be referred by their parent, teacher, as well as by requesting support themselves. If a child's needs are outside the realm of what the school can offer, referrals for outside counseling will be provided.

## **CRISIS MANAGEMENT <Back to Top>**

Good Shepherd Episcopal School has a Crisis Management Plan and Crisis Management Team in place in the event of any emergency. In the event of an emergency, please check the school's website at [www.gsesdallas.org](http://www.gsesdallas.org).

## **EMERGENCY DRILLS <Back to Top>**

There will be frequent emergency drills. Evacuation routes are posted in each room. Students shall move to and from designated areas quickly and in silence. Children will not be released to parent during an active drill.

## **FOOD ALLERGIES <Back to Top>**

Good Shepherd is aware that some of our students may have allergies to certain foods. To create a safe and healthy environment, please communicate to the school nurse all food allergies your child has presented with or is suspected of exhibiting along with the type of reaction and treatment of choice. The appropriate Division Heads will be notified and the teachers informed.

Please see the [Allergy Aware Policy](#), located on the school website on the Community Page under the downloads, for specifics.

Parents providing treats for a classroom are asked to check with the teacher/advisor to determine if there are food allergies of which they should be aware.

In prekindergarten-primer, the teacher will select, and the school will provide, allergen-free daily snacks or fruit.

In grades 1 and 2, family must provide an allergen-free daily snack in classrooms that are designated as “Food Allergy Aware”

In grades PreK-4<sup>th</sup>, food treats brought in for special occasions must be allergen-free in classrooms that are designated as “Food Allergy Aware,” or an appropriate substitute is to be provided by the parent of student with allergies.

It is expected that students in 3<sup>rd</sup>-8<sup>th</sup> grade will be aware of their allergies and will check before eating something.

### ILLNESS <Back to Top>

School attendance is important for students. The decision to exclude students who have an infectious disease from school should be made in conjunction with the administration, school nurse, the state or local public health agency, health care professionals, and/or parents/guardians. Students are allowed to return to school once the exclusion period is met, or a health care provider clears the student. **Parents/Guardians must notify the school nurse of an absence related to an illness.** The school nurse may be reached at 214.357.1610 ext. 304 or [clinic@gsesdallas.org](mailto:clinic@gsesdallas.org). If a student becomes ill at school, a guardian will be contacted immediately to pick up the student. If the student is not picked up within 1 hour of presenting to the clinic with an illness, the student’s emergency contacts will be notified to pick up the student.

Generally, if any of the following conditions apply, exclusion from school is recommended:

1. If the student does not feel well enough to participate comfortably in usual activities
2. If the student requires more care than school personnel are able to provide
3. If the student has a high fever (100°F orally, or above), behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing which, per the classroom teacher is disruptive to other students, or other signs suggesting a severe illness
4. If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider, the state or local public health agency, or the presence of any of the following exclusions:

SYMPTOM	EXCLUSION GUIDELINES
<b>Cough</b>	If the student is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, or requiring more than two (2) rescue respiratory treatments (either nebulizer or metered dose inhaler) during the school day. If nebulizer treatments are required at school, the student must either be proficient in self-administering or a parent/guardian will be required to be at school to administer the treatment.
<b>Diarrhea</b>	For 24 hours if any of the following conditions apply: the student has other symptoms along with diarrhea (such as vomiting, fever, abdominal pain, etc.), the diarrhea cannot be contained in a toilet, or there is blood or mucous in the stool.

<b>Fever</b> (defined as a temperature over 100°F orally)	A student must be fever-free for 24 hours without the use of medication before returning to school if their fever is accompanied by any of, but not limited to, the following symptoms: diarrhea, rash, vomiting, or sore throat.
<b>Headache</b>	No exclusion is necessary unless the student has had a recent head injury.
<b>Head Injury</b>	In the case of a head injury or concussion, progression is individual. Parents are expected to share a physician's diagnosis and individualized care plan with the school nurse who will disseminate it to the proper division head and teachers. Without a plan from a physician outlining return to classes, homework, tests, play, and/or athletics, the student will not be allowed to make up missed work. The student may not participate in school-sponsored extracurricular activities until cleared by a physician and the proper paperwork is presented to the school nurse.
<b>Head Lice</b>	The presence of nits or lice. The student may return if proof of treatment from a professional service is presented to the school nurse or administration or assessed by the school nurse as nit/lice free. Per CDC guidelines, letters are not automatically sent home when lice and/or nits are found, but are at the discretion of the combination of the classroom teacher, division head, and school nurse.
<b>Impetigo</b>	Until 24 hours after beginning treatment or as long as there is discharge from the affected areas.
<b>Pink Eye</b>	For 24 hours after treatment for bacterial conjunctivitis. Exclusion is recommended as long as symptoms are present for viral conjunctivitis.
<b>Rash</b>	For 24 hours if the student has symptoms in addition to the rash such as behavior change, fever, joint pain, or bruising not associated with injury, or if the rash is oozing and open wounds are present.
<b>Skin Conditions</b>	All open sores, cuts, and/or communicable skin conditions must be covered with appropriate dressing before arriving at school and while attending school.
<b>Stomach ache / Abdominal pain</b>	If the pain is severe or appears after an injury, or if other symptoms are present in addition to the stomach ache (such as vomiting, fever, diarrhea, etc.)
<b>Strep Throat</b>	Until student is treated with antibiotics for 24 hours.
<b>Vomiting</b>	For 24 hours if the student has vomited one (1) time in 24 hours, if the vomit appears green or bloody, if the student has a recent head injury, or if the student has symptoms in addition to the vomiting (such as fever, diarrhea, etc.).

## IMMUNIZATION POLICY <Back to Top>

Every student enrolled at Good Shepherd Episcopal School shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services.

Attendance at Good Shepherd is contingent on students being current on all required immunizations. Prior to the first day of school, all students must present valid written evidence to Good Shepherd Episcopal School, from their treating physician (M.D. or D.O.), reflecting that all required immunizations have been received. The treating physician must be licensed to practice in the State of Texas and the physician's license number must be reflected on the immunization documentation. If not provided within the first 30 days of school, students will not be allowed to attend class until State of Texas required paperwork is submitted.

All students requesting a medical exemption from immunizations must present valid written evidence to Good Shepherd from their treating physician, reflecting the medical basis for the requested exemption. The treating physician must be licensed to practice in the State of Texas and the physician's license number must be reflected on the medical exemption documentation.

For conscience-based exemptions, parents should submit the required, notarized affidavit to the school nurse prior to the first day of school. This paperwork is valid for two years. More information can be found at <https://www.dshs.texas.gov/immunize/school/exemptions.aspx>.

## MEDICATION <Back to Top>

Children who have health problems that go untreated may be prevented from reaching their full academic potential. Many students who have a chronic illness or disability must receive medication during the school day. The school administration must have the permission of the parent/ guardian to administer each medication. According to Section 22.052, Education Code, any medication administered to a student in a Texas school must have a written request/authorization from the student's parent or legal guardian and must "appear to be in the original container and be properly labeled."

Written request from a parent/ guardian must contain:

- The student's name;
- The name of the medication to be given;
- Date of permission and number of days the medication is to be given;
- Time of day the medication is to be given; and
- Signature of parent or legal guardian.

### Original Container

A properly labeled original container, if a prescription dispensed from a pharmacist must contain a clear and legible label with:

- Name and address of the pharmacy;
- Name of the patient (student);
- Name of the prescribing practitioner;
- Date the prescription is dispensed;
- Instructions for use (dose, route, and frequency); and
- Expiration date of the medication.

### **Change in Original Request**

Changes in directions for administering a medication can be received via telephone from the prescribing provider or parent/guardian, but must be confirmed in writing within three (3) days of the change.

### **Over-the-Counter Medications**

No over-the-counter (OTC) medications will be provided by the school, including but not limited to cough drops, pain relievers such as Tylenol, or NSAIDs such as Advil. Parents/guardians must provide OTC medications for their child and complete the required medication administration paperwork. The medication must be brought to the clinic by the parent/guardian. Students are not allowed to bring in medication or complete the required medication administration paperwork. The school nurse will notify parent/guardian of OTC medication administration at the time it is requested if it is an as-needed medication.

### **Maintenance and Administration of Epinephrine Auto-Injectors**

The school will authorize and train the school personnel to administer an epinephrine auto-injector to a person who he or she reasonably believes to be experiencing anaphylaxis, whether on the school campus, at an off-campus event, or while in transit to or from a school event. All school personnel will be trained and equipped to effectuate the purposes of this policy. Such training will occur annually.

### **NOTIFICATION OF ASBESTOS <Back to Top>**

Federal law requires that we notify the school community regarding asbestos-containing material located on our campus. There is a minimal amount of asbestos on the campus. Areas are frequently inspected and maintained in accordance with EPA regulations to ensure that no health hazard exists. If you have questions, contact Melinda Madurai, Chief Financial Officer, at ext. 214.

### **SCHOOL CLOSING DUE TO INCLEMENT WEATHER <Back to Top>**

In the event of a weather-related school closing, the following radio and television stations will be notified to announce the closing or late opening:

- KRLD (1080 AM)
- Channel 4 (FOX4)
- Channel 5 (KXAS)
- Channel 8 (WFAA)
- CBS affiliates

The school will initiate a recorded message to families to notify them of school closure due to inclement weather. Parents are encouraged to use their own judgment regarding safety of surrounding streets in inclement weather. Absences because of inclement weather are considered excused. Parents will be called if school is dismissed early due to inclement weather. Notice of early closing and weather-specific information will also be posted on the school's website: [www.gsesdallas.org](http://www.gsesdallas.org).