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GOOD SHEPHERD SCHOOL

# HANDBOOK



*for students and parents*

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## *Dear Students & Parents,*

On behalf of the faculty, staff, and administration, I welcome you to Good Shepherd School. We want you to know that we are here to promote each student's growth in "wisdom and stature and in favor with God and man." We thank you, parents, for entrusting your children to us and for joining with us in our commitment to quality, Christ-centered education.

This school year will provide you, the student, with many opportunities, challenges, and decisions. The degree to which you will experience meaningful growth from them will be determined, in great measure, by your goals, work habits, and attitude. Remember that at this point in your life your calling before God is found primarily in your school life and in your obedience to your parents. Faithfulness in fulfilling these responsibilities to the best of your ability will please God and bring His blessing.

This handbook is an outline of the objectives, principles, and rules of our school. I ask that you keep it in a convenient place so that you may use it for reference throughout the school year. I also ask that you read it before school begins because familiarity with its contents will eliminate much uncertainty and eliminate most questions. We wish for each student a rewarding and successful school year.

Sincerely in Christ,

*Walter R Banek +*

Rev. Walter R. Banek  
*Head of School*

*"The fear of the LORD is the beginning of knowledge..." Proverbs 1:7*

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# FOUNDATION & FRAMEWORK FOR EDUCATION

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In the Bible, God declares that parents have the primary responsibility of educating their children. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. The church supports that role by encouraging and facilitating Christian nurture of a new generation in many ways. The church's aid in this endeavor proves successful only as parents assume their primary role. Parents are strongly encouraged to participate.

The particular standard by which GSS seeks to structure and govern all that is done is the Bible, the written Word of God. The whole of Scripture provides the perspective from which our curriculum is taught, establishes the guidelines for the teaching methods we use, and is the basis for the discipline and environment maintained in the classroom.

Good Shepherd has as its goal the development of each student's potential by teaching him to use his God-given capacities to his fullest. This involves character development, meeting social needs through wholesome friendships, training in Christian values and perspectives, developing a love for learning, and above all, encouraging students to serve God and do all things to the glory of God.

Our motivation is our desire to see a generation trained that will love the Lord God with all their heart, soul, mind, and strength, and their neighbor as themselves. Christ is Himself the example of such self-sacrificing love. We intend for our students and parents to witness this love in the life of our teachers and staff, and pray that each student will learn to love others enough to sacrifice himself for their welfare.

## NOTICE OF NONDISCRIMINATORY POLICY

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Good Shepherd School and Preschool admits students of any race, color, national and ethnic origin to all their rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship, and financial assistance programs, and athletic and other school-administered programs.

# SCHOOL SPONSORSHIP & OVERSIGHT

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Good Shepherd School is the education ministry of Good Shepherd Reformed Episcopal Church. The REC was formed in 1873 to preserve and promote the orthodox and evangelical witness of the Episcopal church, reflecting the English protestant reformation. As a founding member of the newly organized Anglican Church in North America, the Reformed Episcopal Church upholds the Bible as the very Word of God and final authority in all matters of faith and life; it is adamant in declaring the Sanctity of Life and traditional Christian morality as rooted in the Ten Commandments and nurtured in the Sanctity of Christian marriage and family.

Trustees for Good Shepherd School serve with the endorsement of the Vestry of Good Shepherd Reformed Episcopal Church, and are responsible for the financial oversight as well as the general oversight of the school through its policies.

## STATEMENT OF FAITH

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- 1 We believe the sixty-six books of the Old and New Testaments of the Bible to be the only inspired, infallible, and authoritative Word of God.
- 2 We believe in one God, infinitely perfect and eternally coexistent in three persons: Father, Son, and Holy Spirit.
- 3 We believe in the full deity and humanity of Jesus Christ.
- 4 We believe that through divine creation, in a literal six day period, all life and matter came into being.
- 5 We believe in the real, historical fall of man in the Garden of Eden, resulting in mankind being under the wrath and curse of God. Hence, all men are born with a sinful nature, are spiritually dead and under judgment, and are in need of salvation.
- 6 We believe that justification before God comes by grace through faith in the substitutionary atonement of Christ apart from our own works.
- 7 We believe in the literal, physical resurrection of Christ in a glorified body and His ascension to the right hand of God the Father, from where He rules the universe and intercedes for His people.
- 8 We believe in the Church's obligation to live under the lordship of Christ by obeying the Bible and to evangelize and spread His kingdom by making obedient disciples of all nations.

- 9 We believe in the spiritual unity of all believers within the body of Christ.
- 10 We believe in the literal second coming of Christ, a final judgment of all men by God, and an actual, eternal heaven and hell.

A fuller statement description of the orthodox theological commitment of Good Shepherd may be found in the confessional standard of the Reformed Episcopal Church: The Thirty-nine Articles of Religion, available through the parish office.

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## ASSOCIATIONS & MEMBERSHIPS

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Good Shepherd School is a member of the Association of Classical and Christian Schools (ACCS). You can learn more about ACCS on the internet at [www.accsedu.org](http://www.accsedu.org).

We are also members of the Association of Christian Schools Interational (ACSI). ACSI has over 5000 member schools representing a total student enrollment of over 1,030,000. Learn more at [www.acsi.org](http://www.acsi.org).

Both ACCS and ACSI are accrediting organizations, recognized by the Texas Education Agency.

### HIGH SCHOOL ACCREDITATION

Good Shepherd School is not accredited at this time with the Texas Education Agency, primarily for reasons relating to school infrastructure, including size of library, financial cash reserves, and its organizational structure under Good Shepherd Church. While our academic curriculum is not an obstacle for accreditation, the aforementioned factors are significant impediments to this process at this time.

Our graduates over the years have been accepted by numerous prestigious colleges and universities throughout the U.S. and abroad (see current school profile). College entrance tests and GSS transcripts of our graduates have always been honored at all the colleges and universities to which our students applied.

Note, however, high school students that seek to transfer to a public high school or state university, may find that that school will only accept TEA certified high school credits from an accredited school, including ACSI or ACCS accreditation.

# SCHOOL DAY

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## ARRIVAL/DEPARTURE

School hours are listed below:

- Classes begin at 8:15 AM (8:00–8:10 arrival time is urged).
- Classes are dismissed at 3:00 PM and 3:15 PM.

Parents should arrive to pick up their child as follows based on the oldest child enrolled:

- Preschool through first grade: 3:00 PM.
- Second through twelfth grade: 3:15 PM.

Extended care is available:

- Morning care can begin as early as 7:30 AM.
- After care begins when school is dismissed until 5:30 PM.

There is a \$5.00 late charge/per child for each fifteen minutes past closing.

Please refer to the Tuition and Fee Schedule available from the school office for a current list of charges for extended care.

## ATTENDANCE-RELATED POLICIES

### *Daily Schedule*

To obtain full benefits from the academic program, a student must have a pattern of regular attendance and must arrive on time. Excessive absenteeism or tardiness not only handicaps the individual student, but also has a negative effect on all those who make the effort to be present for school and for those who arrive on time.

It is the responsibility of parents to see that their child arrives for school on time. If a pattern of absenteeism or tardiness develops, the administration will notify the parent and assess a financial penalty. High school students that accumulate five tardies will be given an additional special assignment, to be factored as a class grade, to be worked on outside of class.

Teachers make every effort to capture the attention of the students during the opening moments of class. When this opportunity is disrupted, the opportunity may be lost, and the teacher's plans thwarted.

Consider this: a student five minutes tardy can cost a teacher 45 minutes in lost instructional time when the effect on the class is taken into account. A student



who is tardy 5 minutes every day, by the end of the year has lost nearly three days of instructional time (15 hours).

Parents are requested to make the effort to schedule doctor or dental appointments and other necessary activities after school hours.

Special recognition will be given at the end of the year to those students who have achieved perfect or nearly perfect attendance.

### *Planned Absences*

Attendance at school provides students with a progressive and sequential classroom experience. It is generally impossible for an absent student to recover fully what he has missed. For this reason, student absences should be kept to a minimum. Absenteeism correlates strongly with poor academic performance in some cases.

When a student will be out of school for another reason, and the time of the absence is known, it is the responsibility of the parents to contact the principal and teachers, and secure the class assignments for that period of time. Please give teachers sufficient lead time to prepare these materials (2 weeks). All course work and homework assignments are due within one day of return to class. Makeup exams must be schedule by the teacher within three (3) school days after the student returns.

Some absences—due to personal illness or to death in the family, for example—cannot be prepared for in advance. In such cases the student will be given as many days as he missed to make up his work.

Upon returning to school after an absence, the student is to bring a signed note from the parents detailing the cause of the absence.

If a student must leave school during the day, he must check out through the school office. This is for the protection of the child. A student who returns to school during the day must also check in through the office.

## **CHAPEL**

At the very heart of the Christian education is the effort to direct our minds and hearts to our chief purpose in life: glorifying God. As a part of this concern, daily chapels are conducted in which the whole school offers worship to God.

In chapel, as in the Bible classes, the focus is on the basic teachings of historic and Biblical Christianity. As a summary of the faith, the Apostles', and Nicene Creeds are used as well as select passages from the Scriptures, such as the Psalms, Proverbs, the Ten Commandments, Psalm 23, and the Beatitudes, Gospel lessons, etc.

## LUNCH/SNACK TIME

Children should bring a nutritious lunch from home. Hot lunches and milk may each be ordered by parents on a monthly basis.

In the lunchroom, the supervising teachers train students in considerate table manners. Quiet conversational tones are encouraged. Students remain seated unless excused by a teacher. Students are responsible for their own cleanup and, on a rotating basis, for general cleanup.

Students are discouraged from sharing each other's lunches, and should not ask teachers to supply missing napkins, spoons, *etc.* from the school kitchen.

If a parent must bring a child's lunch to the school, it should be left with the secretary so as not to disturb classes. Special lunches brought by parents should arrive promptly by (or before) the beginning of the student's lunch period. Parents are welcome to join their children for lunch. Teachers will direct them to areas in which they may enjoy a private lunch after they sign in at the office and receive a visitor's badge.

Students may bring a nutritious, low sugar snack for the midmorning break. This should be individually wrapped, and should not require any preparation by the teacher. Snacks are provided by the school for preschoolers unless the parent prefers otherwise.

# POLICIES/MISCELLANEOUS

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**GUM** chewing is not allowed on campus anywhere, at any time.

**LOST AND FOUND** items will be kept for a limited amount of time, and efforts will be made to identify the owners. Items will be disposed of thereafter.

**TELEPHONES** in the school are business phones and may not be used by students. Exceptions may be granted by a teacher or the Principal if sufficient reason warrants.

**CELL PHONES, IPODS, GAMING DEVICES, OR INTERNET ACCESS** is not allowed in the class. If parents want their student to carry a cell phone it must be labeled and left in the office upon arrival and retrieved upon dismissal. Any device discovered in class will be confiscated and held until the end of the semester.

**ARRANGEMENTS TO GO TO A FRIEND'S HOUSE** are not to be made at school. The telephone may not be used for this purpose, nor should these arrangements be made in the after-school pick-up line of cars.

Parents of all concerned students must have prior, agreed upon arrangements for pickup. It is important that a note be sent to the teacher explaining who will be going home with whom.

**TOYS** of any kind may not be brought to the school, with the exception of show-and-tell items approved by kindergarten and first grade teachers.

**CLASS TRIPS** are considered part of the curriculum, although the privilege to participate may be lost through misbehavior or irresponsibility.

**VISITORS** are welcome to our school. We ask, however, that visitors to classrooms arrange their visit the day beforehand with the Principal who will arrange a time in the teacher's schedule so as to minimize class disruption.

**FORGOTTEN LUNCHES, GLASSES, BOOKS, HOMEWORK, etc.** should be left by the parents with the school office. Please avoid disturbing the classroom to handle these matters.

**BREAK TIME** is simply that: a break from work, generally to handle bathroom and drink needs of the class. It is not for a time of frenzied and sweaty play. That type of play is reserved for P.E. class.

**BIRTHDAYS** may be celebrated by the class with a treat at lunchtime. Invitations to parties should not be given out at school unless all the students in the class are invited. This will help avoid awkward situations.

**HOLIDAY CELEBRATIONS**—Classroom teachers will meet with room moms

before or at the beginning of the school year to determine a schedule of parties and celebrations. Parents will then be given the opportunity to volunteer to bring snacks and supplies as necessary.

**PARTIES** must be pre-approved by the Principal and will generally be allowed for these specified holidays only: All Saint's Eve/Reformation Day, Thanksgiving, Christmas, and the end of school. All food and entertainment should be arranged ahead of time with the teacher. While Valentine's day is not observed with a party, students may wear their red school T-shirts or red polo shirt/sweatshirts, along with nice-looking blue jeans on February 14 (or if on a weekend, the Monday, following).

**NO WEAPONS** of any kind (including pocket knives) are allowed on campus. Retrieval of such may result in a suspension or permanent dismissal.

**SCHOOL PICTURES** of the students will be taken individually soon after the beginning of the school year by an approved photographer. Parents will be notified of the date and costs prior to the arranged session.

# ADMINISTRATIVE

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## CONDUCT & DISCIPLINE

Students are expected to conduct themselves at all times so as to bring honor to the name of Christ. Respect and obedience to faculty and staff are the foundations of the disciplinary code. Cheerful compliance is encouraged, when needed, with counseling, extra-assignments, in-school or after-school detention, or corporal punishment. In cases where cooperation cannot be otherwise achieved, or in flagrant violations of the Ten Commandments, a student may be suspended from school by the principal. Dismissal from school may be the final action the Principal administers.

Teachers are expected to maintain standards of student behavior which are based upon God's Word, conducive to learning, and consistent with school policies. The teacher's responsibility and authority extends to classroom and non-classroom activities, and includes any student in the school. The Principal and teachers explain classroom and school standards at the beginning of the year and as needed.

Classroom rules are simple:

- 1** Obtain permission to speak.
- 2** Obtain permission to get up.
- 3** Give your attention to the teacher.

Good Shepherd believes that each student should overtly demonstrate self-discipline and responsibility through:

- 1** Cheerful obedience to authority (even when the authority figure is not present).
- 2** Responsibility in doing assigned and expected tasks.
- 3** Co-operation with others in play and work.
- 4** Courtesy and good manners.
- 5** Cleanliness in person and property.
- 6** Honesty.
- 7** Respect for the property of the school and other people's.
- 8** Promptness in attendance and assignments.
- 9** Morally upright conduct in attendance and assignments.

Defiant and rebellious behavior warrants a paddling. Permission for the same is obtained upon enrollment. The teacher stands in loco parentis, that is, in the place of the parents with respect to this responsibility. At the parents' request, they may be called by the teacher before the paddling is administered by the principal. Foolishness is bound up in the heart of the child; the rod of discipline will drive

it far from him (*Proverbs 22:15*). When discipline must be administered, a notice is sent home to the parents to explain the infraction and the corrective measure used. Parents are expected to support the faculty and administration in disciplinary action taken.

## APPEARANCE & DRESS

Good Shepherd School strives to set the highest possible standards in academic and moral conduct. An important aspect of achieving that goal is for students to view their educational duties as their calling before God. Uniforms are worn by all the students to foster a serious attitude toward their responsibilities. (See also the section, **UNIFORM CODE**, in this Handbook)

Neatness and personal hygiene are encouraged at all times. Uniforms must be clean, tears mended, buttons replaced. Shoes should be clean and in good repair.

Purses may be brought by girls from the 5<sup>th</sup> grade up. Unsafe (e.g. dangling earrings) or distracting jewelry may be confiscated at the discretion of the teacher and sent home at the end of the day. Cosmetics are not allowed for 5<sup>th</sup> grade and below. Moderate/conservative cosmetic use is allowed in grades 6–12.

Girls in grade 5 and above should wear uniform skirts in keeping with the following guideline: when they kneel on the floor, the bottom edge of the hem of their skirt should be no more than four (4) inches from the floor.

Non uniform sweaters will not be permitted in the classroom. Any style of wraps is permissible outside. Shorts must be worn by all girls underneath skirts and jumpers if involved in active recess play.

Students who come to school improperly groomed or attired will be notified of their infraction and are expected to come properly dressed the next day, or if suitable, remain in the office until proper attire is brought from home. A student may be sent home by the principal until the infraction is corrected.

Hairstyles for boys and girls should be simple, neat, and not faddish. Moderation in appearance and length is the rule.

**N.U.T. DAYS** (No Uniform Today) coupons may be issued or N.U.T. days designated by the administration from time-to-time. Coupons are signed and dated by the homeroom teacher and will list guidelines and/or restrictions.

### *Guidelines: For N.U.T. Days*

Clothing should fit suitably to insure modesty. Please avoid: tight fitting jeans, shorts, and t-shirts with slogans of any type. Clothing must be appropriately masculine for boys and feminine for girls.

## CONTRIBUTIONS & DONATIONS

The cost of education is high, but worth it, and civil nations, especially Christian ones, have always placed a high value upon it. Every tuition dollar you spend goes directly to the tuition of your child. Of course, there are more costs to operating the school: expenses related to occupancy, scholarships, or capital improvement. The additional funds needed for these come from donations, fundraising, or other sources. All donations to Good Shepherd, a 501(c)3 organization, are tax-deductible. If you would be interested in making regular contributions to Good Shepherd's annual fund, or to the Arlena Mahaffy Scholarship Fund, or designate a donation for a special project, we would be happy to speak with you and make the necessary arrangements.

### *Tax-Deductible Ways to Give to Good Shepherd School*

Tax laws intentionally encourage charitable giving. Here are some of the ways families and individuals can make a gift to GSS and enjoy tax benefits. Please remember, every person's tax situation is different and GSS is not advocating a specific tax position. Please consult with your individual tax advisor to determine the deductibility of your contribution.

*Gifts of Cash:* Many families choose to write us a check. Such gifts are fully deductible, for federal income tax purposes, up to 50 per cent of your adjusted gross income. Consider making a monthly commitment.

*Gifts of Stock:* Gifts of appreciated stock represent a two-fold savings opportunity. You avoid paying any capital gains tax on the increased value of the stock, and you receive a tax deduction for the full market value of the stock as of the day of the gift.

*Gifts of Land:* Gifts of appreciated land also represent a two-fold savings opportunity. Like stocks, you can avoid paying capital gains tax on the increased value and receive a tax deduction for the full market value of the land as of the day of the gift.

*Memorial or Tribute Gifts:* A gift in memory of an individual who is deceased or a gift honoring a member of your family is a wonderful remembrance. Gifts of any amount are welcome. Family members will be informed of memorial gifts, and the appropriate individuals notified of honor gifts.

*Gifts of Life Insurance:* You may donate a life insurance policy that you no longer need. Good Shepherd School must be named the owner and beneficiary of the policy. If the policy has a cash value, you receive a charitable deduction equal to the cash value on the date of the gift. If you are still paying annual premiums, you may deduct the value of the premiums each year.

*Bequests:* These may be earmarked for a specific use or left to the discretion of the school trustees. A bequest of funds or property is exempt from federal estate tax and inheritance tax in most states.

*Designated Gifts:* Make a contribution to one of Good Shepherd’s funds:

- *Annual Fund*—Gifts to the Annual Fund are used to sustain and enrich the overall educational program, improve and expand facilities, and ensure the financial stability of the school.
- *Arlena Mahaffy Scholarship Fund*—Good Shepherd is committed to helping any family that desires a classical and Christian education to overcome the difficult financial obstacle. Financial assistance is provided to qualified families whose financial need is evaluated through FFNA.

*Gifts-in-Kind:* Contributions in the form of material goods or services for which the school would otherwise have to pay, help reduce the school’s expenses and thereby strengthen the overall financial structure.

*Matching Contributions:* Many employers have a matching gift program in which they will match your contribution to an approved non-profit organization. It provides them with a tax benefit and “doubles” the significance of your gift.

Please check with your accountant, tax attorney, or tax advisor to discuss the gift method that best suits your situation.

## DELINQUENT ACCOUNTS

In order to meet the school’s financial obligations, it is imperative that tuition payments be kept current. The school is financially unable to extend credit to parents.

Monthly tuition payments are due on the first of each month. Payments may be paid by credit card or bank draft. Payments made after the 8th day of the month will be considered late and a fee will be attached to the next month’s bill. Parents who are delinquent in their payments beyond one month may be required to keep their children at home until their account is brought current.

Student records may not be released to parents or another school until all financial obligations have been met.

## FUND-RAISING

Good Shepherd engages in several fund-raisers each year. In order to purchase additional materials and resources to enrich our students’ educational experience. In the past, we have been able to raise funds for computers, sports equipment, library books, and reference materials. The students have always enjoyed participating in such fund-raisers as our annual Jog-a-Thon.

Parent involvement has been invaluable and very appreciated. We do recognize, however, that everyone is busy, and so we continually seek fundraising ideas that require a minimal amount of parent time.



Fundraising projects may not be undertaken for the school without the knowledge and consent of the School Administrator.

## **FINANCIAL ASSISTANCE**

Good Shepherd School desires that all parents who want a Christian education for their children might receive it regardless of family finances. The cost of private education is high, but we believe a Christian education is priceless. Therefore, GSS endeavors to offer tuition assistance to those families who have had their children enrolled for one year and have a proven need. Financial need is, generally, NOT available for new enrollees.

Requests for financial assistance are brought to the school administrator who will issue applications and an evaluation form. These are sent with a fee to an out-of-state financial aid evaluation agency which does an evaluation of the applicant's financial condition, and makes recommendations as to the amount of aid for which the applicant could be eligible. This recommendation is brought before the Board of Trustees which awards partial assistance based on need, available funds, and qualifications.

Families on scholarship are expected to contribute in some form (time or work toward their child's education).

Contributions to the Arlena Mahaffy Scholarship Fund are tax-deductible. But more than that, they are an investment in the future. We are training the mind and building the character that will lead tomorrow's generation. One child CAN make a difference. Please consider making a tax-deductible gift to the Scholarship Fund.

## **TUITION/MISCELLANEOUS PAYMENTS**

Monthly invoices are sent out around the 20th of each month. Invoices will include the next month's tuition charge, the past month's lunch charge, extended care charge, and any late payment or similar charges. Invoices do not reflect payments or previous balance due. Statements of the same are available but are normally sent only to accounts that have not been paid or have a credit showing. Students enrolling midyear have their tuition prorated monthly in Junior Kindergarten and quarterly in other grades.

Please make payments in the tuition envelope included with your billing. Payments are late if they are received in our office after the 8<sup>th</sup>. The school office will not accept postdated checks, nor will it hold them so as to avoid a late charge. Alternative financial payment plans must be arranged with the Headmaster and the financial aid officer.

Students cannot be enrolled in the following year's classes or have transcripts issued until financial obligations are fulfilled.

## ENROLLMENT AGREEMENT & FINANCIAL TERMS

A parent or guardian of the student(s) enrolled (hereafter referred to as “Members”), and admitted to Good Shepherd School of Tyler, Texas, (herein referred to as “School”), **ACCEPT AND AGREES TO BE BOUND BY THE FOLLOWING TERMS:**

**PAYMENT OF TUITION FOR THE CURRENT SCHOOL YEAR** as set forth in the published *Tuition & Fees Schedule* in accord with the billing schedule and arrangements agreed upon prior to admission. Adjustments may be made to the scheduled tuition agreement if financial aid is awarded.

### *Delinquent Account*

Timely payment of tuition and school fees in accordance is vital to the operating budget of the school. Therefore:

1. If payment is not received by the 8<sup>th</sup> of the month (or the next business day), the account will be charged a late fee.
2. If a check is returned for insufficient funds, a returned check charge will be applied in addition to any applicable late charge. Future payments may be required in cash or by credit card for continued enrollment.
3. Dismissal for failure to pay the tuition will not relieve the parent or guardian from remaining tuition due. Good Shepherd may withhold all grades and transcripts for any student until the delinquency on the student’s account and penalties have been paid in full.

### *Full Year Obligation for Tuition*

Good Shepherd School incurs expenses of a continuing nature, including year-long financial commitments to faculty, staff, vendors, facilities, maintenance, and others on behalf of students. Thus, in order for the school to plan and maintain these services over the entire academic year, it is essential that the total annual income from tuition and fees be ensured. For this reason, it is understood and agreed that the obligation to pay tuition and fees for the full academic year is unconditional and takes effect upon the first tuition due date. No portion of any tuition and/or fees, paid or payable, for the above student(s) will be automatically refunded or canceled for any reason, other than for those exceptions listed below. The School shall have the right to legal action for collection of all school fees, and the parent/guardian agrees to be responsible for all costs of collection, including court expenses and reasonable attorney fees.

Exceptions for refunding or cancellation of this obligation are:

1. The student’s permanent place of residence changes during the term of this agreement to a location that is more than 30 miles from the Good Shepherd campus in Tyler and is more distant than the student’s place of

residence on the date of this agreement, which change could not have been reasonably anticipated on the date of this agreement.

2. Satisfactory evidence of such change may be required. A change in the student's health necessitates withdrawal from the school for medical reasons. The school may require a written opinion from the student's attending physician stating that the student's withdrawal from the school is necessary for medical reasons.

Appeal for partial relief of this obligation due to extraordinary circumstances, may be submitted in written form for consideration by the governing Board of Trustees, understanding that such appeal carries no assurance that any relief will be granted, given the primary responsibility of the Board of Trustees to guard the financial stability of the school.

### *School's Rights Reserved*

All members of Good Shepherd School consent to the rules and regulations of the School as stated in the current handbook and published literature. It is further understood that the School reserves the right to insist upon immediate withdrawal of any student who in conduct, industry, or progress proves not to be in harmony with Good Shepherd School standards or policies.

### *Release of Liability*

Good Shepherd School members agree to release and hold harmless the School, its agents and employees from all claims, damages, or other liabilities for injuries to his child which are not the result of gross negligence by this school, its agents, or employees. A Member of GSS also agrees to indemnify the school for all damages caused by his child.

### *Jurisdiction*

The Enrollment Agreement is executed in Tyler, Smith County, Texas, and shall be interpreted in accordance with the laws of the State of Texas. All tuition and fees are payable at the offices of Good Shepherd School, Tyler, Texas.

### *Binding Effect of this Agreement*

This agreement shall not become binding upon the School to the undersigned until

1. the first tuition due date of the upcoming school year,
2. final adjustments to the base tuition have been made, and
3. the agreement has been signed and received by the school.

## **INCLEMENT WEATHER**

School closings due to bad weather will be announced on radio stations KTBB 600 AM, KGLY FM, and local TV stations. Please do not call the Principal or teachers for this information. As a general rule, GSS will conform to the decisions of the Tyler Independent School District regarding weather related school closings.

## **RECORDS**

Please notify the school office of any changes in address, phone number, place of employment, health status of your child (allergies *etc.*) or individuals approved for the pick-up of your child(ren). This notification should be submitted in writing to ensure its proper recording.

## **WITHDRAWING FROM SCHOOL**

Unless early withdrawal falls under one of the exceptions listed by the Board on the “Enrollment Agreement Form,” families are responsible for the full year’s tuition. Parents intending to withdraw their child should notify the school office of the intended withdrawal date and sign the necessary papers to close their account. Any tuition to be refunded will be paid within 30 business days after the last day of attendance, if the necessary paper work has been completed.

## **HEALTH/SAFETY – EYE/EAR SCREENING**

Students are tested for eyesight or hearing problems. This is conducted by the Texas Department of Health or an agent approved by them for specific grades at the school. Results are kept in each student’s file and are available at parent’s request. The testing fee is included in the Registration Fee.

## **HEALTH POLICIES**

A health form, including up-to-date immunization record, must be admitted to the school upon admittance. If the parents have chosen for religious (or other) reasons not to comply with the Department of Health requirements, they must submit an affidavit (notarized statement) signed by the parent indicating the basis for noncompliance.

Children must not be sent to school if ill. We do not have the facilities nor the staff to care for them. Other school children must be protected from exposure to illness. Children should be fever-free for at least 24 hours before returning to school.

If a child becomes ill at school, his temperature will be taken. If a fever of 100+ is present, a parent will be contacted immediately to come for the child. Otherwise,

it is up to the discretion of the teacher whether or not the child should be sent home. After an illness, a child may resume class attendance if readmission criteria for that illness have been met.

Please send children to school properly dressed according to weather. Bear in mind that temperatures in this area can change drastically within one half-hour. Noting the morning weather report, particularly in fall and early spring, should help you prepare your child adequately.

### **SUPPLEMENTAL INSURANCE**

Supplemental insurance from ACSI is also included in the Registration Fee to cover your child while at school. (Additional insurance to cover your child while on vacation and weekends can be purchased directly from ACSI very reasonably.)

### **MEDICATIONS**

Medications should be administered to students by the parents at home. If the doctor's instructions for administration indicated that the medication must be given while the child is at school, the parent must bring the medication in a sealed container to the school office with clear and precise written instructions as to its administration. The appropriate forms must be completed at the office.

### **INSPECTIONS**

Good Shepherd is inspected annually by the Department of Health & Sanitation, the Fire Marshall, and a firm for a gas pipe inspection report.

### **TORNADO/FIRE DRILLS**

Tornado and fire drills are held regularly and recorded in the School Office.

# ACADEMIC GOALS & CURRICULUM

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## ACADEMIC DISCIPLINES AND THE BIBLE

To give students the foundational, academic tools necessary to become independent, excellent, and productive citizens in society as well as life-long students of the Holy Scriptures and of God's created works. This necessarily includes instructing students in the knowledge and understanding of both the Holy Scriptures and of God's creation.

*The Christian Faith*—to teach students, by question and answer, the basic doctrines, patterns of worship, and practices of Christ's Church as established by the ministry of the Holy Spirit down through history. The Apostles', Nicene, and Athanasian Creeds, as well as the Thirty-nine Articles of Religion of the Reformed Episcopal Church are the standards for teaching the Christian Faith. In addition, students will be trained to sing the Psalms and hymns of the historic Church.

*Righteous Character*—To cultivate in children the seed of faith, to demonstrate daily total dependence upon God for every blessing they have, and to encourage them to place their faith and hope entirely in Him.

This necessarily includes promoting children's love of God, which, by His definition, is the whole-hearted keeping of His commandments (*Matthew 22:35-40; Deuteronomy 6:5-7; John 14:15*).

*Calling*—To foster in children the desire, ability, and sense of responsibility for developing expertise in some field of God's creation in order to bring that field under the dominion of Christ through their life-long service to Him.

*Glory to God*—To bring glory to God alone in this small but important part of the building of His kingdom.

## ACHIEVEMENT TESTING

Good Shepherd administers a standardized achievement test (NOT a minimum standards test) to all students 2<sup>nd</sup> grade and above. Parents and students are notified the week before so that we have as close to 100% attendance as possible and so that students are well-rested. While this testing is not the goal of the entire year's work, it does furnish both the school and the parents with helpful information about a student's progress in various areas.

## ATHLETICS

As opportunities arise, Good Shepherd involves its older students in athletic com-

petition with local private schools. We have participated in volleyball, basketball, and track and field events in the past. We schedule frequent physical education classes each week to give our students the physical exercise they need to keep their minds alert.

### **CURRICULUM: GRAMMAR, LOGIC, & RHETORIC**

Good Shepherd School has distinguished itself in our region by its advanced and effective curriculum. Although our standards and goals are high, average children happily achieve them each year. Proven teaching methods are used to produce academic excellence, self-discipline, and a sense of accomplishment in our students.

Good Shepherd uses the best available material from a number of different curriculum publishers: Open Court; A Beka; Rod and Staff; Christian Schools International; Harcourt, Brace, Jovanovich; and Saxon Publishers are among them. The Principals and faculty at Good Shepherd keep abreast of good, new materials being published, and continually work to improve what Good Shepherd is presently using.

### **FIELD TRIPS**

Field trips are an important part of our students' education. All field trips are chosen for their instructional nature in addition to the enjoyment they bring to the students. Notification of a field trip is sent home by the teacher outlining the specifics of the trip. Uniforms are worn on local field trips. Students must cover all costs of the trips. However, it is not our intention that any student be prevented merely because of financial reasons. Be sure to notify the teacher ahead of time if finances are an obstacle, so that provision can be made.

Students are expected to exercise self-control, and respectful, obedient attitudes on all field trips as in any other school activity. Teacher or room mothers will contact drivers if the school bus is not adequate for transporting the class. All students will need seat belts.

### **GRADING**

Because Good Shepherd has relatively high academic standards for its students, it is important for parents and students to realize that while earning high grades may have been easy in a prior school experience, that may not be true for the student here. We have pledged ourselves not to raise grades simply to gain the favor of parents. This is in no one's best interests.

Good Shepherd's grading scale (below) is identical to many other school systems' scales; however, to better reflect a student's progress in our geographical area without curriculum, report cards will show the numerical assessment of the stu-

dent's progress for that marking period. Where a number grade is not appropriate for satisfactory, *S* for satisfactory, *I* for incomplete, or *U* for unsatisfactory will be used. It should be remembered that the training is the important thing, and not the grade. Grades simply serve as indicators for improving the educational experience wherever needed.

In elementary grades, students receive grades as follows:

<b>A</b>	Superior	94–100
<b>B</b>	Above average	87–93
<b>C</b>	Average	76–86
<b>D</b>	Below average	70–75
<b>F</b>	Failing	Below 70

Preschool students do not receive report cards, but will be evaluated by the teacher on a regular basis. The teachers share their observation with the parents periodically with written forms or conferences.

## HOMEWORK ASSIGNMENTS

Homework is an essential part of the academic program at Good Shepherd. From first grade on, students should expect some form of homework most nights. The amount of time a child needs to complete homework varies from grade to grade and from child to child, but the following chart serves as a guideline for both teachers and students.

<b>GRADE</b>	<b>TIME PER DAY</b>
K–5	0–15 minutes
1–2	15–30 minutes
3–4	30–45 minutes
5–6	45–60 minutes
7–8	1–1.5 hours
9–12	1.5–2 hours

Lighter assignments are given on Wednesday nights and, for grades 1–6, homework is generally not given over weekends. Apart from makeup work or remedial work, homework is not assigned over holidays.

Homework is collected daily by the teachers. Parents are not to fax or bring homework to school for students. Continued laxity in homework completion may result in a student's suspension or expulsion. Parents can check the progress of these assignments by reviewing the test packets. Missing assignments should be noted by teachers.



The lower grades will have assignment folders with each day's assignments recorded. Parents are asked to sign these folders nightly. Important notes for the teachers or school will often be placed in the folders as well.

The middle and upper grades will be expected to write down assignments daily and test schedules weekly. Their assignment books will be checked by the teacher periodically to train them in this responsibility.

Parents can be of great help by establishing a routine homework place and time free from distraction early in the evening.

## HONOR ROLLS

Good Shepherd maintains two honor rolls: the *High Honor Roll* which is achieved by all A's and the *Honor Roll* which is earned by having all A's and B's.

## PROGRESS REPORTS

Report cards are sent home at the end of each nine week marking period. The grades recorded on them represent the student's objective performance record and the teacher's best judgment as to the achievement of each student for that particular marking period. Tests, class-work, participation, and homework performance comprise the basis for the grades.

At any time, of course, parents or teachers are free to arrange conferences to discuss the progress of a particular student.

## SUMMER READING

The Good Shepherd Summer Reading Program is designed to encourage continued progress and use of reading skills through the summer. A recommended-book list is sent home with the final report card of the year. Outstanding performances in Summer Reading Program is recognized in the early fall. Completed summer reading requirements also give a student an A test grade in English (upper elementary grades) for the first marking period of the new year.

## TESTS

Tests are scheduled regularly in most subjects. As students advance through the grades, they are being trained to prepare and study for tests. The responsibility to be prepared becomes more and more the student's own. An assignment to study or read text book material is every bit as important an assignment as written homework. Teachers will schedule major tests (ones for which students must study) so they do not pile up on any one day. Ordinarily, Monday is not used as a test day (math excepted).

Graded tests are reviewed weekly by the Principal and then sent home for parents to look over and sign. All tests are then to be returned to the teacher. In first through third grades, an assortment of weekly work and tests will be sent home in packets which should also be examined, signed, and returned to school.

## TEXTBOOKS

Textbooks are the property of GSS, unless purchased by the student for specific classes, and should be cared for properly by the students. Lost or damaged books must be paid for by any student responsible for the mishap.

## TUTORING

Should a child need additional tutoring after school, Good Shepherd's teachers may be contacted for their availability. Times and duration of tutoring should be arranged with the teacher. If a tutor other than the teacher is used, work should be coordinated by the student's teacher initially. The fee for any tutoring provided at Good Shepherd School is set by the school.

## UNIFORM PURCHASING – PARKER SCHOOL UNIFORMS

*Location:* Casa Linda Plaza in Dallas (the GSS supply location)

*Directions:* From Tyler go west on I-20 and then west on Hwy 80. At about the place where Hwy 80 and I-30 converge, you will veer to the right at the Loop 12 exit. Turn right at the stop sign on to Loop 12 North (Buckner Blvd.) Go 14–18 long blocks and turn right on to Garland Ave. Turn right into the Casa Linda Plaza shopping center, and PSU will be on the right.

*Order Online:* Order online at [www.parkersu.com](http://www.parkersu.com)

- The Good Shepherd Identification Number is: **DA042439**
- Free shipping on orders over \$75.00!
- Call 1.800.924.2483 or 1.214.324.2483

# UNIFORM CODE

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## GENERAL UNIFORM STANDARDS – BOYS

*Hair*—Neat, clean, no longer than mid-ear, and generally off the ears. No longer than the top of the shirt collar in the back, and the eyebrows in the front. No rat tails or other fad extensions or cuts. No hair coloring or bleaching.

*Facial Hair*—Sideburns may not extend past the ear. No other facial hair is allowed.

*Jewelry*—Limited to small rings, watches, and moderate neckware (worn under the shirt). No ear jewelry, wrist bands, chokers, or other faddish accessories are allowed. Teachers may confiscate distracting jewelry for the day.

*Cosmetics*—None is allowed for boys, except for medical reasons.

*Skin Markings*—No tattoos allowed. Students are not to mark themselves with pens or markers.

*Clothing*—Other than for P.E., shirts remain tucked. Long-sleeved shirts may not be worn under short-sleeved shirts.

## GENERAL UNIFORM STANDARDS – GIRLS

*Hats*—No hats, including headscarves, are allowed inside the school.

*Hair*—Neat and clean. No hair coloring or bleaching except for conservative highlighting. Cuts must be age appropriate and conservative.

*Jewelry*—Limited to small rings, button earrings, small bracelets, watches, and moderately-sized necklaces. No chokers or other faddish accessories allowed. Earrings will not exceed two per ear. Teachers may require removal of distracting jewelry for the day.

*Cosmetics*—None allowed through 4<sup>th</sup> grade. Moderate/conservative cosmetics allowed for 5<sup>th</sup> grade and up.

*Skin Markings*—No tattoos allowed. Students are not to mark themselves with pens or markers.

# PARENT/SCHOOL RELATIONS

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## HOME & SCHOOL COMMUNICATION

A healthy parent and teacher relationship is vital for a wholesome, well-ordered school experience. The *Quid Novi* (Latin for “what’s new”) is a weekly, mid-week memo—the central communication with the home. Please do not forget to read it! It will also post Honor Rolls, announce PTF (Parent-Teacher Fellowship) meetings, and make other important long term notifications. Beginning in Fall 2010 Good Shepherd will have a daily news page available online. Website address will be available through the school office.

## PARENT-TEACHER CONFERENCES

Open communication between parents and staff is vital for a positive, well-ordered school experience. Good Shepherd encourages its families and teachers to share information whenever needed regarding a student’s progress at all times of the year. To share information or ask questions about specific classes, tests, grades, or projects, parents are asked to use the following procedure:

- 1 Call the school office and leave your name, number, and the name of the teacher with whom you wish to speak. The teacher will contact you within one day.
- 2 If a telephone conversation is not sufficient to discuss your concerns, the teacher will make an appointment with you at school.
- 3 If a further communication is necessary for the resolution of a problem, make an appointment with the Principal and the teacher by calling the school office.
- 4 Please do not call a teacher at home unless an emergency arises that will have an immediate effect on the student’s coming school day.
- 5 Online communications with the school and teacher will be available the Fall of 2010.

Our teachers carefully plan each day’s class activities. In order that they might educate our students in the most effective manner, the school asks that parents avoid dropping by their child’s classroom to talk with the teacher immediately before, during, or after the school day. These seemingly minor interruptions can add up to a substantial reduction in class time. The interruption may also prevent our teachers from supervising students adequately at these times. Please use the communication system outlined above; you will find our teachers responsive and eager to help in every way.

## GRIEVANCE GUIDELINES

If the occasion arises where a parent is unhappy about a particular situation or circumstance, proper steps shall be taken to clarify or correct the perceived problem. If the remedy is not satisfactory, under no circumstance may the parent conduct their own “friendly investigation” with other parents, unsettling the peace of the school community. Rather, the principles of Matthew 18 shall be followed in reporting their concern to the proper school officials **FIRST OF ALL**, using the procedure below.

The following biblical guidelines are to be followed for bringing resolution whenever there is a dispute or grievance concerning any aspect of Good Shepherd School’s operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board.

### *Student or Classroom Concerns*

1. All concerns about the student or classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may then bring the concern to the appropriate principal.
3. If the problem is still not resolved, appeal of the decision may be brought to the Head of School.

### *Concerns over General Operation of the School*

1. If the concern is about the general operation of the school, it should be brought to the Head of School directly.
2. If a satisfactory settlement of the matter is still not reached, a written summary of the complaint, signed by the Head of School and the aggrieved party, is submitted to the Trustees, who finding merit to the matter, forward this document(s) to the designated Reformed Episcopal Bishop for final resolution. If the Trustees do not find sufficient merit in their review, the ruling of the Head of School shall stand.

## TWENTY WAYS PARENTS CAN HELP:

- 1 Bring students to school on time.
- 2 See that students receive proper amounts of sleep on school nights.
- 3 Schedule some no-TV hours after school for homework completion and extracurricular reading.
- 4 Make reading your own habit. Encourage students to read by giving them books and trips to the library.

- 5** Do not discuss differences you have with teachers in front of your children (even at home). Nothing makes it harder for a child to give a teacher the respectful obedience the Lord requires of him than to overhear, or take part in, a dressing-down of his teacher. We are very careful at school not to speak of you, the parent, disrespectfully or to diminish your authority in the mind of your child. We ask that you return the courtesy for the sake of your child. Please talk to the teacher directly and privately.
- 6** Offer to be a room mother. Room mothers are invaluable aides by arranging field trips and classroom parties, and assisting the teacher in other ways as needed.
- 7** Send treats or beverages for scheduled class parties or celebrations. Room mothers will call you when this is desired.
- 8** Volunteer to help out in special events throughout the year: fundraisers, speech meet, math Olympics, costuming for Good Shepherd programs, *etc.*
- 9** TALK ABOUT GOOD SHEPHERD SCHOOL TO YOUR FRIENDS. Word-of-mouth has always been our best advertisement.
- 10** Chat with your child about what he does at school.
- 11** Encourage politeness and good manners in your child. Teach him that this is merely being thoughtful of the other person.
- 12** Make tuition payments on time.
- 13** Sponsor another child to attend Good Shepherd by making a contribution to the financial aid fund.
- 14** Attend PTF (Parent-Teacher Fellowship) meetings. Informed parents and teachers make better parents and teachers.
- 15** PRAY FOR US. This is God's work, and He is faithful in answering the prayers of His people as they seek to build His kingdom.
- 16** Cultivate a healthy marriage and attend church regularly with your child.
- 17** Understand that all children are sinful and will need corrections at times.
- 18** Help your children start the school day out right by resolving parent-child conflicts before bringing them to class.
- 19** Remember to thank and encourage your child's teacher for the work and care they invest in your child.
- 20** Look at Good Shepherd as assisting, not replacing, you and your responsibility to train your children.

# TRAFFIC MAP

*Times for student pick-up:*

**PreSchool–2<sup>nd</sup>**

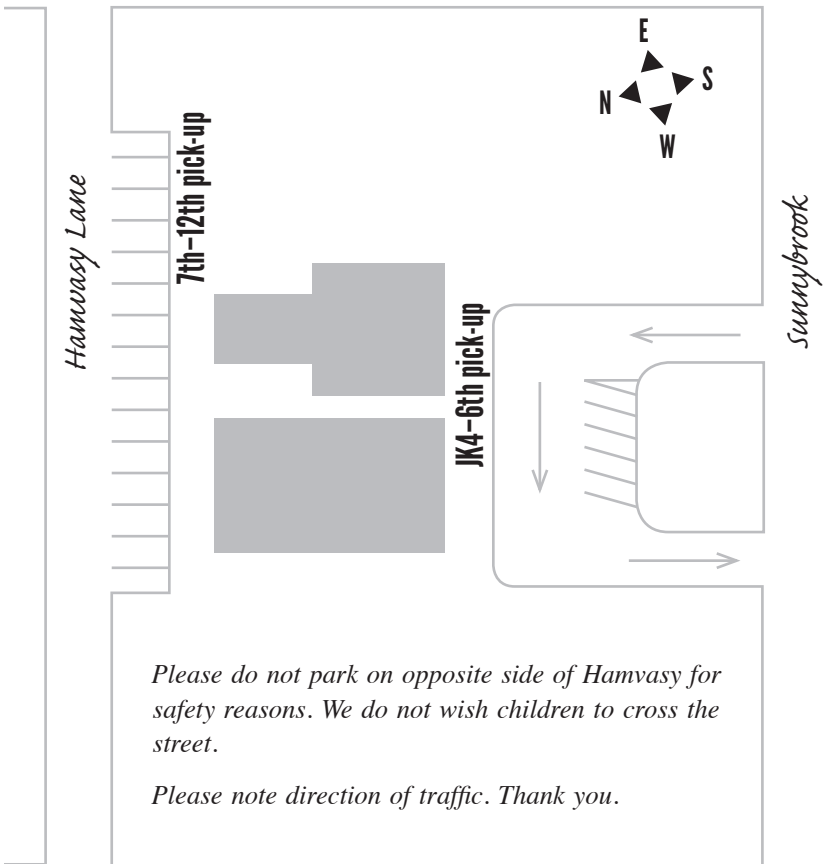
3:00–3:15 PM

**3<sup>rd</sup>–12<sup>th</sup>**

3:15–3:25 PM

Please do not park in the traffic lane if you must go inside the school during pick-up times. Preschool children will be released only to designated adults. Children not picked up at the designated times will be placed in Extended Care. Extended Care is available until 5:30 PM.

*Old Jacksonville Hwy.*





**GOOD SHEPHERD SCHOOL**

2525 Old Jacksonville Road  
Tyler, TX 75701  
(903)592-4045  
[www.gsstyler.org](http://www.gsstyler.org)

*a ministry of*

**GOOD SHEPHERD REFORMED EPISCOPAL CHURCH**

Evangelical · Apostolic · Liturgical · Orthodox  
Since 1873