

# **Good Shepherd School**



## **Grade School Handbook**

Revised July 2011

## ***Good Shepherd School Grade School Handbook***

Good Shepherd School & Day Care of Harrisonburg was founded by the Rev. and Mrs. Nick Kozel on January 20, 1992. Since its inception, Good Shepherd School has been dedicated to giving students a strong academic foundation so that they may be well-equipped servants of Christ in their adult lives.

There are now three Good Shepherd School & Day Care campuses in the Shenandoah Valley serving more than 300 students.

### ***Statement of Purpose***

Good Shepherd School is seeking to provide for the Shenandoah Valley an educational institution with high academic standards which is consistently Christian in its approach to learning.

The goal of Good Shepherd School is that students learn to love God with all their heart, soul, mind, and strength and their neighbor as themselves. Through a genuinely Christian education the child learns to serve God in everything he or she does and in whatever vocation God calls that child to follow.

### ***Admissions Policy***

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

Grade school students must go through an interview process and their admission to the school must be approved by the principal.

### ***Accreditation***

Good Shepherd School does not seek accreditation by any governmental educational institution but does endeavor to provide the highest possible academic program. Our overall program is monitored by our sponsoring agency, Dominion Educational Ministries, Incorporated (DEMI).

Accreditation of a private Christian school is not necessary for a student to transfer to a public school or to another private school. We have students who transfer to other schools successfully every year.

### ***Parental Involvement***

Parental interviews and conferences help to promote understanding between parents/guardians and the faculty of Good Shepherd School. Parents are strongly encouraged to participate in these informative programs, designed to aid them in their God-given task. The school may require mandatory parent meetings at the school's discretion.

### ***Statement of Faith***

Good Shepherd School is a non-denominational institution. Our goal is for students to learn basic Bible doctrines that will help them in their everyday living.

Scripture memory and singing are also important parts of the Good Shepherd School Bible program. Students learn to recite and sing scripture passages, as well as the Ten Commandments and the Lord's Prayer.

## ***Enrollment***

Prior to a child entering Good Shepherd School, the *Application Form* and the *School Entrance Physical Examination and Immunization Certification Form* (available from the school or your family physician) must be completed and returned. If a child has attended kindergarten or a higher level of education at another school, a records request form should be signed in our office. New students may be tested to determine at which grade level the student will enter Good Shepherd School.

Should the child be under the legal custody of only one parent, a copy of the final court judgment must also be on file in our office.

## ***Tuition and fees***

### **Registration Fee**

A registration fee is due at the beginning of each school year. This fee covers the cost of supplemental student accident insurance, the school newspaper, and the annual memory book. The registration fee is not refundable unless space is unavailable at the time you would like your child to start.

### **Book Fees**

Good Shepherd charges an annual book fee that varies according to grade level. This annual fee is payable at the time of admission. Once the school year has begun, only a portion of the book fee may be refundable.

### **Tuition Policy**

Your tuition payment is due on the first day of each month. All accounts must be kept current. Arrangements must be made in the office each month to pay off outstanding balances.

If a child is absent when the tuition payment is due, the parent is to make payment on the day the child returns to school.

We will only prorate tuition on a quarterly basis for students who withdraw during the school year. Students who withdraw during any given quarter are responsible to pay that quarter's full tuition.

Parents may pay with cash or check. If payment is made in cash, be sure to always ask for a receipt. Parents will be assessed a \$20.00 service charge for each returned check. This may result in the account being put on a cash-only basis.

### **Day Care During Holiday Breaks**

Grade school students may attend day care during holiday breaks for an additional fee. Please sign your child up for day care in the school office, prior to the break.

## ***Attendance***

The school day begins at 9:00 a.m. and students are released at 3:30 p.m. School age children arriving after 9:00 are late and will be marked tardy.

A written excuse signed by the parent must be presented to the school office the day that a student returns to school after an absence or series of consecutive absences.

## ***Excessive absences and/or tardies***

Excessive absences and tardies take away from the learning situation we are trying to establish here at Good Shepherd School. A maximum of fifteen absences per semester will be allowed. If a student is frequently absent and/or tardy, the school will ask for a parent conference so that the situation can be remedied.

## ***Holidays and School Closings***

The schools normally close for the following holidays:

- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas (Dec. 24 & 25)
- New Year's Day (Jan. 1)
- Good Friday
- Memorial Day

When one of these holidays falls on a weekend, Good Shepherd will close on either the Friday before or the Monday after the holiday. It may become necessary to close school or to dismiss early because of inclement weather or some other uncontrollable natural event. The Director will notify parents by telephone or a local radio station if this becomes necessary. Due to fixed costs, averaged over the entire year, there is no reduction in tuition for holidays or other days off for any reasons other than stated above.

During inclement weather, especially during winter months, we will make weather related announcements on our school website, [goodshepherdschools.com](http://goodshepherdschools.com). We will also announce over the radio (WSVA 550AM and WQPO 100.7FM) and WHSV TV3 that "Good Shepherd Grade School" is closed or delayed. This means that grade school students do not need to attend school that day; however, children may still be dropped off for daycare. Should the need arise to close the school *and* daycare, we will announce the following: "Good Shepherd School & Daycare is closed."

## ***Before/After Care and Daycare***

Good Shepherd is open from 7:00 a.m. to 6:00 p.m. daily. Students of Good Shepherd School may arrive for before care from 7:00 a.m. to 8:40 a.m. and remain for aftercare from 3:50 p.m. until 6:00 p.m. for an additional charge.

On days when school is not in session for scheduled holiday breaks, students may come to school for daycare for an additional fee. Dates for holiday breaks may be found on the school calendar.

There is no charge for day care for full time students when school is not in session due to inclement weather.

### **Late Pick-up Charge**

An overtime fee of \$10.00 for every ten minutes or portion thereof will be charged when a child is picked up after 6:00 p.m. Please be considerate. If, after being charged the late pick-up fee, you continue to pick up your child after 6:00 p.m., then further action will be taken which may include an increase in the late-fee charged to your account and/or dismissal from our program.

# *Illness, Injury, and Medication*

## **Illness**

Children are to be kept home from school if they are visibly ill. If a child becomes ill while at school, the parent will be notified and may be asked to come and pick up their child. In such an event, the child will be isolated from the other children until picked up.

We will call for you to come and pick your child up for the following reasons:

- 1) If your child is running a fever of 100.5 or higher. If this happens, please do not bring your child back to school until after the fever has broken and until 24 hours have passed since we sent your child home.
- 2) If your child vomits. The exception to this may be if your child is experiencing mucous drainage from allergies or sinus conditions, which sometimes causes the child to gag up the mucous.
- 3) If your child experiences a third diarrhea in one day. If this happens, do not bring your child back to school until he or she is over the condition.
- 4) If your child is visibly ill (i.e. green nose discharge, discharge from the eyes, etc.).

We do try to let you know when a child seems ill or seems to be getting ill, even if the child is not at the point of needing to be sent home. This may give you the opportunity to schedule a doctor's appointment if you feel it is necessary.

## **Injury**

Good Shepherd makes every effort to provide the safest environment for all children. Occasionally, however, injuries do occur. Should this happen, the Director will take immediate first aid steps, which may include calling 911, and then inform the parent and await further instructions.

The majority of our full time teachers are certified in CPR and first aid.

## **Medication**

It is always our desire to provide excellent service to you and your children. The Code of Virginia requires the following procedure for administering medication to children. To comply with this legislation, staff members from each of our centers have successfully completed the state required eight hour Medication Administration Training (MAT) course.

Following is a summary of this legislation:

- ALL medication necessary for your child to take must be furnished by you. This includes the dosing items (medicine cups, droppers, etc.). The school will have no medication for general use on hand.
- ALL over-the-counter medication must be in their original containers and be labeled with the child's first and last name. Directions for the medication must be on the bottle or the box it comes in. Dosing MUST agree with the bottle dosage according to the child's age. If the medication instructions for dosing a child require you to consult a physician, you will have to get your health care provider to fill out the consent form and sign it.
- ALL prescription medication should be in a child resistant container. It must have the original pharmacy label that includes the following items:
  1. Child's first and last name
  2. Authorized prescriber's name
  3. Pharmacy name and telephone number
  4. Date prescription was filled

5. Name of the medication
  6. Route of administration (topical, oral, eye, ear, etc.)
  7. Dosage of the medication
  8. How often to give the medication
  9. Date the medication is to be discontinued or length of time, in days, the medication is to be given.
- \*\*Samples that your doctor gives you must be labeled with all the above information as well, so be sure you get them labeled before leaving the doctor's office.

Following are the signature guidelines for the Written Medication Consent Forms:

1. Non-prescription (over-the-counter) medication or prescription medication, to be used for ten days or less, needs only the parent's written permission. This includes the following Medication Routes: topical, oral, inhaled/nasal, patches, eye, or ear.
2. Non-prescription or prescription medication to be used for MORE than ten days must have the written permission of BOTH the parent AND the health care provider.
3. A prescription for a nebulizer or EpiPen Injection, must have the written permission of BOTH the parent AND the health care provider.
4. Any dosage amounts or instructions that differ from those listed on the container label must have written instructions from the child's health care provider along with the health care provider's signature.

We have an ample supply of Written Medication Consent Forms available in the office. I suggest taking some with you when you visit your health care provider. AN IMPORTANT SIDE NOTE: If your consent form is for Tylenol, you may NOT bring in another brand of acetaminophen. You may ask your health care provider to put Tylenol OR acetaminophen and then you may bring in a generic brand.

### *Student Dress Code*

In order to promote an atmosphere conducive to learning the following dress code is applied to all Good Shepherd School students during the school day. Also, unless other guidelines are communicated by the administration, this dress code is also in force at all school functions that take place during or after school hours.

#### **Kindergarten through 5<sup>th</sup> Grade**

**Girls:** Girls may wear modest, knee-length skirts, dresses, split skirts, and shorts. They may also wear dress slacks, jeans, or capris. These must be comfortably fitting (not tight) and without holes. Leggings may be worn under a knee-length skirt. Athletic pants or sweat pants are not permitted.

Shirts must also be modest. They may not be too tight or low-cut. Sleeveless shirts are acceptable, if the sleeve is 2 inches wide. Appropriate pictures and patterns are permitted. Words are not.

**Boys:** Boys may wear dress slacks, jeans, and knee-length shorts. Athletic pants or sweat pants are not permitted. Shirts may be collared or t-shirts, and may have appropriate pictures or patterns, but no words. (Appropriate pictures do not include skulls or pictures with violent or sexual overtones.) Hats are not to be worn inside.

**Hair:** Hair must be neat, and kept out of the face and eyes. Only natural hair colors and designs are permitted.

**Misc:** Dress shoes and sandals, as well as tennis shoes, are permitted. Flip-flops are not. Only female students may wear earrings. No other body piercing jewelry may be worn at school. Camouflage apparel is also not permitted. Outdoor clothing, such as hoodies and coats, may not be worn inside.

**P.E.:** Athletic pants or shorts, as well as athletic shoes, are mandatory for P.E. class. Shirts may have appropriate words and pictures. These should be dropped off every Monday morning for P.E. that week.

**Friday:** On Fridays, children are encouraged to wear GSS apparel, or our school colors (royal blue, gray, or white), and are rewarded if they do so.

The teachers will do a dress code check every morning. Reminders or discipline notes will be sent home where appropriate. The principal will make the final call on all dress code issues.

## *Homework*

Homework is designed to reinforce what a child has learned during the school day. Completing and turning in assignments also helps a child to learn to be responsible. At Good Shepherd School, we use the school day as efficiently as possible in order not to overburden students with homework. We also encourage our students to use their time wisely, and as a result many of our students finish their homework during study hall time.

### Homework policies

1. The work that a student sets on his or her Goal Card must be completed, or the remainder will be sent home for homework, along with a homework slip to inform parents of what work must be completed that evening.
2. The homework must be completed before 9:00 a.m. the next day, and the homework slip must be signed by a parent. A demerit will be issued for each individual subject of homework that is incomplete. A demerit will also be issued if the homework slip is not signed.
3. An excuse will be issued to a student with incomplete homework, if a parent informs the teacher of circumstances that prevented the student from completing their homework.
4. A student who fails to complete their homework a second time in a week will receive an automatic detention.
5. A student who receives more than one detention for incomplete homework will be written up by the office. After the discipline note is issued, continuation of such behavior may result in suspension, and further discipline will be the responsibility of the principal.
6. A student who stays for aftercare may be required by the teacher to complete their homework while still at school, if there is a history of incomplete homework, or if other circumstances make this a reasonable course of action.

## *Lunch and Snacks*

The weekly tuition does not include food and drinks. Parents must prepare food for their student's lunch and snack times according to the following guidelines:

We will microwave items for your student's lunch according to the following guidelines:

1. We cannot heat any of the full meal frozen dinners. They require too much time to prepare.
2. We cannot transfer food from one container to another.
3. We cannot add water and cook items like dry soups or noodles.
4. We can heat one-item containers like "Lunch Buckets" or food that you prepare in a microwaveable container.
5. Do not wrap food you wish to have heated in aluminum foil.

Guidelines for refrigerating items at school:

1. If you put one frozen juice box in your student's lunch box, it will keep the other items cold also. The juice will thaw in time for the last snack.

2. Ready-to-eat puddings and jellos are fine left in the lunch box.
3. We will refrigerate one drink and one additional food item per student.

Snacks and drinks may be purchased on a daily basis. Should a student not have a lunch, we will provide one and bill it to the student's account.

Throughout the year, for special occasions, the school will have class parties. At these times the school will send home a notice with each student giving parents the opportunity to bring in special treats for the day. Parents who wish to have their student's birthday celebrated at school are to furnish a store-bought birthday cake or the like to share with the class during the afternoon snack time.

## ***Music***

Music is an important part of our program at Good Shepherd School. Many studies have shown that musical training benefits students in many areas of their lives, and we begin this training in our earliest preschool classes.

Student musical achievements are showcased in our annual Christmas and spring programs for parents and friends.

## ***Sports***

Good Shepherd students participate in the Presidential Fitness Program. Our focus is on personal fitness with measurable results, and creating good habits in this area.

Also, our Good Shepherd School campuses often gather to play various sports and games. These events take place during P.E. on Wednesdays, and allow students to compete with each other.

The Valley also has choral singing, swimming, and many other extracurricular activities in which we encourage our students to take part.

## ***Summer Camp***

Each summer we have a summer camp called "Keep Your Brain in Gear" for children who have completed kindergarten through grade six. The program begins the Monday after the last day of school, and runs throughout the summer. Our emphasis is having summertime fun, while reviewing basic math and reading skills to keep these skills strong through the summer.

For our summer curriculum we choose classic children's novels to read to the students. Individual reading is also emphasized by participating in reading circles and other reading exercises. In addition, we also provide enjoyable craft times, fun theme weeks, and inside and outside recreational activities.

## ***Lost and Found Policy***

Unclaimed items left for more than 30 days will be disposed of (donated to Good Will or other such charity organizations).

## ***Visitors***

Open Door Policy – Parents and visitors are invited to visit our school at any time without phoning ahead for an appointment. Those desiring a conference with the principal or staff should set up an appointment by contacting the school office. All visitors must report to the school office upon arrival.

## ***Discipline***

Good Shepherd School is dedicated to the training of children in a Christ-centered program of study, activity, and living. Each student must, at all times, conduct himself in a manner befitting a Christian. If the child does come home complaining about a policy or discipline, please follow this procedure:

- 1) Give the staff the benefit of the doubt.
- 2) Realize that the child's reporting is emotionally biased and may not include all the information.
- 3) Realize that the school has reasons for all its rules which we enforce without partiality.
- 4) Support the school by calling the office for all the facts.

When a child's attitude is not in accord with school policies or principles and results in inappropriate behavior, the student will be placed on probation, and a conference will be set up with both parents. If the administration feels the situation has not changed within two weeks, parents could be asked to withdraw the child.

At Good Shepherd School a discipline is maintained that is firm, consistent, fair and tempered with love. Our staff seeks to maintain standards of behavior in the classroom through kindness, love, and a genuine regard for the individual student. When disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

### **Demerits and Detention**

Daily discipline is administered in the form of demerits. A student's record is cleared every day, but if a student receives three demerits in one day, he will be placed in detention. A form will be sent home to inform parents if this occurs, and must be returned the next morning signed by the parent. Students that serve detention must work in their offices after school for the determined amount of time.

## ***Property***

Marked on, defaced, lost, or broken property is to be replaced at the offending student's expense. Guns, matches, lighters, cigarettes, radios, alcoholic beverages, and the use of narcotics will not be permitted on school grounds.

## ***Personal Behavior***

All students should keep "hands off" other students, and should behave in a respectful way towards fellow classmates at all times. There is to be no backtalk, no "monkey business," and no running in the building. Students may bring appropriate books and magazines to school.

## ***Electronic Devices***

Electronic devices such as mp3 players, handheld video games, etc., are not allowed at school except under specific circumstances as designated by the school principal.

## ***Telephone Use***

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls must first receive permission from the staff.

Cell phones must be turned off and kept in back packs and may not be on the student's person while the student is at school. Violation of this policy may result in the confiscation of the phone and the removal of the student's privilege to have it at school.

## ***Physical Education***

It is the policy of Good Shepherd School that no student is excused from the required Physical Education program without a doctor's excuse. Appropriate gym wear and tennis shoes are required.

## ***Curriculum***

At Good Shepherd School we seek to aid the parents in the parent's God given responsibility to educate their children in the fear and admonition of the Lord. To do this, we have chosen curricula that are Christ-centered in their approach to teaching all disciplines.

In Kindergarten we use the A Beka Book curriculum. The A Beka Book approach to Christian education keeps learning lively, interesting, and memorable. A Beka materials reflect sensible theory that is firmly anchored to practicality.

Beginning with 1<sup>st</sup> Grade we utilize the A.C.E. (Accelerated Christian Education) curriculum. A.C.E. is an innovative system of learning that focuses on a child's self-direction and self-motivation through mastery of the curriculum. Parents often have questions about this approach and about many details of the curriculum. During Parent Orientation, the director will do an in-depth review of A.C.E. procedures. This is a tremendous aid to parents, as it allows them to be more involved in their child's education and more aware of their progress.

Both of these curricula are in use world wide by Christian schools and have built a solid reputation for preparing Christian young people for vocations to which the Lord calls them. While we do not endorse all the beliefs espoused in these curricula, we have been consistently pleased with their high academic standards and their suitability to our program.

## ***Parent Orientation***

Parent Orientation is held annually with each new school year. We set aside this time so parents can visit their child's classroom, meet the teachers, and learn about our grade school program.

We strongly encourage parents to join us for Parent Orientation. We are unable to schedule individual orientation meetings with families who do not attend, unless an emergency arises which prevents them from coming. Please make every effort to be at Parent Orientation for a time of learning and fellowship! (Note: Parent Orientation is a parent-only event.)

## *Contact Information*

[www.goodshepherdschools.com](http://www.goodshepherdschools.com)

### **Harrisonburg Campus**

Good Shepherd School  
342 Neff Avenue  
Harrisonburg, VA 22801  
School office: 540-564-1744

Principal: Steve McClay  
goodshep02@gmail.com

Director: Katie Roberts  
gshep2@verizon.net

### **Waynesboro Campus**

Good Shepherd School  
109 Community Drive  
Waynesboro, VA 22980  
School office: 540-932-2060

Principal: Joel Spencer  
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Director: Erin Spencer  
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### ***Other Contacts:***

Administrator: Steve McClay 540-564-1744

### **Dominion Educational Ministries, Inc. (DEMI)**

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