

GOOD SHEPHERD ACADEMY

PARENT & STUDENT HANDBOOK



Good Shepherd Academy
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www.GSAtigers.com

HOME OF THE TIGERS



STATEMENT OF EXCELLENCE

In everything we do, we will pursue excellence in:

Dedication to the Word of God

Dedication to students

Love toward students and parents

Continual improvement

And if you feel we do not meet these standards, communicate with us so we can!

STATEMENT OF NON-DISCRIMINATION

Good Shepherd Academy prohibits harassment and/or discrimination against children, families and staff on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school.

STATEMENT OF CONFIDENTIALITY

All student records are kept confidential and will only be shared with parental permission. Teachers and staff members will sign a confidentiality agreement annually.

MISSION OF GOOD SHEPHERD

Good Shepherd Academy (K-8 and Preschool) are arms of the ministry of Good Shepherd Lutheran Church. As such it is in every way operated and directed as a part of our ministry through the leadership of our church.

The congregation has also developed a specific mission statement for our school:

Good Shepherd Academy is committed to providing an outstanding education in God's Word and a Christ-centered academic program which prepares students for high school success and a life of Christian service.

SCHOOL STRUCTURE & GOVERNANCE

Good Shepherd Academy is governed by the School Board and Church Council of Good Shepherd Lutheran Church. The chairman of the School Board serves as the direct contact for the Church Council. Under the School Board, the school is led by the principal.

CURRICULUM

The curriculum at Good Shepherd Academy seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word. GSA's curricular framework is balanced and comprehensive. Its design promotes cognitive growth in all of its objectives, activities, strategies, and resources. The researched based curriculum takes into account the wide range of cultural backgrounds and learning styles of its students, offering flexibility to remediate the struggling student while at the same time enriching the education of all students. Good Shepherd Academy students will be fully equipped with the tools needed to succeed in and out of the classroom.

RELIGION

(Catechism, Bible History, Hymnology, devotions, chapel, memory work)

GRAMMAR**READING****WRITING****SPELLING****ORAL EXPRESSION****HANDWRITING**

(Print and Cursive)

MATHEMATICS

(Math computation, Math problem solving, Pre-algebra, Algebra, & Geometry)

TECHNOLOGY

(Introductory in K-3, Focused in 4-8)

SCIENCE

(Earth, Life, Physical, Health)

SOCIAL STUDIES

(Florida History, Geography, World History, American History, Economics, Civics, Current Events)

MUSIC

(Theory, Music Appreciation, History, Singing)

ART

(Theory, art appreciation, history, elements of art)

PHYSICAL EDUCATION

(Organized Games/instruction, fitness appreciation, lifelong fitness, fitness goals)

EXTRA-CURRICULAR ACTIVITIES

At Good Shepherd Academy, we strive to offer various extra-curricular activities to accommodate the interests and abilities of all our students. Through these various programs, we can summarize our goals as:

Extracurricular activities that are fun and enjoyable

Extracurricular activities that are affordable and inclusive

Extracurricular activities that are wide-ranged and wholesome

Participation in Extra-Curricular Activities are restricted to those who meet academic and attendance requirements.

ATHLETICS

In our athletic program, our coaches encourage students to develop personal commitment, teamwork, and good sportsmanship. Good Shepherd Academy will offer organized after-school athletic programs to help young, aspiring athletes learn the rules and develop their skills. Active participation in athletics strengthens friendships, enhances teambuilding skills, improves coordination and strength, and promotes physical well-being. The children ultimately learn to view sports competition as both fun and rewarding. Dates and times are released seasonally.

ADMISSION GUIDELINES

Enrollment is based on availability.
Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date.
GSA gives various placement tests to ensure proper placement.
Good Shepherd Academy practices a non-discrimination enrollment policy.

In order for a student to be admitted, the following must take place:
Parents must meet with the principal/administrator to schedule a tour of the campus.
Parents submit the GSA Enrollment Application and pay an enrollment fee.
Previous progress reports, school records, and standardized test results are submitted by the parents for review.
Upon acceptance, updated immunization forms and additional school forms will be required prior to the first day of school.

All parents who enroll their students in our school are aware of the expectations for student behavior and agree to support the beliefs and policies of the school.

PHYSICALLY AND/OR LEARNING CHALLENGED

Good Shepherd Academy is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. We will make every attempt to serve every child and every family. However, if the staff cannot adequately meet the child’s needs, we will suggest agencies through which parents can receive help. These actions are always carried out for the best interests, care, and education of each individual student.

SCHOOL HOURS OF OPERATION

Grades K-3:	8:00 AM – 3:05 PM
Grades 4-8:	8:00 AM – 3:15 PM
Before Care	6:30 AM - 7:40 AM
After Care	3:30 PM – 6:00 PM

GOOD SHEPHERD ACADEMY ARRIVAL/DEPARTURE PROCEDURES

Parents are to park in the lot or make use of the parent pick up loop. For safety reasons, please make sure to use the crosswalk. Please be sure to read our parking lot policy that can be found on our website.

Students must be supervised at all times. Students who are left unattended will be checked into Before Care and will be charged a fee. Late pick-ups will result in extended care fees.

ATTENDANCE

Attendance is one of the most important factors when it comes to academic achievement and student success. According to the NCES (National Center for Education Statistics), students with a high level of absenteeism starting as early as Kindergarten are more likely to dropout of high school. It is our goal to create an environment in which students develop a sense of responsibility for their own education and that begins with school attendance.

Because we are concerned about your child's safety and well-being, we ask that you notify the school by phone the morning the student is absent or will need to leave early by 9:00 AM. Failure to do this will result in the student receiving an unexcused absence. All absences need to be discussed with the school administration staff, and a form will be filled out with the date and reason for being absent.

Types of absences are:

Excused: An absence due to illness, doctor's appointment, or serious illness or death of a family member. **Students must go to the teachers and request make-up work immediately upon their return.** The number of days absent plus one will be allowed for every consecutive day missed. The first five absences will only require a phone call to be excused. However, any absence after five will require a call and a doctor's note upon the return of the student to be excused.

Explained: An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the principal's prior knowledge and approval. Students may request homework in advance of their absence, but due to the fluid nature of teaching requests may not be able to be accommodated. **Students must go to the teachers and request make-up work immediately upon their return.** The number of days absent plus one will be allowed for every consecutive day missed. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

School Sponsored Activity Absences: Activity absence is any absence that is school related or school sponsored. Students must go to the teachers and request make-up work immediately upon their return. The number of days absent plus one will be allowed for every consecutive day missed.

***Field Trips:** Field trips are a part of the school year and the school curriculum. All students are expected to attend field trips. Students who do not receive parental permission to attend field trips should report to school and receive an alternative mode of education for that day. Students who miss field trips may receive an unexcused absence.*

Truancy: A student who leaves school without parental consent or is absent from school on a regular basis without school authorization, or has a high rate of absenteeism shall be reported to local authorities. Parents/Guardians are compelled to send their child to school and could incur legal liability for failure to do so.

Unexcused: An absence in which the student is out of school that does not qualify as excused or explained. **The student will run the risk of receiving no credit (0's) for all class work missed.** When a parent does not call to report an absence by 9:00 AM the morning of absence, the school will attempt to reach the parents at home or

work. The principal can determine or change an absence from excused to unexcused, or from unexcused to excused. Unexcused absences will result in consequences for the student. Second through eighth grade will be placed on academic probation until all missing work is made up, and Kindergarten through first grade will be given recess detention. Along with the consequences at school, parents may be contacted to discuss how we can best make sure students are here for class everyday. Additionally, according to our school wide policies in conjunction with Step Up for Students, scholarship students are at risk of losing their scholarship award if absences become excessive.

½ Day Absence: arriving after 9:00 AM or leaving before 3:00 PM.

Full Day Absence: Leaving before 12:00 PM or arriving after 12:00 PM.

Excessive Absences:

1. A letter will be sent informing any parent when their child has 5 total absences in a semester. This letter is meant to serve as a warning that attendance may be becoming an issue.
2. A letter will be sent informing any parent when their child has 3 total unexcused absences in a semester. This letter is meant to serve as a warning that attendance is becoming an issue.
3. After 10 total absences in a semester, the student will be required to make up each additional absence through Saturday School, or they will not be promoted to the next grade level. For example, 15 total absences in a semester will require 5 days of Saturday School to make up those days as arranged with the teacher and principal.
4. After 5 total unexcused absences in a semester, the student will be required to make up each additional absence through Summer School, or they will not be promoted to the next grade level. For example, 7 total unexcused absences will require 2 days of Summer School to make up those days as arranged with the teacher and principal.
5. If a student has 10 unexcused absences in a semester, the parents/guardians will be reported to the local authorities. The student is also subject to automatic grade retention.

Communication

1. Attendance letters will be distributed when a student reaches 6 and 10 unexcused absences or 10 and 15 total absences during the school year. This letter is intended to inform the parent/guardian that there is an attendance issue that needs to be corrected along with potential consequences.
2. Any student having more than 17 total absences for the entirety of the school year will be subject to grade retention.
3. The principal may make exceptions for extenuating circumstances at his discretion. Extenuating circumstances may include hospitalization, long-term illness, the death of an immediate family member, etc.

If a student forfeits a scholarship because of attendance, the family will be charged and expected to pay normal full tuition for that child.

TARDINESS

Students are expected to be on time and have transportation arrangements that will guarantee their punctuality. Students who have 5 or more tardies per semester will receive an immediate recess detention for each tardy. Students who reach a 10th tardy in a semester will also receive an after school detention. Students who are tardy

13 times in a semester will also receive an out of school suspension. Any additional tardies will result in further disciplinary action.

TUITION AND FEES

Good Shepherd Academy maintains its high level of quality care, education, and teachers through the tuition and fees it collects. It is necessary that all balances be paid to help keep Good Shepherd Academy open and running! Your cooperation with the following is appreciated!

Payments are automatically withdrawn from an outside agency called TADS. There will be no proration of fees for any student during any month, including if your child is absent for vacations, sickness, etc. Payments are intended to be paid in monthly or yearly installments. There are no different monthly payments for months with school breaks. Continuing to pay the monthly tuition will ensure your child's place in the program.

Automatic withdraws are set according to the agreement you set up in prior to the start of school. If payment amount is not in the account on the designated withdrawal date, you will have a 5-day grace period to pay or meet with the administration to discuss payment options. Failure to do these two things will result in a \$29 fee. Failure to pay will jeopardize a child's place in our school. Students that have an outstanding balance more than 30 days old (of any amount) may lose their place in the school. In addition, in such cases, a bill collection service may be called and a fee of up to 40% may be added to the account, as stated in our Agreement to Pay Form.

OUTSIDE VISITORS

Parents of Good Shepherd Academy students are welcome to visit the school, we ask our parents to coordinate such visits with the classroom teacher and the principal. Visits by other adults or by friends of students may also be arranged with the prior knowledge and approval of the principal and teacher. The decision of the principal is final. Unauthorized visitors may be asked to leave the building and campus in order to protect the security of our students. All visitors must sign in at the front desk.

SCHOOL CLOSING

In the case of severe weather, we will follow the closing announcements of the Volusia County School System. Whatever action the Volusia County Schools are taking, we will follow. Please check the appropriate announcements on the internet, radio, or TV. If for any other reason the school needs to be closed, you will be notified via Remind Text messaging.

GRADING

Assessing student progress is perhaps the most critical element of the teaching process. Accurate evaluation of learning directs and guides teaching. Teachers engage in daily on-going assessment of students understanding and proficiency as the basis for choosing and moving into the next instructional sequence.

To communicate student progress to parents formally, teachers assess student performance during a span of specified time.

A report card serves as a communication tool to help parents understand how their child is progressing. It helps explain whether a student is meeting the developmental milestones that are expected in their current grade. Students in grades K-1 will be graded with our Standards-Based Report Cards; students and parents will be given a deep understanding of performance due to the detailed picture of student learning with a focus on what students know.

When your child consistently shows depth of understanding and flexible application of grade-level concepts; and with relative ease grasps, applies, extends key concepts, processes, and skills for the grade level and beyond, you will see a 4 (excels at standards). When a child consistently, accurately and independently applies the knowledge, skills and standards appropriate for the grade on multiple and varied assessments over time you will see a 3 (meets standards). It means they are doing exactly what they are supposed to do. If you see a 2 (approaching standards) that means your child may have some understanding of the concepts and skills but they demonstrate the skills inconsistently. They are showing progress, but are not at the grade level standard yet and require some support. If you see a 1 (concern area), this indicates considerable assistance is needed and your child is performing below standards for their grade.

Students in grades 2-8 will be graded with a traditional A, B, C, D, F grading system. This system is universally recognized, easy to interpret, and encourages students to be responsible for high quality on every assignment.

REPORT CARDS

Student progress is graded and officially recorded on the quarterly report card. The report card is distributed shortly following the culmination of each grading period.

STANDARDIZED TESTS

The students in grades K-8 are tested using the Measures of Academic Progress (MAP) standardized achievement tests and MAP Reading Fluency. A report will be given to each parent when the results are returned to the school. These tests are used to measure achievement and success, as well as to assist in planning programs and needs of the school and its students.

STUDENT RECORDS

We will protect the confidentiality of child and family information. GSA follows FERPA guidelines. There is a link on our school web page to those guidelines.

FIELD TRIPS

From time to time, your child's teacher may arrange a field trip. Permission forms giving your consent for your child to go will be sent home prior to the field trip. Please return them on time. If you have any reservations about your child going or riding with someone else, please notify the school administrator.

LUNCHESES/SNACKS/TREATS

Good Shepherd Academy does not offer a lunch program. Lunches are to be provided by parents. Drinks and food can be kept cool or warm by use of a thermos container, ice pack, or a thermal lunch box. Students will not be allowed to microwave food. Please understand that we are unable to provide utensils for students and send any that are needed with your child.

A snack will need to be provided everyday, along with a drink. If your child will be attending the after care program following their school day, please send a lunch and an afternoon snack and drink. Candy is not allowed as a snack, and only by special exception as a part of the lunch. Parents are strongly encouraged to make snacks and lunches as healthy as possible!

We understand some children do not care for breakfast, but please encourage them to eat something nutritious before coming to school. Children who do not eat breakfast may be quite sluggish until snack time. The child's attention span may be affected, preventing optimal learning during class time.

Children are allowed to bring treats for their birthdays or other special occasions. The treats will be distributed and eaten at an appropriate time, at the discretion of the teacher. Please check with each teacher before a treat is brought to school about the timing of the treat and the contents of the treats. The purpose is to minimize allergic reactions of students in the classroom.

If invitations are brought to school to be distributed for parties, an invitation must be given to each student. If you don't care to invite the entire class, please send invitations via mail.

Due to a campus-wide goal to be healthy and a requirement that our front office is staffed at all times, parents may not bring fast food in for their child. Due to classes eating lunch in their own classroom, parents may not eat lunch with their children.

ILLNESS

Parents are responsible to inform the school before 9:00 a.m. when a child is or will be absent for any reason. For more information, please reference our attendance policy. In the case of illness, the staff would appreciate knowing the nature of the illness, in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to re-enter the program.

If your child arrives at school with symptoms of illness, or develops symptoms while at school, you will be asked to take them home as soon as possible. The child must not come back to school until they are no longer ill.

HEALTH & SAFETY

FIRST AID AND CPR CERTIFICATION

Most Good Shepherd Academy faculty and staff are CPR and First Aid Certified Knowledge obtained through these courses permits GSA faculty and staff to be ready to handle emergencies due to sudden illness or injury to students.

IMMUNIZATIONS AND HEALTH FORMS

Florida law requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at GSA without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor.

EMERGENCIES

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (i.e., unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents. In case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated and the parents will be called.

Parents, please remember that the school must be able to reach you at all times. If neither parent can be reached at home, work, or cell, the emergency contacts listed on the child's emergency card will be phoned and asked to pick up the child. Parents must provide an emergency contact that is available to make arrangements during the school day.

MINOR ACCIDENTS

All minor accidents are given First Aid treatment and recorded with accident reports. Administration is informed and parents and/or emergency contact person is notified of injury.

SERIOUS INJURY

If your child suffers a serious injury the school will call 911 followed by the parents; provide First Aid until help arrives; and determine who will accompany the injured student to the hospital. An Accident Report form will be completed describing the nature and extent of the injury. All head injuries will be reported to parents.

MEDICATION

If your child must have prescribed or non-prescribed, internal or external medication during school hours, the medication **must be in the original container** with specific instructions in writing (including cough drops). This should include the child's name, medication name, dosage and time to be taken. Parents must include written authorization for non-prescribed internal or external medication. Parents are asked to deliver the medication directly to the teacher. Refrigeration will be available for those medications requiring it. If medication is to be given during the day, a medical release and authorization form will need to be signed. Medication will be stored in the students homeroom.

LICE

In the event that lice and/or lice nits (eggs) are discovered on any student(s), we will be following a "no nit" policy. While we understand how difficult it is to rid the hair and scalp of all the eggs related to lice, we also must recognize how easily lice can be spread. Therefore, if your child is sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits. Upon their return to school, students will be rechecked by a GSA administrator.

EMERGENCY EVACUATION DRILLS AND REPORTING

In compliance with state regulations, evacuation drills are performed once a month. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

DISCIPLINE

In all cases of discipline, Good Shepherd Academy teachers will act with utmost love for the children and with their best interest in mind. We exist to partner with parents in raising and educating their children.

Disciplinary Beliefs Statement

As Christian leaders we understand that misbehavior will occur, because God's Word tells us, "All have sinned and fall short of the glory of God." Romans 3:23. We view these times as opportunities for children in Christ to recognize their sin and their need for a Savior. We take these opportunities to help students prepare for lives of Christian service.

- We believe that every attempt should be made to maintain the dignity of both Christian students and teachers.
- We believe through Law and Gospel children should be guided and expected to solve the problems they have created without making problems for others.
- We believe that all children of Christ should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that there should be a logical connection between misbehavior and resulting consequences whenever possible.

Discipline may be administered for, but not limited to, the following unacceptable behaviors and may lead to suspension, confiscation of material, and/or other disciplinary action:

- Being disrespectful, rude, or disobedient to school personnel
- Using inappropriate, vulgar, or obscene language
- Stealing or possessing items not belonging to you
- Violation of dress code
- Failing to complete assigned school work
- Tardiness (5 or more per quarter)
- Cheating/plagiarism on tests or homework
- Harassment of fellow students
- Vandalizing/defacing school property (parents will be financially liable)
- Leaving class/school without permission
- Challenging/rebelling against school beliefs and or policies
- Attitude and examples which are detrimental to the welfare of other students
- Gambling
- Possession of guns, toy guns, knives, or possession of illicit substances.

In an effort to maintain a high quality learning atmosphere and educational program, students who consistently break the rules set by Good Shepherd Academy will be disciplined appropriately. If corrective action is not taken on the part of the student, the student may be asked to leave the program.

CODE OF CONDUCT

As a Christian school and non-profit institution, Good Shepherd Academy reserves the right to refuse enrollment or to disenroll students whose personal or family's moral beliefs and practices conflict with Good Shepherd Academy's understanding of the Word of God. Good Shepherd Academy is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS website, www.wels.net, is a helpful resource to more fully understand our Scriptural beliefs. Located on that website under "About WELS" is a web page entitled "What We Believe." Doctrinal statements about social issues and worship practices are located on that website. "This We

Believe" is another resource located on that website that summarizes well the beliefs of the WELS and of Good Shepherd Academy.

No student shall at any time contest or undermine the stated purpose of the school or doctrines of the WELS as revealed in Scripture, in or outside the classroom. Any student actively promoting or living a lifestyle contrary to scripture may result in disenrollment.

BULLYING

Bullying is defined as conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the students being treated in this manner. Bullying may involve clique behavior, hazing, threats and violence. Such behavior extends beyond actions that target those groups protected by anti-discrimination legislation including, but not limited to sex, race, creed, color, disability, and national origin. Cyber- bullying (bullying via electronic media) will not be tolerated and will be dealt with appropriately. All concerns relating to bullying should be reported to a teacher and/or the principal/administrator and will result in appropriate consequences according to the discipline policy.

The teachers and the administration will be responsible for collecting information from all students who are involved. The victim and the alleged perpetrator will not be interviewed together if a report of bullying or harassment has been made. All interviews will be documented and recorded, and investigations will take no longer than 10 days. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. All interviews will be conducted with the highest level of confidentiality. Parents will be notified immediately upon receiving a report of bullying or harassment. A full outline of our policy can be found on our website.

CELL PHONE AND TECHNOLOGY USE

Student cell phones must be turned off before the start of school and stored in their backpack while on school property. This includes iPods, tablets and cell phones used for music. Also, students may not use their phones for calling, texting, or emailing during the day. If access to a student is necessary, parents are to call the front desk at the school phone number. If a student chooses to use a cell phone it will be confiscated and returned to a parent upon request. Students are liable for all personal items that they bring to school. GSA and its employees are not responsible for damages to student property.

Students at Good Shepherd Academy will also have access to multiple kinds of technology such as computers, Chromebooks, and more. Students are expected to use technology according to the Christian faith and morals they are taught at school and the acceptable use policy they signed at the beginning of the school year. Inappropriate or reckless use of technology may result in loss of privileges, payment for damages, or other discipline as appropriate and at the discretion of the school administrator.

CLOTHING

GOOD SHEPHERD ACADEMY ELEMENTARY AND MIDDLE SCHOOL DRESS CODE

The following dress code has been developed in accordance with Good Shepherd Academy's commitment to character education. We, as a school community, are committed to excellence in all areas of school life. We have worked toward developing standards of dress that are conducive to a positive learning climate and reflect pride in our school. Students must wear the school uniform at all times unless directed otherwise. If the nature of the uniform violation is inappropriate in nature student's will be given the option to wear clothing provided by the school or the student may be sent home to change.

UNIFORM VIOLATIONS

Students who come to school without the appropriate uniform apparel will be given a uniform violation note. It is our goal to communicate with parents regarding the uniform policy. If uniform violations become repetitive students may be asked to leave the program.

GIRLS' UNIFORMS

Khaki or navy uniform pants, shorts, or capris

Approved skirts, jumpers, or skorts must be no shorter than 2" above the knee

A solid navy, grey, or black polo

A solid navy, grey, or black classroom jacket may be worn in the classroom.

White, navy, grey, or black socks

Solid white, black, grey or navy undershirts are allowed

Solid white, navy, grey, or black tights and leggings may be worn under skirts. No designs or patterns are allowed. Tights and leggings are otherwise not permitted.

Hair accessories must be small and not distracting

Fake nails are not permitted.

Spandex is never an acceptable uniform option

Athletic shoes

BOYS' UNIFORMS

Khaki or navy uniform pants

Khaki or navy uniform shorts

A solid navy, grey, or black polo

Solid navy, grey, or black classroom jackets may be worn in the classroom. No logos, words, or images.

White, navy, grey, or black socks

Solid white, black, grey or navy undershirts are allowed

Athletic shoes

GENERAL GUIDELINES – Spirit Day guidelines

No jeans, oversized clothing, or baseball caps may be worn.

Shirts are expected to be tucked in at all times.

No logos, words, or images on jackets or shirts.

All articles of clothing should be marked with the child's name.

All clothes must be neat, clean, and in good repair.

If socks are visibly distracting students will receive a uniform violation note.

Dangling earrings and rings are not allowed. Small earrings and single necklaces may be worn. No other piercings are allowed. Boys are not allowed any piercings.

Silly bands, bracelets and watches are not allowed.

Hair is to be neatly brushed or combed.

Dyed or treated hair will only be permitted if of natural color. Students will be asked to redye their hair a natural color if rule is not followed.

Boys' hair must be clean and out of the students' eyes.

All hairstyles should be neat and appropriate.

No leggings, joggers, or jeggings may be worn.
Coats, hats, and sweatshirts are to be worn outside only.
Solid navy, grey, or black classroom jackets may be worn in the classroom.
No fashion eyeglasses, fake nails, or visible tattoos.

SPIRIT DAYS

Periodically our students are able to participate in “spirit days.” On these days, each student can dress according to the theme of the day in an effort to show school spirit. These days will be communicated through the newsletter and approved by the administrator.

DAMAGES

Damages done to any church or school property, whether willful or accidental, must be paid for by the responsible party. Arrangements for the repair or replacement of the damaged property should be made with the school leadership. Students will also be fined for textbooks that show signs of undue wear.

COMMUNICATION

Good Shepherd Academy desires to build a culture where parents and teachers work together as partners in providing the finest education possible for the young people entrusted to their care. To that end, the staff of GSA is truly committed to maintaining open channels of communication with the parents and or guardians of our students. The following list outlines some of the important avenues designed to promote efficient and effective home-school communication:

PARENT ORIENTATION

In early August, parents are expected to meet with the Principal and teachers at Parent Orientation to discuss the school’s philosophy, policies, and procedures. This event is meant to provide parents the opportunity to hear new policies, reinforce various policies in the handbook, and provide each family an opportunity to meet the teachers and principal.

JUPITER GRADES

Jupiter is an online database offered to parents to track attendance, academic performance, and behavioral progress. Each family will be given a login and password to access your student’s progress each day.

REMIND NOTIFICATION SYSTEM

REMIND is a system that allows the school to notify parents of events and emergencies via text and email. We encourage all families to enroll in this service to receive important notifications and reminders.

PARENT-TEACHER CONFERENCES

We hold one formal parent-teacher conference each fall. Our philosophy is to communicate with parents regularly. We also welcome parents to speak with our teachers or administration if questions arise. We don’t want to wait a few weeks for a formal meeting, rather we want to meet and discuss items immediately and regularly.

TEACHER AVAILABILITY

If at any time during the school year parents have questions concerning their child’s progress or behavior, they are encouraged to call the teacher and arrange a mutually convenient time to meet. The teacher will make every

effort to return your call or respond to your e-mail no later than the following day. *Please understand that teachers are not available to meet during drop-off or pick-up times nor can they respond to texts or emails during the school day..*

CLASSROOM VISITATION

As part of GSA's open-door policy, parents are welcome to visit their child's classroom and see education in action. Parents may participate in the classroom activities or just come and observe. If you would like to participate in the activities, arrangements should be made with the teacher-prior to the visit- so that the teacher may prepare ways to involve the parent during the visit. All visitors must sign in at the front desk.

VOLUNTEERING

Each GSA family is asked to volunteer each year. Opportunities are plentiful. Whether it's one day a month or one day a year, please consider reading a story, assisting with a small group, helping with a project, singing a song, manning the computer, or just being an extra pair of hands. Your presence enhances your life, your child's life, and our educational programs as well. We ask each family to contribute at least 10 hours of time to improve the educational environment at GSA. As voted on by the Parent Teacher Organization in 2021, we also will include the option of paying \$10/hour to the PTO fund. The PTO fund supports many of the different events and activities we host at Good Shepherd.

WEB SITE

Our website is another great source of communication. On the website, you will find events, calendars, resources, information about the school, information about each teacher, and information about our church.

Please keep yourself informed through these various means of communication.

COMMENTS AND CONCERNS

As Christians, all our activities are to be done out of love for Christ and our neighbors around us. For this reason, when there is a complaint or concern about a fellow believer, Christians will follow the steps that Jesus himself outlined in Matthew 18. This means that the Christian will want to deal with the person in a private and respectful manner first. If that is a parent, then speak with that parent. If that is a teacher, then speak with that teacher. If the situation cannot, after sincere effort, be resolved, then the matter may be brought to the school administrator.