



We are privileged to be accredited by the Southwestern Association of Episcopal Schools and licensed by the Texas Department of Family and Protective Services. In accordance with the standards of both organizations, this handbook is written to acquaint families with our policies and practices and to communicate our beliefs about our school.

I. GOOD SHEPHERD EPISCOPAL SCHOOL

Good Shepherd Episcopal School provides a warm, affirming, Christian environment for children in their early years of development. It is a school where parents and visitors are always welcome. We believe that a quality environment for children is one that invites consistent access and involvement for parents. For 70 years, Good Shepherd Episcopal School has served hundreds of families as a school where the child's individual needs are always the primary concern.

A. **Mission Statement** – *Within a nurturing Christian community, Good Shepherd Episcopal School builds in each child the foundation for good character and a lifelong love of learning.*

B. Philosophy

1. Good Shepherd Episcopal School believes that a young child learns best with a daily balance of indoor and outdoor play. Also, we contend that all forms of play are critical to the proper social and emotional development that must precede academic development.
2. Good Shepherd Episcopal School believes that each child learns best in an environment that honors the child's developmental age, that each child has the right to grow at his or her own rate, and that a child's developmental age may not equal his or her chronological age. Academics are best introduced to the child after the child demonstrates the developmental readiness to focus on early academic tasks.
3. Good Shepherd Episcopal School believes that careful observation of the child and close communication with the parents, from the first day of entry, allows for the early identification of learning issues that might interfere with the child's success.

C. **Goal** - Good Shepherd Episcopal School's goal is to provide each child with the opportunity to be a socially and emotionally adjusted individual who is prepared for academic development and a lifelong love of learning.

II. RELIGIOUS GOALS AND CHAPEL SERVICE

A. Religious Goals

When children are baptized in the Episcopal Church, we pray that God will "give them an inquiring and discerning heart, the courage to will and persevere, a spirit to know and to love you, and the gift of joy and wonder in all your works" (Book of Common Prayer). The religious goals and objectives for each child at Good Shepherd Episcopal School include (a) the careful exposure to appropriate stories from the Old and New Testaments and to the seasons of the church calendar, (b)

the experience of God's presence in the peaceful setting of the church during worship, and (c) the experience of God's love through daily interaction with caring and empathetic teachers in a secure and loving environment.

B. Chapel Service

1. The school schedules chapel services for each child on Wednesdays (or Thursdays for two-day students). Chapel schedules are provided to each family and available online. Parents are always welcome at chapel services, which last approximately twenty minutes.
2. Each chapel service is based appropriately on the Episcopal liturgy and is adapted for children. The children kneel, sit and stand in response to different parts of the service. Members of every faith are welcome to join in our celebration of a loving God.
3. Two scheduled services of Holy Eucharist are celebrated during the school year.
4. Advent services are held each school day in December, and Holy Week services are planned at Easter.

III. POLICIES AND PROCEDURES

A. Admissions

The admission process at Good Shepherd Episcopal School ("GSES" or the "school") seeks to strengthen the overall sense of family and community within GSES itself, and between GSES and The Episcopal Church of the Good Shepherd (the "Parish"). With this goal in mind, the following criteria will determine the order of priority for the admission of applicants to GSES:

1. Active GSES students (i.e. students who are already admitted and in attendance during a regular school year) will have first priority.
2. Siblings of active or former GSES students will be given second priority.
3. Children of parent(s) who are communicants in good standing of the Parish (as defined below), but who have not yet had children attend GSES, will be given the next priority.
4. Children of alumnae of GSES and/or grandchildren of communicants in good standing of the Parish will be given the next priority.
5. Finally, consideration will be given to other applicants from the community at large.

Achieving a balance of gender and age within each class in order to best meet the formational needs of the students is the presiding consideration in the cases where applicants have equal priorities. Additionally, the following may be taken into consideration: parents' active participation in the life of the Parish; familial relationship with school or Parish faculty and staff; and other factors as determined by the Head of School in collaboration with the Rector of the Parish. For Bridging Kindergarten admission, academic and developmental readiness will also be considered. Notwithstanding the priorities above, on rare occasions the Head of School, in collaboration with the Rector, in their sole discretion, may make a limited number of special admission decisions based on the best interests of the school and mission of the Parish. The order in which applications have been received will not be taken into consideration.

The priorities stated above apply only to admission to the school and do not apply to a particular classroom or requested teacher placements. The Head of School has sole authority with respect to these placements. Admission decisions are made solely by the Head of School and the Rector and will generally be made in the late winter / early spring preceding the applicable academic year.

According to The Episcopal Church, a "communicant in good standing of the Parish" is a communicant who has been faithful in attending worship, unless for good cause prevented, and has been faithful in working, praying and giving for the spread of the Kingdom of God. The Parish has sole responsibility to determine which applicants are communicants in good standing of the Parish. The Parish will confirm the status of all applicants who claim such status and appropriately notify the school. Any applicants with questions concerning their status should contact and confirm with the Parish prior to submitting an application. Good Shepherd Episcopal School admits applicants without discrimination in favor of, or against, any child based on race, national origin, or religion (except to the extent the school favors communicants in good standing with the Parish as described above) .

B. Children with Special Needs

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations: Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver: Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

C. Children with Safety Needs

If your child has a history of falling easily or requires special hand-holding and/or carrying for safety reasons, please provide the school office with a written statement from the child's pediatrician to this effect in advance of the beginning of the school year. When circumstances, such as those listed above, require additional one-on-one attention from a teacher, the school reserves the right to advise the parents that the child can benefit from experiencing the normal challenges of growing up in a group. If the child requires an additional school employee to assure his/her safety, an extra expense may be implemented after discussion with the Head of School.

D. Developmental Observation

At each age-level of placement, the School may use an exercise with the children to determine developmental age and academic readiness. The current tool that is used to point to the learning readiness and behavioral levels of students is

the Gesell Observation. The Gesell Observation is not a test but rather a series of seven tasks which help to indicate a child's developmental age and readiness.

E. Class Placement

The Lead Teachers, with approval from the Head of School make classroom and teacher assignments for the approaching school year after careful observation and thought. The goal is to provide a balanced environment for the varying behavioral or developmental levels that exist within one age group of children, and for each child to have playmates in the class who share similar play ideas and can influence each other's developmental growth. Behavioral age has a greater effect on early friendships than does a child's chronological, or birth age. Special requests regarding placement must be in writing to the Head of School and will be considered if the above goal can be achieved.

F. Inappropriate Class Placement

If an inappropriate class placement occurs, the Head of School and the parents will consider the child's needs and look seriously at another placement possibility within the school.

G. Absences and Tardiness*

1. Daily attendance is taken in each class and records are kept in the school office. Such records will become a part of the child's permanent file. Before School Care begins at 7:45 am, school arrival and carpool begin at 8:45 a.m. The official school day starts promptly at 9:00 a.m.
2. Daily attendance and a timely arrival at school each day are critical to a child's inclusion and entrance into the school routine, readiness to learn, and comfortable relationships with classmates and teachers. Please honor this important policy.
3. If a child has been absent for two days, parents should call the school office to notify the school of the reason for the child's continued absence.
4. Whenever possible, the parents should notify the teacher in advance if their child is scheduled for medical appointments, diagnostic or developmental testing, therapy sessions, or other scheduled events that result in a late arrival.
5. If a family must arrive late on a day when chapel is being held and chapel is already in progress, parents are asked to join the chapel service with their child(ren) in an area closely behind the class. Please do not disrupt the participation of your child's class during the service.

*Please notify the Lead Teacher if any of these guidelines interfere with your child's specific needs. The school wishes to respect and support families whose children need a little more flexibility with their schedules.

H. Communication

These procedures may be adjusted during the 2021-2022 School year. However, normally, there are two formal conferences between the parents and the child's Lead Teacher will be scheduled during the school year. Additional conferences with the teacher or the Head of School are always possible and may be arranged by appointment. Parents are urged to be open and honest when discussing their child. A second staff member may be present to take notes during a conference.

1. **Lead Teacher as Spokesperson** - Any concerns or questions regarding a child's adjustment, behavior or progress should be addressed solely and immediately to the Lead Teacher in the child's classroom. Although the Assistant Teacher plays an important role in the classroom and is in continual communication with the lead teacher, the school designates the Lead Teacher as spokesperson for each classroom.
2. **On-Going Communication** - The Lead Teacher will regularly inform parents throughout the year of any observed changes in behavioral, emotional, or learning patterns that a child exhibits. Daily issues and incidents (other than injuries, biting) will not be reported unless they are of significant concern to the teacher. We encourage the scheduling of conferences at any time as arrival and dismissal times permit only brief friendly exchanges between parent and teacher and are insufficient to adequately discuss any serious issues.
3. **Private School Applications** - Lead Teachers dedicate careful and timely consideration to completing assessment and recommendation forms (such as checklists, questionnaires, etc.) in connection with the application of a student to attend other private schools. The Lead Teacher will consult with other teachers and with the Head of School, as appropriate.

4. **Parental Authorization to Obtain Former School Records** - For the child's benefit in a new school setting, parents are encouraged to give written authorization to release all of the child's social/emotional records from their child's prior school(s) to Good Shepherd Episcopal School.
5. **Grievance Process** - When a parent has a concern about any aspect of their child's school experiences, open and honest communication with the Lead Teacher is the key to resolving all issues. Our teachers and the Head of School are in constant communication in order to respond to all needs of the students and families. If an issue is not able to be resolved with the Lead Teacher, the Head of School will be consulted.
6. **Grievance Against Head of School or School Policy** - If a parent has a grievance against the Head of School or against a school policy, please discuss the concern directly with the Head of School.
7. **Confidentiality in All School Matters** - Good Shepherd Episcopal School staff members are instructed to maintain confidentiality in all matters pertaining to students, their families and/or other staff members. Parents are urged to honor this policy about matters relating to other children, their families, and/or any staff members during daily exchanges and/or any formal Parent-Teacher conference.
8. **DFPS Procedures** - For parents who would like to review Minimum Standards rules and our most recent licensing inspection reports, a copy of the Minimum Standards is kept in the school office and in each classroom, and the school's current licensing inspection reports are posted in the entryway.

Contacting DFPS:

Phone Number: 834-3195

Street: 14000 Summit Drive, Suite 100 (MC 016-5B), Austin, TX 78728

Mail: POB 15995, Austin, TX 78761

PRS Child Abuse Hotline: 1-800-252-5400

www.dfps.state.tx.us

I. Visitors and School Safety

Parents may be restricted from participating at the school during the 2021-2022 School year. Normally, parents are always welcome at the school. We ask that visitors check in with the school office before observing a classroom. The classroom doors are equipped with a one-way glass for observations. We suggest that parents not interact with children or ask questions of the teachers but remain hidden from sight so as not to distract the regular routine of the child and the class.

J. Immunizations, Vision/Hearing Screening and Emergency Information

1. **Immunizations and Medical Form** - Each student must have a current, signed statement of good health and an updated record of immunizations validated by physician or qualified health personnel on file in the office before the first day of school. This is a requirement of the Department of Family and Protective Services. In the case of severe or life-threatening allergies, a signed written statement to that effect is required from a medical doctor. Per the Austin / Travis County Health and Human Services Department, tuberculin (TB) testing is not required for children 2-7 years of age.
2. **Vision and Hearing Screening** - In compliance with state law, the school requires annual vision and hearing screenings for all children who have turned four years old by September 1. This would include our Fours, Pre-Kindergarten and Kindergarten. The screening must be completed within ninety (90) days after their birthday. Parents should obtain the results from a qualified provider and provide the school with the written results.
3. **Emergency Information** - A completed Emergency Release and Information Card is on file in the office for each child beginning on the first day of school. The card must be updated regularly through the year with any changes to phone numbers, addresses, etc.

K. Tutoring, Lessons, Babysitting, Nannying Policy with GSES Families

For the purposes of this policy, **Tutoring** includes all assistance on academic work, whether part of the GSES curriculum or not, for which the teacher is paid. **Lessons** include all non-academic work such as fine arts, athletics, etc. that involve specific skill development. **Babysitting and Nannying** include basic care, supervision and transportation of children. These will be referred to as "outside services" throughout this policy.

1. This policy addresses questions arising when a GSES teacher tutors, provides lessons, babysits or provides nanny services to a GSES student or students outside of the normal school context.

2. The terms and conditions of the outside services relationship – e.g. where and when it will occur and how much the teacher will be paid – are established by the teacher, parent/guardian. Outside services are not the responsibility of GSES. All other legal obligations arising from outside services are the sole responsibility of the parties involved (teacher, parent, guardian, student). All exchanges of money will be between the teacher providing services and the parent.
3. Outside services must not create a conflict of interest or the appearance thereof. If the Head of School becomes aware of a situation that may cause a conflict of interest, the Head of School will decide whether a conflict of interest is such that it would prohibit a specific outside relationship to occur. There may be circumstances in which the Head of School might decide that an individual teacher may not engage in outside services in a specific case or all cases.
4. GSES teachers are not permitted to use school space, supplies, or technology resources (iPad, copier, email account) when providing outside services.
5. GSES teachers may not market their outside services to GSES students or families through any channels associated with the school e.g., passing out fliers, sending emails through gsesaustin.org, posting on bulletin boards, Living Tree, discussing services during school sponsored events.

K. Dismissal

1. **Release of Children** - Staff members will never release a child to anyone other than a parent or a person directly authorized by a parent, unless a signed note to the teacher or a call to the school office is received. Instructions relayed through any other person will not be honored.
2. **Safety** - Once a child has been delivered to the parents or other person authorized to pick up the child, the parent or authorized person has the responsibility to supervise that child. Each child is required to use an age-approved child restraint seat and is never to sit in the front passenger seat of a vehicle. If the vehicle is a pick-up truck, the child must be properly secured in the front seat.
3. **Late Pick-Up** - If a child has not been picked up within ten (10) minutes of any class dismissal time (including Afternoon Enrichment Activities), a teacher will keep the child and attempt to contact the parent. If a parent cannot be reached, the teacher will inform the after-school care staff, who will continue to attempt to contact the parent. Parents must inform school personnel in a timely manner if there will be late pick-up. Parents will be responsible for applicable after school care charges.

L. Parties

1. **Room Parent** - Each class has a room parent who oversees the volunteers who help with parties in the classroom. The room parent serves to understand and support the Lead Teacher's preferences and ideas about parties. Each class will have parties for Halloween, Christmas and Valentine's Day. Easter parties and end-of-the year parties are held at the discretion of the Lead Teacher. Lead Teachers of each teaching team will decide together on the nature of the parties so that their classes have comparable experiences.
2. **Location** - The school strongly discourages providing elaborate parties or expensive party favors. Parties should be held on the school grounds. Swim parties (other than playground water parties using wading pools) are not allowed during school hours.
3. **Birthdays** - Parents should plan the birthday observance in advance with the child's Lead Teacher. The school does not permit including gifts or party favors in a school day birthday celebration. If a child has a birthday party outside of school, parents are urged to use wisdom and sensitivity if all of the classmates are not invited.

M. Gift Giving Guidelines

The teachers and staff are immensely grateful for any gifts families wish to share. Gift giving is a personal act of kindness and certainly not a requirement. Handmade gifts and cards from the children often provide the most heartfelt sentiments of love and appreciation.

1. **Room Parents** organize classroom parties, process for themed gift baskets for Night at Good Shepherd. Room Parents also organize group gifts for classroom teachers during Christmas, Teacher Birthdays and End of the Year. Group gifts are not required, individuals may choose to give gifts on their own. When a group gift is organized, all classroom families are to be recognized for contributing.

2. **The Head of School and The Board of Trustees** organize a Christmas bonus for the teachers, as well as gifts during Teacher Appreciation Week which typically falls at the end of the school year.

N. Animals

Before animals from home can visit school, the classroom teacher must be notified. This notification should be given with enough time for the teacher to then notify other class parents of the animal's visit. Additionally, a vaccination certificate and health statement from a veterinarian must be given to the school office before the visit. Reptiles (including amphibians), chickens and ducks are not permitted to visit the school. Animals must be leashed if they are brought on campus during the day. This includes animals riding in the car during carpool. Please restrain properly to protect the staff member reaching into the car for assistance with car seats.

O. Photography and Video-Recording of Children

In order to protect the privacy of our students, no one may record or film any child in the school without prior written permission by the head of school. Exceptions may be granted during special events such as the opening day service held in the church, the Christmas service, and the closing day service. Photographing and videoing of individual or small groups of children is permitted on the playground and in the classrooms only with prior permission of the Lead Teacher. Parents agree to allow their Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parents agree to allow Student to be interviewed by the media on campus or at School-related events. Parents also consent to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parents release and hold the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information. Parents indicate on the enrollment form as to whether their child(ren) are allowed to be filmed. A list of children whose parents have not authorized permission is posted, documented and provided to each classroom teacher. Flash photography is never permitted in the church.

If Parents do not want their student's voices and images recorded during distance learning, we are relying on Parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If Parents do not want their student's voice to be recorded, we would similarly ask that Parents instruct their child not to verbally participate and advise the teacher of such instruction.

OPTIONAL - There may be times when teachers are having one to one video conferencing or digital communications with students and the school is relying on parents to monitor these from their end as they are in the best position to do so. Please let the Head of School know if you have any concerns about any interaction.

P. Nutrition

1. **Daily Snacks** - The school does not provide a daily snack but does schedule time in the day for a morning snack. Please send a small, nutritious snack with your child every day that he/she attends school.
2. **Food Allergies** - Please provide the Lead Teacher a list of any food allergies your child may have prior to the beginning of the school year. A master list of food allergies is posted in the school office, the school workroom and in each classroom. If a child is known to have a life-threatening allergy that requires immediate treatment, please provide the school office and the teachers with adequate written instructions for the administration of medication or other treatment.
3. **Lunches** – GSES plans to offer a lunch program again, but this will not be in place for the 2021-22 school year. Please send a lunch with your child every day. Carbonated drinks are not permitted. If a child forgets to bring a lunch to school, the parent will be contacted, as the school is not regularly equipped to provide lunch for a child.

Q. Field Trips

We are a licensed facility in the state of Texas and because of that, we are now required to do a background check and FBI fingerprint (as we do for our employees) on all persons who chaperone or drive on a field trip. This process is arduous and expensive, and we believe that it is not feasible for us to continue to do. What we can do, however, is offer a **School Day Away**. This would be a chance for families to extend the learning with their child on a special day away from school. When your child's teacher announces a School Day Away, you are welcome to bring your child to the destination

or arrange to carpool with others. Due to DFPS Licensing rules, the school cannot make the arrangements for you or designate drivers for other people's children.

R. Illness

1. **When a Child Should Stay at Home** - A child who is feverish and uncomfortable, or who has a sore throat, inflamed eyes, or persistent nasal discharge, should not be at school. Parents should keep their child at home unless he/she is able to participate in all activities, including the playground. **A child who has had fever, active diarrhea or vomiting within the past twenty-four (24) hours is not permitted at school.** A child who has untreated head lice or pink eye is not permitted at school. Parents should also follow the school's directives, contained in its Health and Safety Plan with regard to returning to School following a diagnosis, suspected diagnosis or exposure to COVID-19.
2. **Injury or Illness of a Child** - If a child is injured or becomes ill at school, a staff member will provide appropriate first aid. Staff members are not permitted to remove splinters or to give medication except as provided below.
3. **Illness or Injury that is Non-Life Threatening** - If the injury or illness is (a) non-life-threatening, (b) does not require immediate medical attention or (c) is not debilitating or contagious, but the child would benefit by leaving school, the parents will be contacted to come for the child at the parents' discretion.
4. **Illness or Injury Requiring Medical Attention** - If the illness or injury is non-life-threatening but requires immediate medical attention, the parents will be called to pick up the child so that the parent may seek medical attention for the child. If the parent cannot be reached or is reached but does not come for the child within a reasonable amount of time, staff members may follow the procedure outlined below for a life-threatening injury or illness.
5. **Illness or Injury that is Life Threatening** - If the injury or illness is life-threatening, the following steps will be taken:
 - One staff member will provide appropriate first aid measures or perform CPR and will designate another adult to call EMS (dial 911). Parents will be responsible for EMS fees.
 - A staff member will notify a parent.
 - If a parent cannot be contacted, a staff member will attempt to notify the child's physician and indicate to the physician's office that the school has a signed medical release for treatment. If the physician cannot be reached, the child will be taken to Dell Children's Hospital unless otherwise indicated on the emergency card.
 - A staff member will accompany the child to the hospital if a parent is not present, bringing the child's health form and medical release to the hospital.
 - If there is a life-threatening allergic reaction, parental instructions (EpiPen, antihistamine) will be administered with discretion and/or call 911.

S. Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep

infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

T. Medication

Prescription medication (controlled substances) is administered in the school office to children only when written instructions have been given to the school office by the parent and prescribed by a doctor. Except for emergency allergy medication, all prescription medication will be kept in the office in its original container and will be administered by staff. If a child is on regular medication for attentional (ADD, ADHD) reasons, parents are required to advise the child's Lead Teacher. Over-the-counter medications, lotions, and creams may be administered in the classrooms pursuant to the medical authorization form on file

T. Clothing and Shoes

Children should dress appropriately for active play, messy art, water and sand experiences, and for the weather. Children who are prone to bathroom accidents should always have a complete change of season- appropriate clothing at school. Children are encouraged not to wear boots, open-toed shoes or flip flops to school. Boots inhibit movement and climbing, and open-toed shoes and clogs are discouraged because they restrict the child's ability to play actively on the playground and increase the risk of tripping and injury.

U. Discipline

The Texas Department of Family and Protective Services (DFPS) provides us with a Discipline and Guidance Policy. This policy is reviewed and signed by all staff and parents and kept on file in the school office.

1. General

- When the behavior of a child is detrimental to the rights of others, the well-being of the group, or the safety of him/herself, the child's Lead Teacher will discuss the problem with the parents and advise the Head of School.
 - If the problem continues, the Lead Teacher will again speak to the parents and advise the Head of School of the discussion.
 - If the problem persists after two visits, the parents will meet with the Lead Teacher and the Head of School. The Head of School may recommend that an outside consultant be involved.
 - If the problem persists after the third visit, and it is having an impact on the child's progress, the Head of School will meet with the parents to address the question of the child's continued attendance at the school.
 - First and foremost, the focus will remain on the school's and the parents' commitment to help the child.
2. **Aggression and Biting**
 - All incidents of aggression and biting are reported to the parents of the children involved. The identity of both children is confidential.
 - If the bite breaks the skin, we recommend taking the child to the pediatrician.
 - If the aggressive behavior or biting persists, discussion with the Head of School will take place and a consultation with an outside specialist (often a speech, language or occupational therapist) may be required to help determine the reason for the child's behavior, and his/her continued attendance at GSES.
 3. **Name-Calling and Labeling** - Students are taught to treat each other with respect and tolerance. Name-calling or labeling are never permitted. Parents are encouraged to expect their children to observe this rule by enforcing it at home, as well.
 4. **Rewards** - Good Shepherd Episcopal School does not support the use of reward (star charts, toys, treats) or bribery methods that are intended to modify a child's behavior in the home or in the school. We believe this method postpones important learning skills and discourages the child from internalizing important values.
 5. **School-Home Discipline/Reward Issues** - A Lead Teacher's report to a parent of an incident or concern is intended to facilitate communication between the teacher and the parent. This is always in the child's best interest. The objective is that the parent and teacher will deal consistently with the matter, whether it occurs at school or at home. A report of an incident or concern will never be given in the presence of the child.
 6. **Bringing Toys from Home** - Children are asked not to bring toys from home, unless invited by his/her teacher for "show and share." Because bringing a toy from home often promotes conflict over possession and invites disappointment if the toy is broken or lost, we ask parents to resolve this issue with their child before arriving at school. Please keep in mind that toy weapons of any kind are not allowed at school under any circumstances.

V. Toilet Training and Toilet Habits

1. **Twos** - Toilet training is an essential part of the educational curriculum in the Twos program that involves parents and teachers working together to accomplish toilet training when the child is ready. If a child is making satisfactory progress at home with toilet training but not at school, the parents and teacher will work together to follow a unified approach to enable school toileting issues.
2. **Threes** - A child in a Threes class is expected to be independent in taking care of his/her toilet needs. We understand that each child develops at his/her own rate, and children attending school part-time may require more time for toilet training. The school and parents will work together to facilitate the child's progress as classrooms are not equipped for diaper changes or toilet training. If a child is prone to the occasional accident, please provide a clean change of season appropriate clothes for the child.
3. **Fours and Older** - A child in the Fours, Pre-Kindergarten or Kindergarten is expected to be completely independent in taking care of his/her toilet needs at school, regardless of whether a parent assists him/her at home. If a child is still prone to occasional toilet accidents, the parent must provide a seasonal clean change of clothes for the child. If a child in the Fours or older has regular toilet accidents, a medical specialist may be recommended.

W. Safety and Welfare

1. **Supervision** - The current teacher-child ratio of no more than 1:9 permits a high degree of supervision and awareness of each child in the school's care. All efforts are made to provide a safe and healthy environment for the children at the school, although even with consistent supervision, accidents and spontaneous incidents (biting, sand in the eyes, falls, etc) can and do happen. While we all must be ever-vigilant about each child's welfare, we must bear in mind each child's need to grow normally as he/she experiences varying conflicts and confrontations in the school setting. When a child is injured at school, the teacher will make every effort to notify the family about the incident. When a child requires medical care, the school will complete an Incident Report and provide a copy upon request to the parents.

2. **Water Play** - Water activities provided at Good Shepherd Episcopal School are splashing or wading pools, sprinkler play, and water table play. Parents are required to give, or deny, their consent for their child to participate in one or all the water activities listed above.
3. **Gang Free Zone** - A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. A gang-free zone has been designated within 1000 feet of Good Shepherd Episcopal School.
4. **Privacy Area** - Breastfeeding mothers have the right to breastfeed their children on the campus of Good Shepherd Episcopal School and will be provided a space and privacy to do so.
5. **Vaccine Preventable Diseases** – The school maintains a policy for its employees that include education and review of preventable disease vaccines. All employees are strongly encouraged to maintain their own health through CDC recommendations. A copy of the policy is available in the school office.
6. **Weather and Fire Emergencies** - Fire drills are conducted monthly. A fire evacuation exit plan is posted in each classroom. The plan shows primary and secondary evacuation routes for staff and students in case of a fire or disaster requiring evacuation of the building. Additionally, a tornado preparation plan is posted in each classroom and practiced three times a year.
7. **Emergency Preparedness** - A full school-wide, employee managed Emergency Preparedness and Crisis Response Plan is available in the office for parent review.
8. **Pesticide Usage** – As part of our commitment to provide your child with a safe, pest-free learning environment, Good Shepherd may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our integrated pest management system, which relies largely on non-chemical forms of pest control. Pesticide applications are made only by trained and licensed technicians. Should you have questions about the campus' pest management program or wish to be notified in advance of pesticide applications, you may contact our school office.

X. School Closing in Inclement Weather

When in session, the school operates Monday through Friday according to the school calendar. The school is closed on any day that AISD schools are closed because of ice, snow, or other severe weather. On a day where AISD schools have a delayed opening due to inclement weather, Good Shepherd Episcopal School **may** remain closed for the entire day if conditions are deemed dangerous for travel and attendance. If circumstances require the cancellation of regularly scheduled school days in excess of two (2) days per school year, Good Shepherd Episcopal School will consider make-up days based on the availability of days remaining in the school year.

Y. Child Neglect and Abuse

Good Shepherd Episcopal School requires annual training of all employees in methods for increasing awareness, recognizing warning signs, and strategies for coordination in cases of suspected child neglect and abuse. Texas law requires school staff to report immediately any suspected neglect, sexual, physical or emotional abuse. A confidential report will be made directly to the Texas Department of Family and Protective Services without hesitation within twenty-four (24) hours. No notice will be given to the family of the child before the call is made to DFPS.

Z. Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the Head of School if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.

- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

AA. Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

BB. Right to Involve Government Agencies

The School has a duty to report certain situations to The Department of Family and Protective Services and/or law enforcement. The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

CC. Surveillance and Monitoring

The School may conduct monitoring to help ensure employee and student safety and security, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

DD. Family Matters

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative will call 911 to request an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, the School shall be entitled to recover from, at the school's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

EE. Residence

It is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or court-appointed legal guardian at least 25 years of age so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a Student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

FF. Reopening Health and Safety Plan

The School has adopted a Reopening Health and Safety Plan and students and parents should be familiar with it. The Reopening plan, which is subject to change, will control if there is any discrepancy between the Plan and a handbook provision. The policies in this Handbook and the School's Honor Code apply whether students are on campus or engaging in distance learning.

GG. COVID Risk Acknowledgement

The School cannot promise that even with the steps we are taking, that your child(ren) will not be exposed to COVID-19. By sending your children to our School, you acknowledge the contagious nature of COVID-19 and knowingly and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by coming to our campus and participating in School activities, such as but not limited to the sharing of supplies, belongings, and equipment, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. You further acknowledge and understand the risk of becoming exposed to infected by COVID-19 may result from or be caused by the actions, omissions, or negligence of yourself or others, including other School families, School employees, or other third parties.

HH. Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the program with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal

information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their voice will be heard and their image displayed to others and both may be recorded. If you do not want your student to participate in these programs, please notify the Head of School..

II. School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

IV. ACCREDITATION AND MEMBERSHIPS

Good Shepherd Episcopal School is accredited by the Southwestern Association of Episcopal Schools (SAES). The Head of School and several teachers are current members of the National Association for the Education of Young Children (NAEYC).

V. CHURCH/SCHOOL RELATIONSHIP

1. What is a parish school?

Good Shepherd Episcopal School is a parish day school sponsored by The Episcopal Church of the Good Shepherd and under the jurisdiction of the Episcopal Diocese of Texas. The school is incorporated under the Texas Non-Profit Incorporation Act and has as its sole member the Church of the Good Shepherd. Under the school's articles of incorporation and bylaws, the parish Rector serves on the school's Board of Trustees, as does a member of the parish vestry appointed by the Rector. All other trustees are elected to the board and approved by the parish vestry. At all times at least sixty percent (60%) of the approved trustees must be communicants in good standing of the parish.

2. How do the school and the parish interact?

The church and the school share the campus and use the facilities in tandem. The Vestry of the church and the Board of Trustees from the school have regular communications and discuss issues related to the ministry and mission of the school.

3. What is the financial arrangement between the school and the church?

- The school makes a monthly payment to the church for the use of church facilities and utilities in the campus buildings.
- The school employs a Facilities Maintenance person to care for the school grounds and play areas.
- Cleaning expenses are the responsibility of the school.
- The school and the church keep entirely separate financial records and, since 2001, the school has been audited separately.

- The salary and benefits paid to school employees are the sole responsibility of the school.
- The church makes no cash contributions to the school.

VI. PROGRAMS AND FEES.

PROGRAM	MONTHLY TUITION	ANNUAL TUITION *
Two Day 2's (T/Th)	\$515.00	\$5,150.00 *
Three Day 2's (MWF)	\$630.00	\$6,300.00 *
Two Day 3's (T/TH)	\$540.00	\$5,400.00 *
Three Day 3's (MWF)	\$655.00	\$6,550.00 *
Five Day 3's	\$885.00	\$8,850.00*
Fours	\$950.00	\$9,500.00 *
Bridging Kindergarten	\$1,075.00	\$10,750.00 *

* Monthly rates are one-tenth of the annual tuition. A non-refundable deposit of one-tenth the annual tuition is paid in advance with your signed contract for the upcoming year. The balance is billed in nine (9) monthly installments beginning in September and ending in May.

The following are optional before- and after-school programs. Please refer to the annual listing of these programs posted on our website for details and pricing:

1. **Before School Care** 7:45 am – 8:45 am

Children may arrive at any time during the Before School Care hour. Parents will bring the child to the Enrichment Room and sign them in. This unstructured hour includes free play, puzzles, books, and art activities. Teachers will pick up students who are in their class at 8:45 to begin the regular day.

2. **After School Enrichment Program (ASEP)** 1:00 pm – 3:00 pm
Enrichment classes are held on a daily basis according to a published schedule and registration. ASEP classes are billed according to the frequency of the class and special materials needed. A full schedule of classes and enrollment materials are posted on the website in August.
3. **Stay and Play** 1:00 pm – 2:00 pm
Children may join the program from their regular classes or before an Afternoon Enrichment Class. The unstructured curriculum includes free play and art activities. A rest period and a light snack are included during the late afternoon. **Drop in reservations** (made 24 hours in advance and depending on space availability) **are billed at \$25 per session.** Drop-in fees will not be prorated.

Before and After School Program Cancellation Policy: Families will be billed on a monthly basis for the entire school year for any classes in which the student is enrolled. Please contact Rachel Duree rduree@gsesaustin.org if you wish to cancel or change classes. **No refunds will be issued for classes that are cancelled within the same month.**

VII. BOARD OF TRUSTEES

Members of the Board of Trustees are elected for three-year terms and approved by the Vestry of the Episcopal Church of the Good Shepherd, except for the Rector (Chairman of the Board) and a member of the Vestry appointed by the Rector as an ex officio trustee. Names, addresses and phone numbers of current board members are found in the school directory.

VIII. FINANCIAL POLICIES AND PROCEDURES

1. To reserve your child's place in a class, you must complete and return the Registration and Tuition Contract with a non-refundable tuition deposit on or before the designated due date. This tuition deposit is equal to 10% of the annual tuition. New families will need to submit a check payment directly to the school office. The check should be payable to GSES. Current families will be billed through FACTS.
2. All students enrolled in Good Shepherd Episcopal School for the first time are required to pay a one-time-per-student nonrefundable entry fee of \$350 by the date designated on the Registration and Tuition Contract.
3. Good Shepherd Episcopal School depends on the contractual tuition obligations of its families when setting the operating budget each year. If a family withdraws a child from the school after signing the contract, the contractual obligation to pay the full ten months of tuition continues. Any release from this obligation is at the discretion of the Board Finance Committee. The deposit paid with the contract and any entry fee will not be refunded for any reason. Tuition and other billed fees (which may include After School Enrichment classes, birthday books, or other fees associated with the school program) are paid through FACTS Management Services. All families are required to go to the FACTS website to set up a tuition payment plan. Families may choose monthly payments, semester payments or full year payment. Families may also choose to pay by check with monthly invoices due by the 15th of the month. ACH bank debits and credit cards are also accepted with automatic payments due on the 1st, 10th, or 15th of the month. Please be aware that FACTS will charge a 2.75% convenience fee for all payments made by credit card. This fee is administered and collected by FACTS Management Company and is not passed on to the school. A late fee of \$20.00 will be assessed by the school if payment is not received by the 15th of the month.
4. Check payments for FACTS monthly invoices should be made payable to FACTS Management Company and mailed to:
 - a. FACTS Management Company
 - b. P.O. Box 2597
 - c. Omaha, NE 68103-2597
5. FACTS Management Company charges a 2.75% fee for all credit card payments. They assess a \$30.00 fee for any checks or ACH debits returned for insufficient funds. These fees are administered and collected by FACTS and are not passed on to the school.

6. Accounts that are more than two months in arrears will be referred to the Finance Committee of the Board of Trustees for appropriate action. A student's account must be current in order for the student to begin class in the fall.
7. The school reserves the right to take a family's payment history with the school into account when it considers in its discretion, whether to offer re-enrollment to a student or students.
8. Tuition assistance is available for families experiencing financial need. Applications are submitted through FACTS Grant & Aid online. Please contact the business office for a link to the online application and a copy of the school's tuition assistance policy.
9. Older students are permitted each week to check out a library book to enjoy at home. No fine is incurred for the late return of a library book, but the child is prevented from checking out a new book until the previous book has been returned. If a book is lost, a replacement cost will be charged to the family through FACTS. Once replaced, the child may check out another book from the library.

X. FUND-RAISING EVENTS AND ACTIVITIES

Good Shepherd Episcopal School relies on *A Night at Good Shepherd* fundraiser and the Annual Fund to meet its annual budget. The support of these fundraisers by the school and church community is deeply appreciated and enables the school to enrich the curriculum of the students, to make building improvements, to provide competitive salaries and benefits to our faculty, and to provide tuition assistance to our families. All fundraising ideas and opportunities must be approved by the Institutional Advancement Committee of the Board before literature or leaflet information can be distributed.

1. **A Night at Good Shepherd** - The fund-raising aspect of this fall event is extremely important. Parents gather for wonderful food and beverages, an exciting live auction, and a silent auction of items that includes services, get-away trips donated by the community, and much more!
2. **Annual Fund** - Our principal fund-raising effort is the Annual Fund Drive. Present and past families as well as supporters from the church community are contacted and asked to contribute.

XI. PARENT VOLUNTEER OPPORTUNITIES

1. **Classroom** - The school encourages parent involvement in the classroom. The Lead Teacher in each classroom will ask one parent to serve as Room Parent. Room Parent duties include organizing classroom parties, Garden Helper, and helping to coordinate fundraising projects. Other opportunities for parent involvement include field trips, special presentations (such as cooking or science demonstrations), reading to students, resources for information or materials and special class-presented programs). Parent involvement in these class activities strengthens the school program. Sign-up lists will be available to parents during the Back to School Open House.
2. **Family Events** - Good Shepherd Episcopal School schedules and sponsors events throughout the year to encourage community among our families and the sharing of time with each other. A Parent Volunteer sign-up form is sent home in the late spring to announce the events for the following school year and determine each family's interest level to serve in a volunteer position for the events. The following is a list of regular annual events:

Moms Night Out
 Dads Barbecue
 A Night at Good Shepherd
 Christmas Program and Reception
 Grandparents and Special Friends Day
 Staff Appreciation Week
 Family Day and Art Show
 Bridging Kindergarten Graduation and Luncheon



ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK 2021-2022

The registration of a student is considered an acceptance of all rules and regulations of our School, including the judgment of School authorities on the development of policies and procedures that are in the best interest of our students and community.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. The School further reserves the right to add to, modify or remove any policy contained in this Handbook.

Parents/guardians are asked to familiarize themselves with the information contained in this Parent Handbook. All Parents/guardians must sign the form below.

We have read and understood all statements and provisions set forth in the Parent Handbook.

Family Name: _____

Parent or Guardian

Relationship

Date

Parent or Guardian

Relationship

Date