



## **STUDENT-PARENT HANDBOOK 2023-24**

Welcome to the 2023-24 school year!

Good Shepherd seeks to build a strong partnership between school and home based on the school's mission, ongoing communication, and mutual trust. This handbook is here to help you understand the expectations, policies, resources, and requirements for all students and families. You can also access the handbook on the [GSES Parent Portal](#) at any time. We invite you to familiarize yourself with the content and encourage you to contact us with any questions or concerns.

All the best for the year ahead!

Sincerely,  
Good Shepherd Episcopal School Administration

*The information in this handbook was the best available at press time. Any changes in information or additions will be announced via weekly parent emails or GSES website.*

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## [ABOUT US <Back to Top>](#)

### [MISSION STATEMENT <Back to Top>](#)

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

### [SCHOOL PHILOSOPHY <Back to Top>](#)

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

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

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

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

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

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

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

### ***Spiritual***

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

### ***Intellectual***

- To foster a love of learning.
- To stimulate creativity and invigorate an inquiring mind.
- To develop the skills needed for a lifetime of learning.
- To give students a secure foundation in academic skills.
- To build a community of learning through cooperation.
- To promote faculty excellence through professional development opportunities.

### ***Ethical***

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

### ***Physical***

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

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

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

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

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

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

Our goal is to create and protect a strong and joyful learning environment for all students. School employees, parents, and students commit to partner in the following ways:

### Intellectual Discipline

- Intellectual discipline is the creation of authentic beliefs, values, and ideas based on a deep understanding of knowledge and thinking for oneself.
- Good Shepherd values intellectual discipline, understanding that growth comes from choices which lead us from dependence to independence, to autonomy, to interconnectedness and creativity.

### Common Prayer

- Common prayer reveals God's grace in the world and in ourselves.
- Good Shepherd values regular common prayer, understanding together we can give our worries to God, and God's grace is enough.

### Welcoming Community

- Welcoming communities support its members by coming together to connect and engage around shared goals.
- Good Shepherd values strong and inclusive communities, honoring voices and perspectives of all its members and creating a sense of belonging. Understanding, learning, and growth happen best in community with others.

### Respect for Others

- Respect is seeking to understand, protecting the reputation of others, assuming positive intentions, and showing dignity through our words and actions toward self and others.
- Good Shepherd values people, understanding that dignity is God-given, and all are worthy.

### Compassionate Service

- Compassionate service supports and nurtures the physical, mental, and emotional health of all.
- Good Shepherd values lifting up others through empathy and action, understanding we are God's hands, feet, and heart for the world.

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

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



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

The Good Shepherd Episcopal School Student-Parent Directory is for the exclusive use of GSES students, parents, faculty, staff, and administrators only, and shall not be made public or otherwise distributed to persons not within the GSES community of enrolled families and employees. Directory information, including but not limited to addresses, email addresses and phone numbers, shall not be used for promotion of any activity unrelated to GSES without express written permission from the School. Parents, students, faculty, staff, and administrators shall not use directory information for personal gain, or for commercial, political, or solicitation purposes. Directory information shall not be used to send spam communications, mass emails, or to harass, bully, annoy, or embarrass any other person or GSES. In an effort to promote unity and to respect the privacy of all within the GSES community, directory information shall not be used to disseminate complaints regarding GSES policies or procedures. Instead, such concerns shall be brought directly to the proper GSES administrator according to School policy. At the School's sole discretion, improper use of Directory information shall be considered as grounds for suspension, cancellation/revocation of a student's enrollment, and/or termination of employment.

## [COMMUNITY AND BELONGING STATEMENT <Back to Top>](#)

Good Shepherd Episcopal School welcomes, celebrates, and respects differences in ethnicity, race, cultural, and religious backgrounds; the languages we speak, our genders, sexual orientation, and ages; the traditions we observe; the structures of our families; our financial and educational resources; and the special needs and gifts we have. We are committed to creating and maintaining a welcoming environment for all. We are dedicated to providing a multicultural, inclusive, and equitable education teaching students to embrace and honor diverse peoples, providing a variety of perspectives and awareness in curricula and pedagogy, so students can become stewards of positive societal change. Welcoming people with diverse points of view and being sensitive to the interests and traditions of all, emulates Christ-like principles of living and enhances the quality of the entire Good Shepherd experience.

Good Shepherd Episcopal School's Community and Belonging journey begins with knowledge, reflection, and affirmation, strengthening our resolve to become our authentic selves and to respect and honor the identity of others, while seeking peace and promoting justice.

- Community - We foster meaningful relationships by engaging with and learning from multiple perspectives.
- Belonging - We create a welcoming environment in which all are respected, supported, and accepted as children of God.
- Diversity - We embrace and celebrate individuality with humility.
- Equity - We aspire to provide opportunities for success to all in our community.
- Inclusion - We invite and welcome all faiths, races, creeds, orientations, and perspectives.

## [POLITICAL ACTIVISM <Back to Top>](#)

While Good Shepherd recognizes and supports families' varying political activity, expressions, opinions, and engagement, school time and resources are not to be used to engage in political activism. Students are not permitted to display campaign materials on campus or use the school's name or logo or otherwise represent that the student or parent is authorized to speak on behalf of the school. Families must understand that while they can become involved in political activity and express their beliefs, they must be mindful that their actions reflect on the school. Failure to represent the school positively may be considered a major disciplinary offense.

## [HONOR CODE <Back to Top>](#)

The school honor system is a program designed to promote the academic honesty and integrity of the students. At the beginning of the year in middle school, the advisor will read the honor code to the students, and each student will sign an agreement that they will follow this code. Violation of the Honor Code is considered a major disciplinary offense with appropriate penalties. Students understand that plagiarizing is considered a violation of the Honor Code and is, therefore, considered a major disciplinary offense. In early childhood and lower school, the honor code is posted in each classroom and is recited daily by students in kindergarten through fourth grade. It is used to help guide student decisions and behavior.

## [Early Childhood/Lower School Honor Code <Back to Top>](#)

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

## [Middle School Honor Code <Back to Top>](#)

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

## [CONTACT INFORMATION <Back to Top>](#)

Good Shepherd Episcopal School  
11110 Midway Road  
Dallas, TX 75229  
214.357.1610  
Voice Mail: 214.357.2968  
[gsesdallas.org](http://gsesdallas.org)

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

### **Admission**

Jennifer Meyers, Director of Admission, 214.506.6517  
Emily Girard, Associate Director of Admission, 214.550.2279  
Christa Jones, Admission Assistant, 214.550.8979

### **Advancement**

Laura Cole, Director of Advancement, 214.432.1439  
Rachel Michell, Assistant Director of Advancement, 214.506.6065  
Britney Tyner, Advancement Associate, 469.638.6875

### **Building Use**

Elaine Sanders, Director of Administrative Support Services, 214.390.7295

### **Buildings and Grounds**

Kevin Vaughn, Director of Facilities, 214.432.8159

### **Chapel, Pastoral Services, and Community Buddies**

The Rev. Stephanie Moncrieff, Lower School Chaplain, 214.432.8134  
The Rev. Dr. Eric Liles, Middle School Chaplain, 214.390.5784

### **Classroom of the Earth**

Dashielle Vawter, Co-Director, 214.550.8832  
Cindy Barnes, Co-Director, 214.613.1295

### **Clinic**

Laney Booher, BSN-RN, 214.506.1412  
Paige Hutchinson, RN, 214.506.2949  
Clinic Phone 214.506.2949

### **Communications**

Candie Esch, Director of Marketing and Communications, 214.613.1942  
Hanna McKee, Creative Director, 214.550.8941  
John Holt, Public Relations and Content Writer, 214.453.2663  
Sara Williams, Website Administrator, 214.392.0501

### **Community & Belonging**

Ms. May, Director of Community & Belonging, 214.390.6453

### **Director of Security**

Sean Mack, Sergeant, Dallas Police Dept., Ext. 7000

### **Early Childhood**

Liz Fleskes, Head of Early Childhood, 214.550.1946

### **Enrichment and Summer Programs**

Alex Thompson, Director of Enrichment and Summer Programs, 214.432.8146

**Extended Day**

Maddie Raney, Director of Extended Day, 214.390.7142

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

Elaine Sanders, Director of Administrative Support Services, 214.390.7295

**High School Placement**

Kristen Munoz, 214.550.8981

**Lower School**

Casey Martin, Head of Lower School, 214.506.6328

**Monarch Experiences**

Laura Cole, Director of Partnerships and Collaborations, 214.432.1439

**Middle School**

Lori Rolke, Head of Middle School, 214.390.7059

Jessica Grant, Assistant Head of Middle School, 214.506.2354

**Parents' Day Out**

Tiffany Phillips, Director of Parents' Day Out, 214.550.0074

**Request for Transcripts**

Gayle Renaud, 214.506.6717

**Tuition Payment**

Syed Hussain, Student Billing Manager, 214.506.6065

**Tuition Assistance**

Amanda Medina, Chief Financial and Operating Officer, 214.390.6473

**[SCHOOL GOVERNANCE & BOARD <Back to Top>](#)**

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

**[ACADEMICS <Back to Top>](#)**

Good Shepherd's academic policies are established to encourage growing responsibility for one's own learning. This goal is best accomplished with a strong school/family partnership.

**[ACADEMIC/BEHAVIORAL PROBATION <Back to Top>](#)**

A student in middle school who receives an overall trimester average grade below a 70 and/or has persistent behavior problems during the trimester, including, but not limited to, multiple office referrals, excessive tardies, or other handbook violations, may be put on academic and/or behavioral probation. In early childhood and lower school, parents will be notified by the teacher and/or administrator when their child is performing below expectations, is not making adequate progress, or if their child's behavior does not meet the expected norms.. An appropriate plan will be determined to support the student moving forward.

- A Middle School academic and/or behavioral action plan will be formulated with teacher/advisor input and the appropriate division administrator in order to help students improve their performance in the next trimester. Advisors will invite an administrator to

the mid trimester conference to address the student's performance and potential outcomes.

- If a student continues to struggle, a meeting to discuss the plan with the student, the student's parents, the student's teacher/advisor, and the appropriate administrator will occur at the end of the trimester.
- Students who fail a core academic class for the year will be placed on academic probation, must complete a summer remediation plan and must pass an end of course assessment.
- Failure to complete action plan steps by the date indicated will result in a formal meeting to discuss academic placement.
- A student that is placed on academic/behavioral probation for two trimesters within a given academic year will have their contract terminated for the following academic year.

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

Students are expected to maintain regular attendance at school to master the concepts of the year. Regular attendance is important for student academic success and social and emotional growth aligned with their developmental stage. Students are to attend all classes, chapel services, middle school advisory, lower school morning meetings, and assemblies during the school day.

### ABSENCES:

- A student will be required to provide a doctor's release after five (5) consecutive absences or upon ten (10) total days of absence. If students are out for multiple days, the amount of time for make-up work is determined by division and is outlined below.
- Parents must inform the school of absences. During school hours, you may call the school office at 214.357.1610 or email [frontdesk@gседallas.org](mailto:frontdesk@gседallas.org). After school hours, you must email [frontdesk@gседallas.org](mailto:frontdesk@gседallas.org). Parents must report absences prior to 7:30 a.m. on the day of the absence.
- Parents must inform the school of the reason for an absence and, in the event of illness, the cause of the illness; i.e., stomach ache, flu, etc. Our nurses track illnesses to determine if there is an excessive amount due to a particular reason and are required to report that tracking to County health officials.
- Students who miss more than ten (10) days per school year may be subject to expulsion for the current year, or their contracts for the following year being withheld for non-attendance.
- Middle and Lower School students requiring an extended absence will need to meet with their teachers or advisors, and an administrator to develop an educational action plan during their absence. Early childhood teachers will be in close contact with the families of these students to provide lesson support and connection.

Absence Make-up Work:  
Early Childhood

- The early childhood teachers will determine if make-up work is needed, the time needed to complete the make-up work, and communicate that with an email to the student or parent.
- Tutoring may be necessary, at the parents' expense, to close the instructional gap for missed days in class.

#### Lower School

- Teachers will contact the students or parents to coordinate necessary make-up work. Typically, a student will have the same number of days to make up their work as their absence/s, except in extenuating circumstances determined by the teacher/administrator.
- Tutoring may be necessary, at the parents' expense, to close the instructional gap for missed days in class.

#### Middle School

- Homework for middle school students will be posted on Schoology by 5:00 p.m. each day.
- When middle school students are absent, it is their responsibility (with support from their advisor) to arrange a schedule for completing missed work.
- Make-up assessments such as exams, quizzes, projects, etc. must be completed within 5 days of the student's return date. Failure to do so may result in the student receiving a zero for the assessment.
- Unless prevented by illness, students should return to class prepared. Students whose illnesses are severe enough to prevent them from studying should consult with their teachers upon their return to school, arranging to complete the work they have missed following the absence guidelines in the section above.
- In the event of an absence in middle school, a "0" will be entered into Schoology until missed work has been completed per the timeline mentioned previously.
- Tutoring may be necessary, at the parents' expense, to close the instructional gap for missed days in class.

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

- Tardies will be monitored throughout the school year, especially at the end of each trimester. An administrator will notify parents/guardians in lower and middle schools through email if tardies reach and/or exceed five (5) tardies per trimester. Should tardies or absences begin to affect a student's academic performance or behavior, a letter will be sent to the parents, and a meeting with the appropriate division administrator may be required.
- Students in grades five through eight will be given lunch detention after six (6) unexcused tardies within a trimester.
- If you know your child will be tardy arriving at school due to an appointment, please inform the school prior to 7:30 a.m. on the day of the appointment. During school hours,

you may call the school office at 214.357.1610 or email [frontdesk@gesedallas.org](mailto:frontdesk@gesedallas.org) and the classroom teacher or advisor. After school hours, you must email [frontdesk@gesedallas.org](mailto:frontdesk@gesedallas.org).

- Parents must walk all early childhood and lower school students who are tardy to Nichols Hall to sign in. Prekindergarten through fourth grade students are tardy at 8:00 a.m if they are not in their classrooms. Middle school students not in advisory by 7:55 a.m. are tardy. Middle School students arriving after 7:55 a.m. must sign in at the front desk in Nichols Hall, as they have already been counted absent by their advisor. Tardies without a doctor or parent note will be unexcused.

## [LEAVING SCHOOL BEFORE SCHEDULED DISMISSAL <Back to Top>](#)

- Parents must email [frontdesk@gesedallas.org](mailto:frontdesk@gesedallas.org) a day in advance and leave word as to when the student will be leaving school the following day and with whom.
- All students must be signed out in Nichols Hall. Depending on student location, the students will be summoned from the classroom.
- Only parents and adults authorized by the parent will be allowed to take the student from school.
- Under no circumstance may students be picked up from the parking lots without first being signed out by an adult. Students may not be picked up from a classroom without prior express written consent of the parent/guardian. Disciplinary action will result.

## [CLASSROOM OF THE EARTH <Back to Top>](#)

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

The Classroom of the Earth philosophy is to provide students with experiential learning opportunities by observing, doing, and experiencing nature. In doing so, students learn they have capabilities previously untested. Our middle school trips are challenging and exciting. Whether starting Good Shepherd in prekindergarten or eighth grade, no previous experience is necessary to learn and to have a good time.

### **ATTENDANCE**

COE is a required activity. Faculty and COE staff work collaboratively to design trips that are educational and tie classroom content and educational outcomes into real experiences in the field. Increasingly we will be integrating science, social emotional learning, and community building into the core of these programs. All of this is central to Good Shepherd values and our educational mandate. We work hard to create experiences that grow and stretch children's confidence and abilities. **All students are expected to attend and participate fully in all trips unless they are ill.** This includes parent meetings prior to overnight trips. Prior to overnight

trips, there will be parent information meetings to give a description of trip and activities, packing lists, and an opportunity to ask questions. If a student is not attending their grade level COE trip, the student may not be on campus.

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

In fifth through seventh grades, grade levels are divided into multiple trips.

### **Equipment**

Since we travel to a variety of different climates, detailed lists of what students are to bring will be made available at the parent meetings before each trip. Items specific to the trip such as a daypack, headlamp, and other personal effects will be included on that list. All major equipment such as tents, backpacks, and sleeping bags will be provided by COE.

### **COE Dress Code**

Dress code is trip dependent, with the following general guidelines:

- No midriff or cut-off t-shirts
- No spaghetti-strap shirts
- Shorts need to be equal to, or longer than, fingertip length
- Shirts may not be longer than shorts at all times
- No cut-off shorts
- Solid material leggings. No netting or sheer inserts.
- Clothing may not have inappropriate symbols or language.

### **COE Illness and Injury Policy**

If your student becomes ill (as defined by the school in the illness section of this handbook) or sustains a physical injury (ex. broken arm, sprained ankle, etc.) within 72 hours of the departure of their grade-level COE trip, please contact and inform the Director of COE or division head immediately. No ill or injured student may participate on a COE trip until they have been medically cleared by their attending physician. Medically cleared requires a letter from the attending physician stating the student is healthy, not contagious, and able to fully and independently participate in the trip specific activities. The release should not be simply for the purposes of attending school but should specifically release the student for a camping, backpacking, and hiking trip. The letter from the physician is to be returned to the COE leadership and will be reviewed by the school for release to participate. This review will also consider the length of the COE trip, the date the physician's statement is received, and any impact to the overall trip experience for the student. Should the student be approved and released to participate after the group is already at its COE destination, it will be the parents'



responsibility to provide transportation for the student to the location. All costs incurred will be the full responsibility of the parent/guardian.

### **Emergencies on a COE Trip**

If a student becomes ill (as defined by the school in the illness section of this handbook) or injured on a COE trip, our trained staff will assess the severity of the illness/injury, isolate as needed, and oversee their care and comfort. The parent/guardian will be contacted as soon as possible to inform them of the symptoms or injury. If a student has a fever above 100.0 degrees Fahrenheit, and/or if the illness persists more than four to six hours, the parent/guardian may be notified their child will need to be transported home. Administration and/or COE staff on site will provide any necessary information regarding location/logistics that may be needed for transport. Parents or guardians will be responsible for all costs and necessary travel arrangements for the return trip. If emergency care is needed as a result of illness or injury, the COE staff on site will take immediate and responsive action to provide necessary care and comfort and transport the student to a nearby emergency medical facility. The parent/guardian will be contacted as soon as possible.

### **BEHAVIOR**

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

### **MEDICATION**

COE trips are challenging and exciting. Students who have health problems that go untreated may be prevented from reaching their full potential and could put themselves or others in unsafe situations. **Any student who takes prescription medications during the school week is required to continue that medication on all COE trips.** It is imperative that your student be their best self while they are in challenging outdoor situations.

If any student refuses medication for any reason, the Director of COE (or a school administrator) will call the parent to restate the requirement of medication administration. It is necessary for every student to be their best self on any trip as part of a normal school day, and, therefore, medication is expected to be administered. If the student and/or parent continue to refuse, the child will be sent home from the trip at the parent's or guardian's expense.

Medications will be collected a minimum of a week before a trip, and must be in their original packaging. A dedicated COE leader will be in charge of administering. Medications not received on time may prevent your child from participating in their COE experience.

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

GSES community buddies initiative fosters our internal sense of community. Leadership and mentoring is developed through partnerships of younger and seasoned students working side by side on campus projects of impact, both internal and external, to make a difference in the lives of others throughout the school year.

Prekindergarten through third grade students are paired with fourth through eighth grade “student buddies” for various activities throughout the year. Activities include time spent getting to know each other, a Holiday Card Exchange, Valentine’s Day Bingo with their buddies, as well as additional activities planned throughout the year.

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

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

**Campus supervision begins at 7:30 a.m. for early childhood, lower, and middle school students. Families arriving early must wait in the car until 7:30 a.m. Parents may not drop off students in front of Nichols or Trinity.**

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

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

- Middle School faculty members are available to answer questions about homework or content material between 7:30 and 7:45. If a student needs to meet with a faculty member during this time, students should contact the faculty member via email the evening before to ensure the faculty member does not have a conflict. If the faculty member has a conflict, the student can seek support from another available faculty member.

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

Following are the guidelines for educational evaluations submitted to Good Shepherd for consideration of classroom accommodations, such as access to the Learning Lab in middle school, Language Therapy in lower school, Accommodations in early childhood, and/or extended time on assignments and tests. School-approved educational, behavioral, or therapeutic evaluations must:

- Be submitted to the division head in their full forms.

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

The Academic Support Team or an administrator will meet with parents of students with accommodations each year, as needed, to review their testing. A Student Support Plan (SSP) will be generated for each student with a diagnosis which will list accommodations the school will be able to provide based on the recommendations of the evaluation. The parents and administrator go over the student’s accommodations in an intake meeting with academic support personnel and discuss what it will look like in the grade the student is entering. Good Shepherd may be unable to make some accommodations at varying grade levels. Please note, students may only use a calculator on assignments and assessments if their psychoeducational diagnosis has identified the student with a specific learning disability in mathematics.

If a student is to receive educational or behavioral testing during the school year, please consult with the division head prior to testing to discuss the appropriate protocol and to gather any necessary information and documentation. Please see the tutoring section below if it is recommended to seek outside tutoring and parents would like to schedule on campus.

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

- The Extended Day program is offered to all Good Shepherd students. The program runs from 3:00-6:00 p.m. each day school is in session with the exception of early release days. Descriptions of the program and registration are available online.
- The Extended Day policy requires parents, or other specifically authorized adults, to check out students at the end of the day. No child will be permitted to leave the premises without such authorization.
- If a student is to be excused from Extended Day for any reason, the Director of Extended Day must have notification, by email or by voicemail. If an emergency arises, or a parent knows in advance that they will be late, please notify the Director of Extended Day at 214.390.7142.

- Extended Day is available through registration only. Please contact the Director of Extended Day to make changes to your registration. Spaces are available on a first come, first served basis.
- If a parent arrives after 6:00 p.m., the following fees will be assessed: \$5.00 per minute, per family member, for all or part of the first five (5) minutes, and \$2.00 for each additional minute, per family member.

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

- The school year is divided into three trimesters. The beginning and ending of grading periods are available on the school calendar.
- Grading Reports will be issued each trimester for first through eighth grades.
- Prekindergarten, kindergarten, and primer students receive comment sheets twice yearly.
- Parents should work with the student's content teacher and advisor when a middle school student is experiencing academic difficulties.
- To be promoted from one grade level to the next, a student in fifth through eighth grades shall maintain a minimum overall average of 70 for each year-long course. A student with a yearly average of 69 or below in a full-year course may have their enrollment contract revoked for the following academic year. Students with averages below 70 must complete a minimum of 10 hours of tutoring at the parents' expense and pass an end of course exam by June 30th. Students not fulfilling these requirements will be ineligible to be promoted to the next grade level and will have their enrollment contract revoked.
- Middle school parents and students are encouraged to frequently check for grades in Schoology.
- To be promoted to the next lower school grade level, a student must demonstrate sufficient mastery of Good Shepherd's grade level expectations. The division head and necessary faculty members will review a portfolio of work for a student who is in jeopardy of making necessary progress to determine if adequate growth has been made to be promoted to the next grade level.
- Any grade or comment concerns must go through the appropriate teacher first. Should there be no resolution, parents may then contact the division head.
- Late work may be subject to penalty. Each grade level addresses late work in a developmentally-appropriate manner and is explained in the class syllabi.

## [GRADUATION REQUIREMENTS <Back to Top>](#)

- To graduate, eighth grade students must attain a minimum overall average of 70 for the year in each year-long course taken.
- Students must be in good academic standing in order to receive a graduation diploma. Students earning an average below 70 may be ineligible to participate in the graduation ceremony and other 8th grade activities. Additionally, students earning an average of

below 70 for the trimester or academic year will need to complete the summer school process in order to complete requirements for graduation.

- Students with persistent behavior concerns may be subject to suspension from year-end activities. Examples include, but are not limited to, major disciplinary infractions, multiple office referrals, and excessive tardies.
- Students must have returned all school property such as chromebook, school fob, textbook, and library books, or submitted payment for missing school property. Failure to do so may result in transcripts and report cards being held until payment has been received.
- Students who do not pass all of their classes will not receive a diploma until they complete specified tutoring requirements and **pass an exit exam**.

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

Students regularly receive assignments that must be finished outside of the classroom. The purpose of this homework is to prepare the students for activities which will happen in class and to strengthen or enrich those which have already begun. Students should be encouraged to plan and use their homework time productively to become self-directed in meeting their responsibilities.

- Students are responsible for preparation and completion of timely work tasks and for having proper supplies, books, and any necessary equipment at school.
- Homework may not be brought to school by the student's family or guardians.
- Points will be deducted for late work in grades 5th through 8th grades.
- In middle school, missing homework will be displayed as zero in Schoology until the work is submitted in class.
- Missing homework due to absences is outlined in detail in the "Attendance" section.

## [HONOR ROLLS AND AWARDS <Back to Top>](#)

### **HONOR ROLLS**

Students in sixth, seventh, and eighth grade are eligible for honor rolls. At the end of each grading period, students who have a 90 overall average in all subjects, with no grade below 80, and have not been absent more than five (5) days per trimester or tardy more than five (5) times per trimester, will be listed on the **Honor Roll**. Students who have no grade below 90 in any subject and have not been absent more than five (5) days per trimester or tardy more than five (5) times per trimester, will be listed on the **Head of School's Honor Roll**. Students who are on the Head of School's Honor Roll for the full academic year will receive certificates as **Good Shepherd Scholars**. Averages are rounded up; i.e., 89.5-89.9 would be rounded up to 90.

### **MAJOR AWARDS**

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

### **Head of School Award – 8th Grade Only**

The Head of School Award is given to an eighth grade student selected by the Head of School with the advice of the faculty. The recipient is an individual with distinctions in academics, in the fine arts, and on the playing fields. This recipient has been an active participant in community life and consistently treated fellow Cougars with respect.

### **Scholastic Achievement Awards**

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

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

The criteria for Athlete of the Year are for an athlete to have participated in at least two sports at Good Shepherd during the year, have regular attendance at games and practices, demonstrated leadership qualities on and off the playing field, and played an integral part of their teams. Additional criteria include the athlete must be in good academic standing without any major disciplinary offenses or excessive detentions during the school year. Athletes are nominated by the coaches, and final decisions are made by a committee consisting of the Athletic Directors and administrative team.

### **Citizenship Award**

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

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

## **CLASSROOM AWARDS**

### **Outstanding/Significant Achievement Awards**

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

### **Exploration Class Recognition Award**

This award is presented to students for excellence in the subject matter being taught. Teachers may recommend up to two students per section taught.

### [MIDDLE SCHOOL MATH PLACEMENT <Back to Top>](#)

Students in eighth grade may qualify for placement in Advanced Algebra. The curriculum and materials are the same as in general Algebra I classes. The advanced classes will, at times, do two lessons in one day and spend less time reviewing material than the regular classes. This will allow that class to cover some additional material. The seventh-grade math is pre-algebra curriculum, and all eighth grade students will take Algebra I.

Placement of students into the advanced class will be based on criteria identified by the Math Department and administrative team. The criteria includes: algebra placement exam, coursework grades, final course averages, ERB scores for Math 1 and 2 and Quantitative Reasoning subtests, and report card comments. The process for evaluating student placement is done at the end of 7th grade for placement in an 8th grade advanced level Algebra class. All decisions are based on the previous year's performance.

### [MIDDLE SCHOOL SPANISH PLACEMENT <Back to Top>](#)

Our Spanish curriculum is rigorous, and Spanish is used approximately 90% - 95% of the time in 8th grade classes. The curriculum and textbook for advanced and general Spanish classes is the same; however, the advanced class will progress through the lessons on a deeper level. The advanced class will also move through the material at a faster pace.

Placement of students into an advanced level Spanish class in 8th grade is based on criteria identified by the Spanish Department and administrative team. The criteria includes: coursework grades, final averages, National Spanish Exam, oral and written final exams, and teacher observation for student motivation. The process for evaluating student placement is done at the end of 7th grade for placement in an 8th grade advanced level Spanish class. All decisions are based on the previous year's performance.

### [RE-ENROLLMENT <Back to Top>](#)

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

## [SERVICE OUTREACH <Back to Top>](#)

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

## [SOCIAL MEDIA <Back to Top>](#)

Appropriate behavior and expectations extend through the use of all electronic communications, including the use of social media. While the school respects the right of families to use social media and networking sites, as well as personal websites and blogs, it is important that students' and parents' personal use of these sites does not damage the reputation of the school, its students, or employees. Student social media posts should be appropriate in theme and represent classmates and Good Shepherd Episcopal School positively. Student conduct on social media should be monitored by parents. Concerns regarding interactions between students on social media should be discussed and managed among the families outside of school and should not interfere with the educational process and environment.

## [TECHNOLOGY RESPONSIBLE USE POLICY <Back to Top>](#)

The use of technology, including digital devices and resources, is essential to today's learning environment. In providing these resources to its members, it is the goal of Good Shepherd Episcopal School to facilitate inquiry and discovery learning to foster dynamic, creative, collaborative and global leaders. The school's vision for technology use aligns with the International Society for Technology in Education's standards, and the guidelines in this policy support those objectives.

Therefore, students will use school-owned digital devices and resources to:

- demonstrate creative thinking, construct knowledge, and develop innovative products and processes.
- communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- gather, evaluate, and use information.
- use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions.
- understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.



- demonstrate a sound understanding of technology concepts, systems, and operations - including contacting a school employee if the device has any problems and/or security issues.

Students and parents understand that:

- The devices and digital resources provided to the students are the property of Good Shepherd Episcopal School, and the use of these resources is a privilege, not a right.
- School owned technology and digital resources are for educational purposes only and any use in a personal manner is strictly prohibited.
- The use of school-owned technology and digital resources is not private. Teachers, technology staff, and administrators can and will review all work and activities regularly.
- Taking care of school-owned devices is a student responsibility. Any damage, repair, or replacement cost will be the family's financial responsibility, as determined by the school administration.
- Personal devices, including Chromebooks, may not be used on campus without the permission of the Middle School Head.

Students and parents are required to read and agree to a comprehensive [Technology Responsible Use Policy](#). This policy will remain in force for the entirety of the student's enrollment at Good Shepherd. Students will be required to sign an acknowledgement of understanding after they are presented the material during Cougar Camp and/or the start of school. Violation of the Technology Responsible Use Policy may result in major disciplinary action, and any infractions will be addressed according to the Behavior & Discipline section of the Student-Parent Handbook.

[TESTS <Back to Top>](#)

[Testing Policy \(ERB\) <Back to Top>](#)

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

In middle school, paper ERB testing is available by request from the division head. The scheduling for paper exams will be based on the number of participants and may require weekend participation. In lower school, paper ERB testing is not an option. In middle school, paper ERB testing is allowed if the criteria, as established by the school, is met. Please contact the Head of Middle School for specific criteria.

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

### [Signed Tests <Back to Top>](#)

On occasion, teachers will request that a test be signed by a parent. When this request is made, the middle school or lower school student is expected to return the signed test to the teacher within two school days or as directed by the teacher. This procedure is used to enhance communication among students, parents, and teachers.

### [Test-Taking Procedures <Back to Top>](#)

- All books, notebooks, and technology, unless required, are to be closed and cleared from the desktop.
- The only materials permitted to remain on a student's desk are a cover sheet and any materials required by the teacher for test-taking.
- In middle school, students are required to sign a pledge indicating their adherence to the honor code at the beginning of the academic year and each trimester for rotating classes.
- All assessments must be completed during one class period. Exceptions may be considered for students with a Student Support Plan.
- Middle school students missing an assessment (quiz, exam or project) will have five (5) days to complete the assessment.

### [TEXTBOOKS, DIGITAL DEVICES, HOMEWORK OR OTHER SUPPLIES <Back to Top>](#)

- The school issues textbooks to students, and they are the property of the school.
- Students are to keep the books covered and maintained at all times. Students may not write in books or abuse them in any way. Parents will be charged the current price for lost or defaced books.
- The school may issue digital devices to students, and they are the property of the school.
- Students are expected to carefully maintain the digital devices and assure they remain in good working order at all times. Parents will be charged for any required repairs or replacement of lost or damaged devices.
- Each student is to have all the necessary supplies when they arrive on campus for school each day, including the technology device, if applicable. A supply list for each grade is published annually.
- Middle school fobs are considered necessary supplies. Fobs are required to be kept in student lockers, but if they are inadvertently taken home, they must be brought daily. Students without fobs must purchase a replacement fob within one week. Regular fob checks will be done in advisory.

- Necessary academic supplies (this includes the student's technology device or homework) may not be dropped off at the front desk. If materials or supplies are dropped off, they will be given to the student at the end of the school day.

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

Parents requesting transcripts for application to another school must notify the appropriate division head or the assistant to the division heads and submit the necessary forms at that time. A minimum of two weeks is required to process paperwork. All documents will be mailed directly to the school to which the student is applying. Please note that if your student is under a divisional contract, requesting records be sent to another school may be a breach of contract.

## [TUTORS AND THERAPISTS <Back to Top>](#)

Recommendations for tutoring and similar assistance are made by the school after careful consideration by the teachers and division heads. The school may request a conference with the tutor/therapist, parent(s), teacher, and administrator before in-school or after-school tutoring on campus may begin. At that time, scheduling and therapy space will be discussed. Early Childhood and Lower School do not allow tutoring to take place during the school day. Students in Early Childhood may receive on-campus therapy up to two times per week during the school day. Students in Lower School may receive on campus therapy once per week during the school day. Teachers may not tutor their own students for compensation. Tutoring for compensation by Good Shepherd employees may not occur during school hours. Background checks and child safety online courses, along with a signed release, are required of all tutors who are not current Good Shepherd Episcopal School employees. Please have the tutor contact [hr@gседallas.org](mailto:hr@gседallas.org) to complete the associated paperwork and any other requirements. Please also reach out to [frontdesk@gседallas.org](mailto:frontdesk@gседallas.org) if a parent is interested in viewing the list of approved tutors. Approved tutors will contact [frontdesk@gседallas.org](mailto:frontdesk@gседallas.org) for the scheduling of spaces.

## [USE OF SCHOOL NAME AND/OR LOGO <Back to Top>](#)

Parents/guardians shall not use, or as an identifying label for, a website domain name, website title, email address, or print communication, distributed to parents of GSES students and/or to the public, the terms "GSES," "Good Shepherd," or any other term or identifier that could reasonably be understood to identify Good Shepherd Episcopal School, or any other term that could reasonably cause confusion or misunderstanding as to the source, sponsorship, approval, certification, or affiliation of the communication with Good Shepherd Episcopal School, without the written permission of the school.

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

- A parent is to notify the Head of School in writing prior to a move from the school. A parent is obligated to complete payments as outlined in the "Terms for Payment" section of the student's Enrollment Contract.

- On occasion, the school may request that a student withdraw if the school feels it is in the student's best interest.

## [CAMPUS LIFE <Back to Top>](#)

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

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

Students should:

- Listen to the driver and follow the instructions.
- Go immediately to a seat without crowding, pushing, or disturbing others.
- Once seated, buckle seat belts; belts are to remain buckled until instructed to unbuckle them by the driver. The bus will not move until everyone is seated and buckled.
- Remain seated and facing forward for the entire ride.
- Talk quietly so the driver will not be distracted.
- Never throw things on the bus or out the windows.
- Never play with the emergency exits.
- Be respectful of the gift of our buses. Keep the buses clean and sanitary. Never damage or deface the buses.
- Never attempt to pick up anything that has been dropped near the bus. Tell the driver or another adult if you have dropped an item near the bus.
- Never return to the bus to get any items that have been left behind. The driver may not see you come back and may begin moving the bus. Any items left on the bus will be taken to the lost and found.
- If there is an emergency, listen to the driver, and follow the instructions.

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

- A student may receive a birthday blessing during chapel. Students with summer birthdays celebrate their "half-birthdays" with blessings.
- Students may bring a treat to distribute to their class/advisory only at lunchtime or during middle school advisory. Middle school birthday treats should be distributed during advisory to each member of the advisory; however, if a student chooses to distribute birthday treats during lunch, there must be a treat for every student in the grade level.
- No flowers, balloons, etc. may be delivered to the school.
- Birthday Table: The Parents' Organization provides desserts or a treat in the lunchroom once a month for those students celebrating their birthdays or half-birthdays during that

month. An allergy-free treat is available for those requiring it. **Students may not distribute party invitations in the classroom or on the school grounds.**

- Gifts may not be exchanged at school.
- Middle school locker decorations will be managed by a House Celebration Committee and will be removed within one A/B rotation.

### [BIRTHDAY BOOKS <Back to Top>](#)

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

### [BLESSING OF THE ANIMALS <Back to Top>](#)

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

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

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

Students are to be dropped off and picked up in the designated carpool areas. Prekindergarten through 4<sup>th</sup> grade students **must** be dropped off and picked up from the Northaven parking lot. Students should be ready to depart the car from the right passenger side. No children will be allowed to exit the vehicle from the driver's side. Middle school students with a younger sibling may be picked up from the Northaven parking lot. All other middle school students must be picked up from the middle school parking lot south of Hoffman Middle School.

**Under no circumstances may students be dropped off or picked up in the Midway parking lot in front of Nix, Mackey Chapel, Nichols Hall, Trinity Hall, or Kelsoe Cottage.**

#### **Carpool Times**

Early Childhood and Lower School	7:30 a.m. - 8:00 a.m. and 2:50 p.m. - 3:30 p.m.
Middle School	7:30 a.m. - 7:55 a.m. and 3:30 p.m. - 3:45 p.m.

All early childhood and lower school parents, if you choose to park and walk to Kincaid Pavilion to pick up your child(ren), you are asked to remain outside of the easternmost door. Your child(ren) will be called to join you. Once you have picked up your child(ren), you have assumed responsibility for their safety. Students must refrain from coming back into the building.

Early childhood and lower school students not picked up from carpool will remain in Kincaid. The late fees below will begin at 3:40 p.m. unless they have a middle school sibling.

Middle school students not picked up from carpool are escorted to Kincaid at 3:45 p.m. The late fees below will begin at 3:50 p.m.

Late fees begin when students in Kincaid and are assessed as follows:

- \$5.00 if student is checked out during the first five minutes
- \$2.00 for each additional minute spent in Kincaid

Late fees will be reported to the GSES Business Office for billing.

For middle school families who are interested in having students walk and/or bike to and from school, please complete the Walking/Biking waiver in the GSES Portal. Fourth grade students may also walk or bike to school if accompanied by a middle school student. Students PreK through third grade are only permitted to walk or bike with a parent.

### **Northaven Parking Lot**

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

“Exit Only” times are 7:25 a.m.-8:15 a.m. and 2:45 p.m.-3:45 p.m.

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

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

### **Reserved Parking Spaces**

The Parents’ Organization auctions reserved parking spaces in the Northaven lot and the Midway lot. These spaces are marked with the name(s) of the purchaser. These parking spaces are for the sole use of the purchaser Monday-Friday, all day (this includes the evening) and for all weekend school events.

Additionally, the school has three “Hero” parking spots on campus - one each in the Northaven parking lot, the Midway parking lot, and the south parking lot. Faculty and staff names are drawn each month and the lucky winners get to park in their reserved spot that month. These parking spaces are for the sole use of the faculty/staff Monday-Friday, all day (this includes the evening) and for all weekend school events.

### **Transportation Services and Use of Ride Share Apps**

Parents who use any third party transportation services to transport their children to school do so at their own risk. Good Shepherd Episcopal School does not endorse the use of such services and, in no event, shall be responsible for any injuries or damages associated with their use. Ride share services (e.g. Uber, Lyft) may not be utilized to transport students from school. Students will not be released to an unknown driver. Please make other arrangements for picking up your student.

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

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

### [CELL PHONES, iPADS, OTHER SMART DEVICES, and SCHOOL PHONES <Back to Top>](#)

**Necessary phone calls may be made from the phone at the front desk in Nichols Hall**, with faculty or staff member permission. Students may not use the telephone to call for forgotten books or homework. Students may not use telephones in other buildings.

Middle school students may not text their parent or guardian to be picked up during the school day. If students need to contact parents, they will be given access to a school phone.

Middle school students may only use cell phones between 3:30 and 3:35 p.m. in the courtyard.

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

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

- Phones must be powered off (not on silent or vibrate mode)
- Cell phones and smartwatches must be kept in lockers or backpacks during the day unless a teacher has requested them to use their phones that day for a specific assignment. Once that class period has ended, students must return their cell phones to their lockers or backpacks. Otherwise, students may not take phones/smartwatches out during the school day.
- If a phone or smartwatch is seen or turned on during the school day, and a teacher has notified administration, it will be confiscated and given to an administrator until a parent/guardian picks it up at a designated time.
- Any student with a cell phone or smartwatch visible or audible during a quiz or test will receive a zero for the grade on that assessment and the device will be confiscated.

- **Since our carpool area is a no-cell-phone zone for parents, it is also a no-cell-phone zone for students.**

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

**First offense:** The cell phone, smartwatch, or electronic device will be confiscated and taken to the middle school office. A parent/guardian must come to the office to pick up the device at the end of the day.

**Second offense:** The cell phone, smartwatch, or electronic device will be confiscated and taken to the middle school office. A parent/guardian must come to the office to pick up the device after one week. The student will also receive a detention.

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

Persistent violations could result in a suspension from school.

Good Shepherd Episcopal School is not responsible for lost, stolen, or damaged cell phones, smart watches, or other personal technology devices.

**EXTENDED DAY STUDENTS** may receive or make calls to a parent or guardian with consent and supervision of the teacher.

[CHAPEL <Back to Top>](#)

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

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

Prekindergarten – Primer (Tuesday & Wednesday).....12:00 - 12:20 p.m.  
 First and Second Grade (Tuesday – Thursday).....10:55 - 11:15 a.m.  
 Third and Fourth Grade (Tuesday – Thursday).....11:25 - 11:45 a.m.



Mackey Chapel

Middle School Chapel Session #1 (Monday - Wednesday) ..... 8:00 - 8:20 a.m.

Middle School Chapel Session #2 (Monday - Wednesday).....8:20 - 8:40 a.m.

Middle School Eucharist - Good Shepherd Episcopal Church Nave

Every Thursday..... 8:00 - 8:40 a.m.

[DISMISSAL <Back to Top>](#)

- Middle school students who have submitted the online waiver to walk to and from school must cross Midway with the traffic light at the Northaven intersection or at the crosswalk on the Northaven Trail.
- No child will be allowed to go home with anyone not listed as authorized by a parent (see next bullet).
- Written authorization must be given to the school prior to a student being allowed to leave campus with an individual not designated by the parent. Teachers cannot accept the responsibility of putting a child in an unauthorized car, even if it is with an individual known to them. If an emergency arises, please call the Front Office Coordinator or email [frontdesk@gседallas.org](mailto:frontdesk@gседallas.org), and leave instructions for the transportation of your child.
- If there are changes regarding who will be picking up your child at any time (e.g., going home with a friend, leaving early, etc.), please send an email no later than 2:30 p.m. to your child’s teacher/advisor, the front office at [frontdesk@gседallas.org](mailto:frontdesk@gседallas.org) and Extended Day leadership at [extendedday@gседallas.org](mailto:extendedday@gседallas.org) if your child regularly attends Extended Day. Including everyone on the email will help us ensure the safety of your child.
- Each child should have rain gear on campus at all times. Unless the weather is deemed dangerous by the administration, carpool dismissal will run as usual. The school reserves the right to move all faculty and children indoors if the weather becomes dangerous. Should this occur, carpool will be delayed until weather permits. Please do not get out of your car. Children will be called from the buildings when you arrive. Students who are picked up from the south parking lot will be in Trinity Hall or the CCL.
- Should an emergency prevent a parent from picking up a student at carpool, the parent must inform the Front Office Coordinator in Nichols Hall.
- Middle school students may not remain in the courtyard after 3:35 p.m. for parent pick-up after school.
- All students not picked up by the end of carpool will be taken to Extended Day in Kincaid Pavilion and are subject to a fee of \$5.00 per minute, per family member, for all or part of the first five (5) minutes, and \$2.00 for each additional minute, per family member. All students not picked up by the end of carpool will be taken to Extended Day in Kincaid Pavilion and are subject to a fee of \$5.00 per minute, per family member, for all or part of the first five (5) minutes, and \$2.00 for each additional minute, per family member as stated in the “Carpool and Parking” section ( EC & LS late fees start at 3:40 unless they have a middle school sibling; MS late fees start at 3:50)

## [EPISCOPAL SCHOOL SUNDAY <Back to Top>](#)

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

## [FIELD TRIPS <Back to Top>](#)

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

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

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

## [HOLIDAYS & CLASS TREATS <Back to Top>](#)

- Certain holidays are celebrated at school, such as Halloween, Christmas, Valentine's Day, and Easter.
- In lower school and early childhood, there are two room parent-organized parties. Treats are provided periodically by the room parents and are kept to a minimum. Please check with your child's teacher regarding possible food allergies in the classroom.
- Class gifts should be age appropriate; i.e., lottery tickets are not considered an age-appropriate gift.
- Middle school does not participate in grade level parent-organized parties.
- Middle school advisory breakfast happens each Tuesday morning and is organized by room parents.
- Halloween Costume Guidelines:
  - Students' shoes and costumes need to allow for movement during the day.
  - Students must have tennis shoes for P.E.

- Costumes must be appropriate for the school day. Any type of dress that is provocative or excessively violent is not allowed.
- No weapons, real or fake, are allowed.
- Appropriate masks may only be worn for the parade.
- Face paint needs to be minimal and appropriate for school.

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

Students are encouraged to use the library before and after school with adult supervision, in addition to class use. The library is open from 7:30 a.m. – 4:00 p.m. Monday through Friday. Students must be accompanied by an adult after school.

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

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

## [LIBRARY DATABASE SUBSCRIPTIONS <Back to Top>](#)

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

<b>Online Resource</b>	<b>Username</b>	<b>Password</b>
<a href="#">EbscoHost</a>	gsesd	cougars2!
<a href="#">PebbleGo!</a>	gsesdallas	read
<a href="#">Scholastic Go!</a>	gsesdallas	cougars

## [LIBRARY RESOURCE COMPLAINTS <Back to Top>](#)

Constituents of Good Shepherd Episcopal School with a complaint about library resources should state their concerns to the librarian. They will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the librarian can explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each constituent has the right to determine the appropriateness of library resources for their children and should afford the same right to other families.

If the complaint is not resolved informally, the librarian will explain the formal reconsideration process and inform the constituent that they will receive an email which will include a copy of the school's library collection development policy containing the reconsideration procedures and a link to the request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to faculty members shall be directed to the librarian, whether received by telephone, email, letter, or in personal conversation. No library resources should be removed or restricted from use as a result of the informal complaint.

If the completed and submitted formal request for reconsideration form has not been received within ten school days, the matter shall be considered closed.

### [LOCKS & LOCKERS <Back to Top>](#)

- Middle school students will be issued locks by the P.E. Department to be used on their P.E. lockers located in either the girls' or boys' locker room.
- A student will be charged a \$20 replacement fee for any locks damaged, lost, or not returned at the end of the year. Only locks issued by the school may be used on the lockers. Any other lock found on a locker will be cut off. Locks are not permitted on hallway lockers.
- Students may not permanently affix any materials to any locker. Any damage to either the inside or outside of the student's locker will result in a charge to the family.
- The school reserves the right to check the contents of any and all lockers at any time.
- Students are not allowed to be in another student's locker - no exceptions.
- Decorations should be minimal. Any decorations interfering with storage will be sent home.
- School administration can access and search student lockers at any time.

### [LOST & FOUND <Back to Top>](#)

Items found in hallways, on floors, outdoors, etc. are placed in lost and found boxes located in the CCL. Unclaimed items will be donated to worthy causes periodically.

### [LOWER SCHOOL COMMUNITY SPORTS PROGRAM <Back to Top>](#)

The Lower School Community Sports Program ("Sports Program") will govern team formation for our prekindergarten through fourth grade students participating in Semones Family YMCA (formerly Town North YMCA) recreational sports. GSES is built on creating an inclusive community that values all of our students and welcomes new members to this community. Recreational sports are one of the primary school-related activities outside of our classrooms. It is critically important that all students are afforded the opportunity, when so desired, to participate and to form bonds throughout their grades with as many of their fellow classmates (and their families) as is possible. In this way, the core values of GSES are served, and our community is made stronger.

The core objectives of the Sports Program are to:

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

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

### [Lunchroom Rules <Back to Top>](#)

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

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

### [Lunch Options <Back to Top>](#)

- If buying lunch, PreK through 1<sup>st</sup> grade students must pre-order and pre-pay the full plate lunch only.
- Parents may not send soft drinks in lunches.
- **Parents may not bring in restaurant lunches or have restaurant food delivered. No exceptions. If restaurant lunches are delivered, they will be held until the end of the school day.**
- Forgotten lunches should be marked with the students' names and brought to Nichols Hall.
- Students may not loan or share their lunch account numbers with other students.
- Parents who join their child for lunch must first check in at Nichols Hall and obtain a name tag.

### [Lunch Schedule – Early Childhood and Lower School <Back to Top>](#)

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

### [Lunch and Recess Schedule – Middle School <Back to Top>](#)

- ❖ Fifth & Sixth Grade 12:25 p.m. - 1:10 p.m.
- ❖ Seventh & Eighth Grade 12:50 p.m. - 1:30 p.m.

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

Each fifth through eighth grade student is assigned an advisor who acts as liaison between school and home in regards to communication and general questions. Advisors are selected on a yearly basis. Most teachers in middle school have an advisory group. The advisor is responsible for “official” communication between the school and home. Weekly emails and/or grade-level Schoology posts are shared by each advisor. Advisors have regularly scheduled meetings with their advisees to monitor academic progress and address school concerns.

### [MIDDLE SCHOOL ACCESS FOBS <Back to Top>](#)

At the beginning of the school year, all middle school students are issued a fob that provides access to needed school buildings during school hours. The primary purpose of the fobs is to allow movement across campus for students while maintaining locked doors for security purposes. Fobs are considered a necessary supply and must be brought daily. Each student is responsible for their own fob and should report a lost or missing fob immediately. Lost fobs or fobs not returned at the end of the school year will incur a charge of \$25 and may take up to a week to receive a replacement. Missing fobs may result in report cards being held until payment has been received. Parents must complete the [Fob Replacement Form](#), found on the [GSES Parent Portal](#) under “Documents & Links” and make payment for the replacement fob to be delivered to the student.

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

#### [Academic Activities <Back to Top>](#)

- National Spanish Exam: Seventh and eighth grade students take this exam simultaneously with students nationwide.
- Geography Bee
- Spelling Bee

#### [Select Music Groups <Back to Top>](#)

- GSES has three select middle school music ensembles: Orff, Recorder, and Drum. Selection for the select groups is based on musical skills, creativity, ability to work cooperatively, dedication towards learning, and attendance in rehearsals. Students chosen for these groups will receive invitational letters before the start of the school year.

- Students in fifth and sixth grades have the opportunity to participate in our Middle School Choir after school as part of the Encore program.. No audition is required.

### [Leadership Opportunities <Back to Top>](#)

- House System Grade Level Leaders and Grade Level Representative
- House System Committee Leaders and Representatives
- Chapel Acolytes
- Chapel Lay Readers
- Community Buddies
- COE Mentors
- GSES New Student Shepherding Program
- Impact: Civic Leaders Program
- Math Buddies

### [House System <Back to Top>](#)

All middle school students are placed in one of four houses, Fire, Earth, Wind, and Water. The House System was implemented as a way to foster a sense of community, support campus spirit throughout middle school and the entire school community, and provide students with leadership opportunities, such as grade level leaders, committee representatives, etc. An induction ceremony is held at the first of the year for Houses to announce their new members. Houses compete for points during the year through friendly competitions, meet regularly as a group, and finish the year with a House field-day competition. Students remain with their house through middle school. Siblings are placed in houses together.

Middle school students are issued house t-shirts and may wear them throughout the year when so designated. Unless students are told otherwise, they are to wear the rest of the regular school uniform with their house t-shirt. Students needing a replacement shirt should contact the middle school administrative team.

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

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

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

This is designed for serious student-athletes who dedicate their time to excelling in a single sport. The development of these specific sport skills will allow the student an opportunity to compete at a high level. Applications will only be accepted at dates determined and posted by the Head of Middle School. Applications and dates are published on the school website under the [Community](#) link. Applicants must submit a completed application in a timely manner. Late applications will not be considered. OCPE must be instructed by a qualified coach/instructor

who will be responsible for grading. Students who are approved for OCPE will leave campus at 2:45 p.m. Without exception, all OCPE students must be off campus by 2:45 p.m. each day. Students must be checked out by a GSES employee in the carpool area.

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

Retreats are held every year for each grade in middle school. Retreats give students time away from school, in an environment designed to allow them to give quality thought to important aspects of their lives. Retreats are an important way for students to look at themselves, their relationships, and the way they interact with others in an age appropriate manner. It's also a time for them to relax, reflect, and have fun as they deepen their community relationships. Retreats are planned and led by the Director of Community and Belonging, Director of Student Formation, and middle school administration.

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

Seventh and eighth grade students have the opportunity to attend a school social in the fall and a school dance in May each year. In order to attend the events, students must be in good academic standing, be in attendance the day of the dance, and not have any major disciplinary infractions for the current trimester. All middle school activities are for currently enrolled GSES students only. Visitors from other schools are not permitted. Teachers and parents will chaperone.

- For the fall mixer, attire is casual and students are expected to dress appropriately for an event on the school's campus. The school will share fall mixer theme specific dress code expectations prior to the event. Students not meeting expectations for a school sponsored event will be sent home or asked to contact a parent for a change of clothes.
- Spring Formal is sponsored by the seventh grade for the eighth grade and is held in May. Students are to dress appropriately for this school event. Boys are to wear slacks, dress shirt, and dress shoes - no tennis shoes. Girls may wear spaghetti straps or sleeveless dresses if their shoulders are covered (with a bolero, sweater cardigan, etc.). Midriffs must be fully covered. No two piece dresses. Dress length must be at least below the student's finger tips.

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

Check the school's [website](#) for current athletic information and schedules.

Seventh and eighth grade students have opportunities to compete on the interscholastic level in football, soccer, basketball, volleyball, baseball, softball, cross-country, golf, and track and field. Teams compete in the Texas Association of Private Schools (TAPS) League.



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

Athletes are expected to attend all practices and competitions. Written notification in advance is required to excuse an absence other than for an illness. Athletes must attend school on days of competition to be eligible to participate. If an athlete is listed on the daily report posted in the middle school office as absent, they must check in with the coaches before 1:00 p.m. to be eligible to participate with the team. Be sure to set priorities and communicate. *Failure to attend games and/or practice unexcused will affect an athlete's physical education trimester grade.*

Practices: One day's advance notice is needed to excuse an absence.

One unexcused absence: an athlete may not start the next game. Two unexcused absences: an athlete may not participate in the next competition. Three unexcused absences: an athlete will lose their place on the team.

Competitions: Two day's advance notice is needed to excuse an absence.

One unexcused absence: probation and an athlete may not participate in the next competition. Two unexcused absences – an athlete will lose their place on the team.

Athletes are expected to attend competitions even when they are not participating in the competition. Emergency situations will be excused.

## [Safety Protocols <Back to Top>](#)

Good Shepherd athletes will follow daily school safety protocols during practices and games. Protocols are subject to change throughout the school year. Failure to follow safety protocols will result in the following:

Removal from practice/competition

Multiple instances of not following safety may result in removal from team

## [Team Academic Eligibility <Back to Top>](#)

Athlete's classroom grades will be checked during and end of a trimester grading period. Athletes must pass all subjects with an average of 70 or above.

Any subjects with an average below 70 **during the trimester grading period** will result in a two-week probation period (may still practice and play during probation status). Any grades still below 70 on the next grade check will result in immediate suspension from the team. Athletes will remain ineligible until all subjects are above 70.

Any subjects with a final average below 70 on the **end of the trimester grading report** will result in an immediate two-week suspension from the team. Athletes will regain their eligibility after the two week suspension IF all subjects in the new trimester grading period are 70 and above.

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

If an athlete receives a detention during a sport season, they will be placed on discipline probation. Two or more detentions during a sport season will result in an athletic administration review of the athlete's eligibility.

Athletes must utilize their study hall time wisely. They are required to follow the classroom study hall procedures.

School suspension (on or off campus) will result in a minimum one game suspension and athletic administration review of the athlete's eligibility going forward.

#### [Miscellaneous Items <Back to Top>](#)

For on campus/YMCA practices, athletes are to be picked up in the Middle School Carpool. All athletes, regardless of sport, must meet their ride at this location (athletes are not allowed to walk to the YMCA to meet their ride). Athletes not picked up 15 minutes after the conclusion of practice will be escorted to the after school care for pick up. **A late fee may be assessed to late rides.**

Middle school students who have a prescribed inhaler or epi pen are required to self carry throughout their school day. This includes during participation in Good Shepherd athletics, whether on or off campus. In the event a student will be attending an athletic event off campus during the time he or she is scheduled to receive a prescribed medication, if the student's parent will be at the event, it will be the responsibility of the parent to administer the medication. If the student's parent(s) will not be attending the event, it is the responsibility of the student and parent to inform the clinic with as much advance notice as possible, so the clinic can work with the athletics team to ensure the student receives the medication while off campus.

At the end of each season, all uniforms are to be clean, in good repair, and returned to the coach. A fee will be charged for damaged or lost uniforms.

#### [NOTARY PUBLIC <Back to Top>](#)

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

## [OUTDOOR PLAY <Back to Top>](#)

Weather permitting, all students go outside daily with their classes. Teachers will follow the temperature guidelines set forth by the school. Students should be dressed appropriately for the weather. Send a coat, sweater, or jacket with the child's name clearly printed on the article of clothing. No student may be left in a classroom during recess.

## [SPIRIT DAYS <Back to Top>](#)

Throughout the year, certain days will be designated as Spirit Days. All students may wear their school uniform. Leggings may be worn layered under uniform skirt or skort. They can wear a GSES-approved spirit shirt or any solid (plain) red, white, or blue shirt with jeans. Jeans must be in good repair and free of holes or rips. Boys may wear their uniform shorts, and girls may wear their school skirt or skort with the GSES-approved spirit shirt or any solid (plain) red, white, or blue shirt.

Any sweatshirts worn to school must be GSES-approved.

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

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

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

### **ALL GRADE LEVELS**

- Please see the uniform requirements for the current school year on the [GSES Parent Portal](#).
- Mills Uniform Company is the acceptable supplier of the school uniform. Uniforms can be purchased through Mills' Dallas Retail Store located at 13615 Welch Road, Suite 102, Dallas, Texas, 75244; the phone number is (972) 385-3121 or (800) 541-1850. Uniforms may also be purchased on a customized webstore at [millswear.com](http://millswear.com). GSES' School Code is 3351. For your convenience, we also have a link to Mills on the [GSES Parent Portal](#).
- Lands' End is the authorized supplier of the GSES fleece. You may contact Lands' End directly at [landsend.com/school](http://landsend.com/school). The GSES Preferred School Number is 900079500. You may also call 1-800-469-2222 and reference the GSES Preferred School Number.
- Team Sports is the authorized supplier for P.E. uniforms. You may also purchase a variety of spiritwear, including the official red or blue GSES sweatshirt, and GSES spirit shirts. Visit [gsesspirit.itemorder.com](http://gsesspirit.itemorder.com) and enter the sale code GSESSPIRIT to place your order. A limited supply of P.E. uniforms will be maintained in a retail store, which is located at 5211 Forest Lane #127, Dallas, TX 75244 (northeast corner of Inwood Road and Forest Lane); phone number is 214-378-5191.

- The GSPO also offers spiritwear for sale to be worn on Spirit Days. Items sold by the [Good Shepherd Parents' Organization](#) may be worn in the classroom, unless otherwise noted.
- Students shall be in the school uniform each day unless granted an exception by division head for a particular event or special occasion.
- Students are to have a neat and orderly appearance, which includes boys wearing shirts tucked in and girls having appropriate length skirts (below fingertip length). Shirts may, at the parents' discretion, have their child's monogrammed initials added to the shirt. No other designs, including the GSES logo, may be added.
- No sweater, fleece, or sweatshirt other than uniform ones may be worn indoors during school hours.
- All garments, including outerwear, should be clearly and permanently marked with the student's name.
- Hair should be one natural color and worn in a style which does not hinder learning or distract other students. Hair should be clean and worn off the eyes. Haircuts with a shaved outline such as initials, designs, words, logos, etc. are considered a distraction and are not allowed. Boys must be clean-shaven.
- Girls may wear headbands with no attachments more than a small bow. Headbands with sequins are considered a distraction and are not allowed. Only GSES headbands or plain blue, white, or red headbands with no more than a small bow are permitted. Headbands that are not permitted include, but are not specifically limited to, headbands with pearls, beads, sparkles, animal ears, sequins, or bright colors.
- Tattoos, temporary and permanent, are not allowed.
- Neither boys nor girls may wear ankle bracelets or smart watches. Smart watches should not be worn to school. Students may be asked to place them in their lockers or give them to their teachers until the end of the school day..
- Jewelry and Make-Up:
  - Prekindergarten-Primer: One pair of pierced earrings that do not dangle.
  - Prekindergarten-8th: Fingernails should not extend beyond the finger. This is a safety issue.
  - 1<sup>st</sup>-4<sup>th</sup> Grade: One necklace; one ring per hand; one wrist bracelet; one pair of pierced earrings that do not dangle.
  - Middle School:
    - Students may wear one pair of pierced earrings
    - Students may wear one necklace; one wrist bracelet; one ring on each hand.
    - Only students in 7<sup>th</sup> and 8<sup>th</sup> grade may wear minimal make-up.
- Middle school students will be given a detention after receiving three (3) dress code infractions per trimester.

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

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

All parents and visitors must use the Nichols Hall kiosk to print a visitor's badge before entering other parts of the school before, during, and after school. Parents and grandparents are welcome to attend chapel and to have lunch with their children/grandchildren. Parents shall refrain from making unscheduled visits to the child's classroom. For educational purposes, an evaluator may visit the classroom with the approval of the division heads.

## [PARENT COMMITMENT<Back to Top>](#)

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

The school expects and requires parents to adhere to the policies, standards, and guidelines in this handbook. In signing an enrollment contract, parents agree that a positive and constructive working relationship between Good Shepherd Episcopal School and a student's parent(s) and/or legal guardian(s) is essential to the fulfillment of Good Shepherd's educational purpose. Parent(s) and/or legal guardian(s) are expected to be respectful and cooperate with Good Shepherd with respect to all decisions affecting the student. It is expected that concerns regarding interactions between students off campus should be discussed and managed among the families outside of school and should not interfere with the educational process and environment.

Parents agree to not disparage Good Shepherd Episcopal School. A breach of this provision is a material breach of the enrollment contract's Terms of Enrollment, including the provision requiring a positive and constructive working relationship between the School and parents/guardians.

Continued enrollment of a student is contingent upon the parent(s)/guardian(s) abiding by school rules and the decisions of the administration. By enrolling, parents understand that Good Shepherd reserves the right to revoke the privilege of enrollment or re-enrollment to any student if Good Shepherd reasonably concludes that the actions of the parent(s) or guardian(s) or the student(s) make a positive and constructive relationship impossible, or otherwise seriously interfere with Good Shepherd's accomplishment of its educational purpose.

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

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

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

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

Parents should update their profile through the [GSES Parent Portal](#) whenever necessary.

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

When misconduct occurs, the school strongly encourages the student and family to deal with the consequences in private. While the school cannot guarantee confidentiality in every circumstance, the school administration, faculty, or staff will make its best attempt to not disclose personal, disciplinary, or financial information about our families unless required to do so by law. We appreciate parental cooperation in being similarly discreet if/when situations arise.

In the interest of maintaining the strictest confidentiality, parents are asked to refrain from approaching any faculty or staff member about an issue during carpool, or at any other time confidentiality cannot be guaranteed. If you need to speak to employees, please call or email them to set up an appointment at a mutually-agreeable time.

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

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

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

Parents or guardians assume financial obligation for the tuition for the entire school year on April 1 preceding the opening of school. Registrants after April 1 assume the full financial obligation upon signing and submitting the Financial Obligation Contract. Tuition refund insurance is offered through the Dewar Company. The tuition deposit, enrollment fee, and the balance of tuition may not be transferred to another student. No part of tuition, deposit or enrollment fee, paid or outstanding, will be refunded or canceled in the event of absence, withdrawal, or dismissal from the school nor will the tuition be reclassified as a donation. The obligation to pay tuition for the full academic year is unconditional. A tuition account sixty (60)

days in arrears may lead to student suspension and a hold on academic records or re-enrollment contract.

## [FORCE MAJEURE <Back to Top>](#)

In no event shall the school be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, pandemics, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; it being understood that the school shall use reasonable efforts which are consistent with accepted practices in the independent school industry to resume performance as soon as practicable under the circumstances and, when practicable, to provide alternative services during the interruption.

Students and parents agree to follow any and all current and future health and safety protocols. Parents and students recognize that the School cannot be responsible for any illness and release from liability and indemnify the School for any claims related to the COVID-19 pandemic. In the event of a requirement to close the physical campus for a period of time, Parents accept that a digital form of instruction (distance learning or learn/work from home days) is a suitable alternative to the contracted service, and no damages, including but not limited to payment of tuition, would be incurred by Students or Parents.

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

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

In this policy, the terms “complaint” and “grievance” and “concern” shall have the same meaning. This grievance policy shall apply to all student and/or parent complaints. See Library Resource Complaints for the procedure to challenge a library resource.

### [Informal Process <Back to Top>](#)

The school and the Board encourage students and/or parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, division head, or other school administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Concerns raised by former students and/or parents will be reviewed and may be heard in accordance with this policy, subject to Head of School approval.

Informal resolution shall be encouraged but shall not extend any deadlines in this grievance policy, except by written consent of the Complainant and the Head of School.



### [Formal Process <Back to Top>](#)

If an informal conference regarding a complaint fails to reach the outcome requested by the student and/or parent, he/she (the “**Complainant**”) may initiate the formal grievance process described below by timely filing a written complaint in the form attached as an appendix to the Handbook.

Even after initiating the formal complaint process, the Complainant is encouraged to seek informal resolution of his/her concerns. A Complainant whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this grievance policy shall not be construed to create new or additional rights beyond those granted by law, if any, nor to require an evidentiary hearing or “mini-trial” at any level.

### [Freedom from Retaliation <Back to Top>](#)

Neither the school nor any parent, student, or school employee shall unlawfully retaliate against any Complainant for bringing a concern or complaint.

### [Notice to Students and/or Parents <Back to Top>](#)

The school shall inform students and/or parents of this grievance policy.

### [General Provision, Filing, and Responses <Back to Top>](#)

Complaint forms, appeal notices, and responses may be filed by hand-delivery, by electronic mail, reputable overnight courier, or by certified U.S. Mail, return receipt requested. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee (and/or the Complainant for responses) by 3:00 p.m. Dallas, Texas time on the day of the deadline. Filings and responses submitted by email shall be timely filed if they are received by 3:00 p.m. Dallas, Texas time on day of the deadline, as indicated by the date/time shown on the email. Overnight courier filings shall be timely filed if they are received by the appropriate administrator or designated representative (and/or the Complainant for responses) by 3:00 pm on the day of the deadline, as indicated by the records of the overnight courier. Mail filings sent by certified mail, return receipt requested, shall be timely filed if they are received by the appropriate administrator or designated representative (and/or the Complainant for responses) by 3:00 pm on the day of the deadline. Any notice by electronic mail will be deemed to have been effectively given on the date sent as evidenced by a copy of such electronic transmission showing the recipient’s correct email address and indicating the date and time sent.

### [Untimely Filings <Back to Top>](#)

All timelines shall be strictly enforced. No timelines shall be extended except by the mutual written consent of the Complainant and the Head of School.



If a Complainant's complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the Complainant, at any point during the complaint process. The Complainant may appeal the dismissal by seeking review in writing within five days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be solely limited to Complainant producing evidence of timeliness of delivery of a complaint form or appeal notice pursuant to the terms of this grievance policy.

#### [Responses or Notices <Back to Top>](#)

At Level One and Level Two, "response" or "notice" shall mean a written communication to the Complainant from the appropriate administrator. Responses or notices may be sent by the methods identified in this grievance policy on or before the deadline.

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

"Days" shall mean business days when the school is open. In calculating time lines under this grievance policy, the day a document is filed is "day zero." The following business day is "day one."

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

"Representative" shall mean any person who or organization that is designated by the Complainant or Complainants (if the complaints of multiple Complainants are consolidated-see below) to represent him/her/them in the complaint process. A student may be represented by an adult at any level of the complaint process.

The Complainant may designate a Representative through written notice to the appropriate administrator at any level of this process. If a Complainant designates a Representative with fewer than three days' notice to the appropriate administrator before a scheduled conference or hearing, the school may reschedule the conference or hearing to a later date, in its sole discretion, including, without limitation, to include the school's counsel. The school may be represented by counsel at any level of the grievance process, regardless of whether the Complainant is represented.

#### [Consolidating Complaints <Back to Top>](#)

Complaints of one Complainant arising out of an event or a series of related events shall be addressed in one complaint. A Complainant shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

If complaints are filed by multiple Complainants that pertain to the same event or series of events, or that are based on substantially similar concerns or require the consideration of substantially similar issues, facts, and/or circumstances, the school may, at its sole discretion, consolidate the complaints of these Complainants to be considered as one complaint. In such a

circumstance, the Complainants shall appoint a Representative to represent all Complainants in the complaint process.

#### [Cost Incurred <Back to Top>](#)

Each party shall pay its own costs incurred in the course of the complaint process pursuant to this grievance policy.

#### [Complaint Forms <Back to Top>](#)

Complaints under this policy shall be submitted in writing on the forms attached as appendices to this Handbook.

Copies of any documents that support the complaint should be attached to the complaint form. If the Complainant does not have copies of these documents at the time of filing the complaint, copies may be submitted by Complainant at the Level One conference. After the Level One conference, no new documents may be submitted by the Complainant unless Complainant reasonably could not have known the documents existed before the Level One conference, and the Level Two administrator accepts the documents in their sole discretion.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the original designated deadline for filing a complaint.

Complainants are expected to utilize the process outlined in this grievance policy to address any and all complaints, grievances and/or concerns of students and parents, including, without limitation, matters related to harassment and/or bullying, school policies, and curriculum. **In this regard, each potential Complainant is directed, and each student and parent agrees, to refrain from the use of written, electronic, verbal, or any other means of communication that in any manner does not comply with the process outlined in this grievance policy with respect to any complaint, grievance, and/or concern. Failure to address concerns, grievances, and/or complaints, as outlined herein, may be considered at the school's sole discretion as grounds for suspension or cancellation/revocation of a student's contract and enrollment (including if the Complainant is a parent, step-parent, or guardian of such student) and/or termination of employment of a potential Complainant with the school with respect to a complaint filed in their role as a parent, step-parent, or guardian.**

#### [Complaints Filed For Improper Purposes <Back to Top>](#)

The filing of harassing, false, serial, and/or vexatious complaints is prohibited. The school may, in its sole discretion, dismiss any complaint filed for an improper purpose, including without limitation, complaints detailing concerns that are in any manner not based on truthful facts or that seem intended to cause disruption, create distrust of, harass, bully, annoy, or embarrass the school or any of its employees, the Board or any of its committees, or any of their respective

members, or any other person. **The filing of a complaint for an improper purpose may be determined at the school's sole discretion as grounds for suspension or cancellation/revocation of a student's contract and enrollment (including if the Complainant of such complaint is a parent, step-parent, or guardian of the student) and/or termination of employment of a Complainant with the school with respect to a complaint in their role as a parent, step-parent, or guardian.**

#### [Level One <Back to Top>](#)

The Level One complaint form must be filed:

1. Within fifteen days of the date the Complainant first knew, or with reasonable diligence should have known, of the decision or action or omission giving rise to the complaint, grievance, or concern; and
2. With the appropriate teacher, division head, or other school administrator who has the authority to remedy the alleged complaint, grievance, or concern.

In most circumstances, a Complainant shall file a Level One complaint with the Head of the appropriate division, or his/her designee.

If the appropriate administrator designated for receipt of the complaint is the individual who is the subject of the complaint, the Complainant may contact the independent ombudsman appointed by the Head of School. The ombudsman will be identified on an annual basis. The ombudsman will then serve as the liaison for the Complainant in the complaint process in accordance with this grievance policy to direct the complaint to the appropriate level, monitor confidentiality of the Complainant's information to avoid retaliation, and ensure impartiality in the complaint process. Mr. Will Pryor will be the ombudsman for the 2023-2024 school year and can be reached at [wpryor@willpryor.com](mailto:wpryor@willpryor.com).

If the complaint is not filed with the appropriate administrator, the receiving administrator will note the date and time the complaint form was received and forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate the issues raised in the complaint, as necessary. Unless the investigation requires more time at the discretion of the administrator, the appropriate administrator will hold a conference with the Complainant within ten days after such administrator receives the written complaint. The administrator may set reasonable time limits for the conference.

In reaching a decision, the appropriate administrator may consider information provided at the Level One conference and any other relevant documents or information such administrator believes is relevant to the complaint, including information such administrator learned during any investigation of the issues raised in the complaint. Absent extenuating circumstances, the appropriate administrator shall provide the Complainant a written response setting forth the

basis of the decision within ten days following the date of the Level One conference (each, a “**Level One Decision**”). Each of the Complainant, Complainant’s Representative, and Complainant’s family agree to use the Level One Decision only for the purposes set forth in this grievance policy, will not disclose the Level One Decision to any other person, and will keep all information in the Level One confidential.

[Level Two <Back to Top>](#)

If the Complainant does not receive the relief requested in the Level One Decision or absent extenuating circumstances, if the time for delivery of a Level One Decision has expired, the Complainant may request a conference with the Head of School or his or her designee to appeal the Level One Decision.

The appeal notice must be filed in writing, on a form attached as an appendix to this Handbook, within ten days of the date of the Level One Decision or, absent extenuating circumstances, if no Level One Decision was received within ten days of the Level One Decision delivery deadline. After receiving the Level Two appeal notice, the Level One administrator shall prepare and forward the Level One Record to the Level Two administrator.

Except for privileged, personal, and sensitive information and documents (the “**Confidential Information**”), the Level One record shall include (the “**Level One Record**”):

1. The original complaint form and any attachments.
2. All other documents submitted by the Complainant at Level One.
3. The Level One Decision and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One Decision.
5. The Level Two appeal notice.

Notwithstanding any other provision of this grievance policy, Confidential Information may be redacted or withheld from the Level One Record at the school’s sole discretion.

The Complainant may request a copy of the Level One Record. Each of the Complainant, Complainant’s Representative, and Complainant’s family agree to only use the Level One Record for the purposes set forth in this grievance policy, will not disclose the Level One Record to any other person, and will keep all information and documents included in the Level One Record confidential.

The Head of School or designee may further investigate the issues raised in the complaint, as deemed necessary. Unless a further investigation requires more time in the discretion of the Head of School or designee, the Head of School or designee shall hold a conference with the Complainant within ten days after the appeal notice is received by the Head of School or designee. The conference shall be limited to the issues presented by the Complainant in the Level One Record. At the Level Two conference, the Complainant may provide information

relating to the information in the Level One Record, but may not introduce new complaints or issues. The Head of School or designee may set reasonable time limits for the conference.

In reaching a decision, the Head of School or designee may consider information provided at the Level Two conference, in the Level One Record and any other relevant documents or information the Head of School or designee believes is relevant to the complaint, including information the Head of School or designee learned during any investigation of the issues raised in the complaint. Absent extenuating circumstances, the Head of School or designee shall provide the Complainant a written response setting forth the basis of the decision within ten days following the date of the Level Two conference (each, a “**Level Two Decision**”). The Complainant, Complainant’s Representative and Complainant’s family agree to use the Level Two Decision only for the purposes set forth in this grievance policy, will not disclose the Level Two Decision to any other person, and will keep the Level Two Decision confidential.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One Record and Level Two Record, as the case may be.

[Level Three <Back to Top>](#)

If the Complainant does not receive the relief requested in the Level Two Decision or, absent extenuating circumstances, if the time for delivery of a Level Two Decision has expired, the Complainant may appeal the Level Two Decision to the Board.

The appeal notice must be filed in writing, on the form attached as an appendix to this Handbook, within ten days of the written Level Two response or, absent extenuating circumstances, if no Level Two Decision was received within ten days of the Level Two Decision delivery deadline. After receiving the Level Three appeal notice, the Head of School or designee shall prepare and deliver a copy of the Level Two Record to the Executive Committee of the Board.

The Complainant may request a copy of the Level Two Record. Each of the Complainant, Complainant’s Representative, and Complainant’s family agree to use the Level Two Record only for the purposes set forth in this grievance policy, will not disclose the Level Two Record to any other person, and will keep all information and documents included in the Level Two Record confidential.

Except for privileged, personal, and sensitive information and documents (the “**Confidential Information**”), the Level Two record shall include (the “**Level Two Record**”):

1. The Level One Record.
2. Level Two Decision and any attachments.
3. All other documents relied upon by the Level One administrator in reaching the Level Two Decision.

#### 4. The Level Three appeal notice.

Notwithstanding any other provision of this grievance policy, Confidential Information may be redacted or withheld from the Level Two Record at the school's sole discretion.

After reviewing the Level Two Record, the Executive Committee, in its sole discretion, shall determine whether or not to forward the Level Three appeal to the Board (each, an "**Executive Committee Decision**"). Each Executive Committee Decision is final and non-appealable.

If the Executive Committee of the Board decides not to forward the Level Three appeal to the Board, the Complainant will be notified of the decision in writing setting forth the basis for the decision. If the Executive Committee of the Board decides to forward the Level Three appeal to the Board, the President of the Board shall inform the Complainant in writing of the date and time of the Board meeting and the place, if the Board meeting will be held in person, or the electronic format of the Board meeting, at which the Complainant (or the Complainant's Representative) and the school will be on the agenda for presentation of the Level Three appeal to the Board (each, a "**Level Three Board Meeting**"). Only the Complainant or Complainant's Representative may present to the Board at the Level Three Board Meeting.

If, at the Level Three Board Meeting, the school intends to rely on or present evidence not included in the Level Two Record, the Head of School shall provide the Board and Complainant written notice of the nature of the evidence at least three days before the Level Three Board Meeting. At the Level Three Board Meeting, the Complainant may provide information relating to the information in the Level Two Record, but may not introduce new complaints or issues.

The Level Three Board Meeting will be a closed session. The Board is not subject to the Texas Open Meetings Act or the Texas Public Information Act.

The President of the Board or their designee, in their sole discretion, may set time limits and guidelines for the presentation, including an opportunity for the Complainant or the Complainant's Representative and the school to each make a presentation and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the Level One Decision and the Level Two Decision. Notwithstanding any other provision of this grievance policy, the President of the Board or their designee, in their sole discretion, may require the Complainant's or Representative of Complainant's presentation and the school's presentation be conducted ex-parte (without the presence of the other party), or, alternatively, the President or their designee may stipulate, in their sole discretion, that the presentations be given in the presence of all parties.

The Board shall then consider the complaint in executive session. The Board may give notice of its decision orally or in writing at any time up to and including the next regularly-scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the

next regularly-scheduled meeting, the lack of a response by the Board is a deemed decision of the Board to uphold the Level Two Decision. All decisions of the Board relating to the complaint and a Level Three appeal, including a deemed decision to uphold the Level Two Decision, is final and non-appealable (each, a “**Board Decision**”). The Complainant, Complainant’s Representative, and Complainant’s family agree not to disclose the Board Decision or any information discussed or disclosed at the Level Three Board Meeting to any other person and will keep the Board Decision and any information discussed or disclosed at the Level Three Board Meeting confidential.

## [TUITION ASSISTANCE <Back to Top>](#)

Good Shepherd Episcopal School is committed to assisting as many families in need as possible. Approximately 20% of our families receive some level of tuition assistance. If a student is accepted to Good Shepherd, the student’s needs, the family’s circumstances and ability to pay, and the availability of tuition assistance funds are all taken into consideration.

Good Shepherd uses a third-party program, School and Student Services (SSS) to help assess a family’s ability to pay school costs. SSS helps make objective and equitable tuition assistance decisions. Detailed information on tuition assistance is available on the school’s website.

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

Please see the [Tuition Assistance](#) portion of our website for information on how to apply, checklists and FAQs. All families interested in learning more about tuition assistance or are applying for tuition assistance for the first time, are welcome to schedule a meeting with Amanda Medina, Chief Financial and Operating Officer, [amedina@gsesdallas.org](mailto:amedina@gsesdallas.org), to answer any questions and help with the process or to discuss options. Your application is strictly confidential, but it does involve providing certain financial information and meeting several deadlines.

Good Shepherd offers a loyalty scholarship to returning rising 5th grade students. Parents of students in 4th grade will be contacted regarding this scholarship in November. Students are eligible if they have never applied out and plan to continue at Good Shepherd for all of middle school. “Applying out” is defined as one or more of the following: a family submitting a signed records request; a family submitting a request for a teacher evaluation from another school; and/or another school informing Good Shepherd of a family’s admission application.

The student's name will be entered into a drawing for each of their prior years' attendance at Good Shepherd; i.e., a student who began in 1st grade will have four entries. The Scholarship is \$20,000 (\$5,000 per year for each of the student's middle school years).

Good Shepherd also may offer a merit scholarship to students new to the school in middle school. Please see the Admission Office for application details.

## [COMMUNICATION IN THE SCHOOL <Back to Top>](#)

### [COMMUNICATION BETWEEN PARENTS AND SCHOOL <Back to Top>](#)

Email is the primary form of communication used by the school. During the school week, faculty and staff respond within 24 hours to email. We suggest parents check with the individual classroom teacher or advisor for their preferred method of communication. All email addresses can be found on the school's website or in the GSES parent portal.

Every family has concerns that arise at some point during their school experience. We are ready to address those expected issues to resolve them as quickly as possible. The order of contact between parents and the school if an issue arises is as follows:

1. Directly email the teacher involved in the issue and copy the homeroom teacher or advisor.
2. If the response is not satisfactory, directly contact the homeroom teacher or advisor who will facilitate further actions to resolve the issue.
3. If the homeroom teacher or advisor cannot resolve the problem, the Division Head should be contacted. The Division Head will follow up with the parents to seek resolution.
4. Only in extreme circumstances will the Head of School be called upon to weigh in on individual student issues such as expulsion. The Grievance Policy contained in this handbook outlines the process that must be followed.

Good Shepherd is proud to offer an experienced team of knowledgeable educators and administrators whose purpose is to ensure an optimal school experience for each and every student. Good Shepherd realizes that parents have chosen the school for this advantage, and parents will support this effective process in communicating with the school faculty and staff. Good Shepherd commits to communication with parents in a clear and respectful manner that honors the school's partnership with parents in caring for each unique student.

### [PARENT CONFERENCES <Back to Top>](#)

- Parent-teacher conferences for Prekindergarten through eighth grade are regularly scheduled during specific grading periods as noted on the school calendar. Students do not attend school on these conference days.



- Kindergarten - Primer: Conferences are held twice a year as noted on the school calendar.
- Prekindergarten and 1<sup>st</sup> - 8<sup>th</sup> Grade: Conferences are held three times a year with the classroom teacher or advisor. Parents are advised of their specific times.
- Middle School: Parent-student-advisor conferences are scheduled during each trimester. Parents will meet with the student and the student's advisor, who will review the progress reports and be prepared to discuss academic, social, and behavioral progress. Any questions regarding the student should be directed to the advisor. A parent who wishes to speak with a teacher who is not the student's advisor may email the teacher or call the teacher's voice mail, and request a conference for another day.
- Parents should consult the teacher or advisor first when they wish to discuss the child's performance. If there are problems which cannot be resolved, parents should then consult with the division heads.

### [PARENT REQUESTS FOR TEACHERS <Back to Top>](#)

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

### [PROBLEM-SOLVING <Back to Top>](#)

- If a parent has a concern regarding interaction with another Good Shepherd student off campus, the first individual to contact is the other parent.
- If a parent has a concern regarding on-campus behavior, the first individual to contact is the teacher.
- If the child is in middle school (grades five through eight), the parent should contact the advisor. If there are still concerns, the parent should then contact the Assistant Head of Middle School.
- At all grade levels, if the steps above have been taken, and there is still no resolution, the appropriate division head should be contacted.
- If, after all avenues have been exhausted, there is still no resolution, please see the "Grievance" section for information to file an official grievance.

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

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

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

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

- Any form of harassment, including repeated teasing, “put-downs,” bullying, hazing, threats, and sexual harassment, is unacceptable and absolutely prohibited. Good Shepherd will take prompt disciplinary action, which may include suspension or expulsion.
- Threats of harm to the school or others are unacceptable and absolutely prohibited. Good Shepherd will take prompt disciplinary action, which may include suspension or expulsion.
- Repeated disruptive or uncooperative behavior.
- Conduct, off campus and outside of school hours, which is illegal or reflects negatively on the school and/or impacts the learning environment.
- Violation of the Middle School Honor Code, including plagiarism.
- Interference with the rights of others, including physical and verbal abuse, lying, cheating, and stealing.
- Conduct which subverts the order and discipline of the school or the morals of other students.
- Damage or abuse to any school, church, or personal property of others.
- Accessing an area or materials without permission or adult supervision.
- Possession, use, or sale of drugs listed in the current Federal Controlled Substances Act.
- Possession or use of alcohol, any tobacco substance, or inhalants.
- Violation of the Technology Responsible Use Policy.
- Skipping any school class or school activity.
- Possession or use of firearms, explosive materials, fireworks, knives, matches, or any other dangerous implement.
- Use of obscene, profane, or intimidating written or verbal language.

Major disciplinary offenses are taken seriously by Good Shepherd and may result in prompt disciplinary action. Concerns regarding interactions between students during non-school-sponsored activities should be discussed and managed among the families outside of school and should not interfere with the educational process and environment.

## [HEALTH AND WELLNESS <Back to Top>](#)

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

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

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

Good Shepherd defines these behaviors as:

**Bullying/harassment\*:** The repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress, or harm. Bullying can be physical, verbal, psychological, or any combination of these three.

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

Such behavior is considered bullying at any time during school-sponsored activities, whether it takes place on or off school property, while participating in COE, or other off-campus field trips.

To ensure bullying and self-harm does not occur on school campus, Good Shepherd provides faculty and staff development training in bullying prevention, and cultivates acceptance and understanding in all students, faculty, and staff to build the school's capacity to maintain a safe and healthy learning environment. Good Shepherd Episcopal School also provides responsive faculty, staff, and student training as the need arises.

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

Bullying and harassment behaviors deemed to be inappropriate include, but are not limited to: name-calling, reference to academic ability, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics. Bullying also includes humiliation; intimidation (including aggressive use of body language); verbal abuse (anonymous or otherwise); physical abuse (actual or threatened); aggressive or obscene language directed at an individual; offensive joke (spoken, emailed or texted); intentional exclusion or isolations; intrusion through interfering with personal possessions or locker; threats (including demands for money); spreading rumor, gossip, or innuendo; inappropriate texting, sexting, or sharing of personal photographs of self or others in various stages of undress.

## [Self-Harm <Back to Top>](#)

Self-injury, also known as self-harm, self-mutilation, or self-abuse—occurs when someone repeatedly harms themselves on purpose in a way that is impulsive and not intended to be lethal. Self-harm can manifest differently for everyone.

Some of the most common types of self-injury are:

- Cutting
- Scratching
- Burning
- Hitting or punching oneself
- Piercing the skin with sharp objects
- Pulling out hair
- Picking at existing wounds

Source: [mhanational.org/conditions/self-injury-cutting-self-harm-or-self-mutilation](http://mhanational.org/conditions/self-injury-cutting-self-harm-or-self-mutilation)

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

It is the policy of Good Shepherd Episcopal School to contact the parent(s) immediately if a student displays, or gives evidence of self-harm behavior or thoughts of suicide. Parents are required to take their child to a licensed mental health professional or pediatrician of their choice and to assume responsibility for following any treatment recommendations.

The appointment must be scheduled within 24 hours of receiving notification from the school by either phone call or letter. The student will need to be seen and have a risk assessment completed and returned by the licensed mental health professional or pediatrician prior to the student returning to the school.

Prior to the appointment:

- Provide supervision to your child
- Remove access to items such as sharp objects, medication, or weapons
- Call 911 in case of an emergency

At the appointment:

- Give a copy of the Clearance to Return to School letter to the physician or therapist. This letter must be signed and returned to the school before your child may return to school.
- Ask the physician or therapist for his/her Consent to Release Information form. This form is necessary for the physician and the school to be able to communicate freely about your child's needs. You must sign the form, leaving a copy for the doctor and returning a copy to the Division Head.

- The risk assessment is completed and returned to your student's Division Head by the physician or therapist.
- If the therapist or physician believes that the student is at risk for self-harm, you will need to follow any treatment recommendations that they give you (the parent).

After the appointment:

- All paperwork referenced above must be returned to your child's division head.
- A parent and student meeting must be scheduled with the Division Head or School Counselor to discuss support needed at school.

### [Procedures for Reporting Health, Safety and Wellness Concerns <Back to Top>](#)

Good Shepherd Episcopal School expects students, faculty, and/or staff to immediately report incidents of bullying/cyberbullying, self-harm, or suicide to the classroom teacher and advisor/homeroom teacher. The teacher will notify the Counselor or administrator for additional action as needed. Each report will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school for a school-sponsored activity, and during any school-sponsored activity.

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

- All faculty, staff, students, and their parents will receive a summary of this policy prohibiting intimidation, harassment, and bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and/or as part of the school system's notification to parents.
- The school will make reasonable efforts to keep confidential a report of bullying and the results of the investigation. The school cannot guarantee confidentiality. People witnessing or experiencing bullying are strongly encouraged to report the incident. The school has a no retaliation policy for whistleblowers acting in good faith. Concerns regarding interactions between students off campus should be discussed and managed among the families outside of school and should not interfere with the educational process and environment.

### [Response Time <Back to Top>](#)

Division Heads or other designated administrators are responsible for determining whether an alleged act constitutes bullying, cyberbullying, or harassment. A prompt and complete investigation of each alleged incident will be completed as quickly as possible after a report or complaint is made. Interim actions may be taken, as needed, to protect students involved in the incident until the investigation has been completed. Regular updates will be provided on the status of any investigation through completion. Good Shepherd Episcopal School prohibits

reprisal or retaliation against any person who reports an act of harassment or bullying. Good Shepherd prohibits any person from falsely accusing another as a means of harassment or bullying. Any report determined to be false may result in consequences to the student who falsified the report.

\*Source: [adl.org/education-outreach/bullying-cyberbullying/c/definitions-bullying-and-bias.html](http://adl.org/education-outreach/bullying-cyberbullying/c/definitions-bullying-and-bias.html)

## COUNSELING PROGRAM <Back to Top>

The counselor works collaboratively with school personnel to create a safe, effective learning environment for all students. Any student who is experiencing academic, peer, family, or other relationship difficulty is welcome to meet with the counselor for support. Support services include individual conferences, group meetings/discussions, classroom guidance lessons, and the development of social skills. It should be noted that any one-on-one counseling offered through the school is primarily a short-term, temporary service and does not take the place of long-term, comprehensive psychological counseling.

## CRITICAL INCIDENT <Back to Top>

Good Shepherd Episcopal School has a Critical Incident Plan and Critical Incident Team in place for preparing and responding in the event of any emergency.

Regular drills are conducted as part of the school's safety and security program. The school's critical incident team utilizes the Standard Response Protocol (SRP) shown below as established by the I Love U Guys Foundation. The goal of the SRP is to utilize common terminology that can be easily understood and reinforced through practice that will enable a rapid response determination when an unforeseen event occurs.

The five SRP actions below are drilled regularly as well as utilized in the event of a real incident. Parents will receive communication through the TitanHST emergency communication system in the event of a drill or a real incident. These alerts may be delivered as emails, text messages, phone calls, or any combination thereof.

The management of drills as well as real incidents are led by the critical incident team composed of school management and Dallas Police Department officers. Please understand that in a real incident, information is continuously evolving, and the school will communicate with parents as able and when appropriate. Please know that, in the event of an emergency, you should not attempt to communicate directly with your child's teacher. During an incident or a drill, your student might not be released to you until that incident has ended.



**Hold** is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



**Secure** is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



**Lockdown** is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



**Evacuate** may be followed by a location, and is used to move people from one location to another, in or out of the building.



**Shelter** is followed by the **Hazard** and a **Safety Strategy** and is the protocol for group and self protection.

For more information regarding the school's security protocols, please login in to the [GSES Parent Portal](#).

## [FOOD ALLERGIES <Back to Top>](#)

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

Please see the [Allergy Aware Policy](#), located on the [GSES Parent Portal](#) under "Clinic", for specifics and submit the [Allergy Action Plan](#) to the Clinic if necessary.

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

In prekindergarten-primer, families must provide allergen-free daily snacks.

In grades 1 and 2, families must provide allergen-free daily snacks in classrooms that are designated as "Food Allergy Aware."

In grades pre-kindergarten-4, food treats brought in for special occasions must be allergen-free in classrooms that are designated as "Food Allergy Aware," or an appropriate substitute is to be provided by the parents of students with allergies.

It is expected that students in grades 3-8 will be aware of their allergies and will check before eating something.

[ILLNESS <Back to Top>](#)

School attendance is important for students. The decision to exclude students who have an infectious disease from school should be made in conjunction with the administration, school nurse, the state or local public health agency, health care professionals, and/or parents/guardians. Students are allowed to return to school (including participation in athletics and COE trips) once the exclusion period is met, or a health care provider clears the student. **Parents/Guardians must notify the school nurse of an absence related to an illness.** The Clinic may be reached at 214-506-2949 or [clinic@gsesdallas.org](mailto:clinic@gsesdallas.org). If a student becomes ill at school, a parent/guardian will be contacted immediately to pick up the student. If the student is not picked up within 30 minutes of presenting to the clinic with an illness, the student’s emergency contacts will be notified to pick up the student.

Generally, if any of the following conditions apply, exclusion from school or school activities (athletics and COE trips) is required:

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

SYMPTOM	EXCLUSION GUIDELINES
<b>Cough</b>	If the student is experiencing severe, uncontrolled coughing or wheezing, having difficulty breathing, or requiring more than two (2) rescue respiratory treatments (metered dose inhaler) during the school day. Nebulizer treatments are not allowed at school due to increased aerosol spread/exposure of illness.
<b>Diarrhea</b>	For 24 hours if any of the following conditions apply: the student has other symptoms along with diarrhea (such as vomiting, fever, abdominal



	pain, etc.), diarrhea cannot be contained in a toilet, or there is blood or mucus in the stool.
<b>Fever</b> (defined as a temperature over 100°F oral, temporal, or tympanic (ear))	A student must be <b>fever-free for 24 hours without the use of medication</b> before returning to school unless a note from a medical professional is provided releasing the student to return to school.
<b>Hand, Foot and Mouth</b>	School aged children can continue to go to school as long as they: <ul style="list-style-type: none"> <li>● Have no fever.</li> <li>● Have no uncontrolled drooling with mouth sores.</li> <li>● Feel well enough to participate in classroom activities.</li> </ul> <p>Talk with your child's healthcare provider if you are still not sure when it is okay for them to return.</p>
<b>Headache</b>	No exclusion is necessary unless the student has had a recent head injury.
<b>Head Injury</b>	In the case of a head injury or concussion, progression is individual. Parents are expected to share a physician's diagnosis and individualized care plan with the school nurse who will disseminate it to the proper division head and teachers. The school requires a plan from a physician outlining return to classes, homework, tests, play, and/or athletics, in order for the student to make up missed work. The student may not participate in school-sponsored extracurricular activities until cleared by a physician and the proper paperwork is presented to the school nurse.
<b>Head Lice</b>	The presence of nits or lice. The student may return if proof of treatment from a professional service is presented to the school nurse or administration or assessed by the school nurse as nit/lice free. Per CDC guidelines, letters are

	not automatically sent home when lice and/or nits are found, but are at the discretion of the combination of the classroom teacher, division head, and school nurse.
<b>Impetigo</b>	Until 24 hours after beginning treatment or as long as there is no discharge from the affected areas.
<b>Pink Eye</b>	For 24 hours after treatment for bacterial conjunctivitis. Exclusion is recommended as long as symptoms are present for viral conjunctivitis.
<b>Rash</b>	For 24 hours if the student has symptoms in addition to the rash such as behavior change, fever, joint pain, or bruising not associated with injury, or if the rash is oozing and open wounds are present.
<b>Skin Conditions/Wounds</b>	All open sores, cuts, and/or communicable skin conditions must be covered with appropriate dressing before arriving at school and while attending school.
<b>Stomach Ache / Abdominal Pain</b>	If the pain is severe or appears after an injury, or if other symptoms are present in addition to the stomach ache (such as vomiting, fever, diarrhea, etc.)
<b>Strep Throat</b>	Until student is treated with antibiotics for 24 hours
<b>Vomiting</b>	For 24 hours if the student has vomited one (1) time in 24 hours, if the vomit appears green or bloody, if the student has a recent head injury, or if the student has symptoms in addition to vomiting (such as fever, diarrhea, etc.).

[IMMUNIZATION POLICY <Back to Top>](#)

Every student enrolled at Good Shepherd Episcopal School shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. This currently does not include any of the COVID-19 vaccines.

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

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

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

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

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

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

### **Original Container**

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

- Name and address of the pharmacy;
- Name of the patient (student);
- Name of the prescribing practitioner;
- Date the prescription is dispensed;
- Instructions for use (dose, route, and frequency); and
- Expiration date of the medication. **Please note, we cannot accept expired medications.**

### **Change in Original Request**

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

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

Over-the-counter (OTC) medications will be provided by the school, including pain relievers such as Tylenol, or NSAIDs such as Advil, oral Benadryl, Benadryl and Caladryl anti-itch cream, and Refresh eye drops. These medications can be administered to the child at the discretion of the nurse per the [Medical Information Form](#) which must be submitted annually by the child's parents/guardians. Parents/guardians must provide OTC medications, other than the previously mentioned, for their child and complete the required medication-administration paperwork. The medication must be brought to the clinic by the parent/guardian. Students are not allowed to bring in medication or complete the required medication administration paperwork. The school nurse will notify the parent/guardian of OTC medication administration at the time it is requested if it is an as-needed medication.

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

The school will authorize and train the school personnel to administer an epinephrine auto-injector to a person who he or she reasonably believes is experiencing anaphylaxis, whether on the school campus, at an off-campus event, or while in transit to or from a school event. All school personnel will be trained and equipped to effectuate the purposes of this policy. Such training will occur annually. If a student has a known allergy that could potentially require the use of an epinephrine auto-injector, an [Allergy Action Plan](#) must be completed for the student and the parents should provide two auto-injectors to stay on campus for the student's use (one of which will remain at the clinic and the other which will remain with the student). The clinic does stock a limited supply of epinephrine auto-injectors for emergency situations.

### [NOTIFICATION OF ASBESTOS <Back to Top>](#)

Federal law requires that we notify the school community regarding asbestos-containing material located on our campus. There is a minimal amount of asbestos on campus. Areas are frequently inspected and maintained in accordance with EPA regulations to ensure that no health hazard exists. If you have questions, contact Amanda Medina, Chief Financial & Operating Officer, at ext. 6473.

### [RESPONSE TO CONCERNS OF ABUSE OR NEGLECT <Back to Top>](#)

Safety of children is Good Shepherd's highest priority. Completion of sexual abuse prevention courses is mandatory for all employees in accordance with the schedule set by the Episcopal Diocese of Dallas. School employees are required by law to report suspected abuse and neglect (including that which doesn't involve sexual conduct) A report of suspected or known abuse can be made by phone 1-800-252-5400 or online at [txabusehotline.org](http://txabusehotline.org).

## [SCHOOL CLOSING DUE TO INCLEMENT WEATHER <Back to Top>](#)

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

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

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

The school has allocated two "free" days should the school be closed due to inclement weather or some other unforeseen event. If a school closing exceeds these two days, students will have Learn/Work from Home Days with work assigned that they will be expected to complete.

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

[Technology Responsible Use Policy](#)

[Grievance Form, Level One](#)

[Grievance Form, Level Two](#)

[Grievance Form, Level Three](#)

# TECHNOLOGY RESPONSIBLE USE POLICY

The use of technology, including digital devices and resources, is essential to today's learning environment. In providing these resources to its members, it is the goal of Good Shepherd Episcopal School to facilitate inquiry and discovery learning to foster dynamic, creative, collaborative and global leaders. To that end, the purpose of this Responsible Use Policy (RUP) is to outline clear expectations for students and families regarding the responsible and appropriate use of school-owned technology and resources.

## Ownership and Usage

1. Ownership: The Chromebooks and charging cables provided to students are for educational use only and are the property of Good Shepherd Episcopal School.
2. Device Personalization: **Beginning with the 2023-2024 school year**, all newly distributed devices (including those given as replacement devices) may not be personalized with stickers and/or other decor. If a student wishes to personalize a school device, he/she is permitted to purchase a case to customize. It is not permissible to adhere anything directly to the new Chromebooks.
3. Personal Use: Using school owned technology and digital resources in a personal manner, including but not limited to, listening to music, watching videos, free-surfing, taking pictures or videos that aren't school related, connecting to unauthorized devices, sharing personal documents or emails, shopping, illegal activity, adding or playing apps, games, internet search engines, or VPN's, proxy servers, or any other software or tools that circumvent school security measures is strictly prohibited and is considered a major disciplinary offense.
4. No Expectation of Privacy: The use of school-owned technology and digital resources is not private. Teachers, technology staff, and administrators can and will review all work and activities regularly.

## Financial Responsibility

1. Liability for Loss, Damage, or Misuse: The student and his/her family are financially responsible for the school-owned Chromebook and charging cable during the time assigned to them. In the event of loss, damage, or misuse, the student's family will be held liable for repair or replacement costs as determined by the school administration.
2. **Initial Two (2) Repairs or Replacements** for Chromebooks: A **\$50 charge** will be billed to cover repair or replacement expenses the first and second time there is accidental damage or misuse.
3. **Subsequent Repair or Replacement** for Chromebooks: A **\$300 charge**, based on the full cost of the device, will be billed to cover the repair or replacement for any subsequent accidental damage or misuse.

4. Theft or Loss: In the event of theft or loss of a school-owned Chromebook or charging cable, it is the responsibility of the family to replace the device or cable at the full purchase price.  
**Replacement fee for new Chromebook: \$300**  
**Replacement fee for new charging cable: \$20.**
5. Device Return: Students are required to return both the Chromebooks and the charging cables provided to them based on the schedule determined by administration. If the device is no longer covered by the warranty period, the family may choose to purchase the used device and charging cable for a fee of \$25.

## Student Standards for Acceptable Use

The school's vision for technology use aligns with the International Society for Technology in Education's (ISTE) standards, and the guidelines in this policy support those objectives. Therefore, students at Good Shepherd Episcopal School will use school-owned digital devices and resources to:

1. **Demonstrate creative thinking, construct knowledge, and develop innovative products and processes.**

***Students will:***

- Apply existing knowledge to generate new ideas, products, or processes
- Create original works as a means of personal or group expression
- Use models and simulations to explore complex systems and issues
- Identify trends and forecast possibilities
- Only publish schoolwork online when asked to do so by GSES teachers

***Students will not:***

- Violate copyright laws by using software or media produced by others without suitably citing the use of online resources, books, and media not of their own creation. This includes the use of ChatGPT and other AI resources.

2. **Communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.**

***Students will:***

- Interact, collaborate, and publish with peers, experts, or others, employing a variety of digital environments and media
- Communicate information and ideas effectively to multiple audiences using a variety of media and formats
- Develop cultural understanding and global awareness by engaging with learners of other cultures
- Contribute to project teams to produce original works or solve problems
- Respect the work of other students and communicate appropriately
- Tell an adult if someone makes him/her feel uncomfortable or uses technology to hurt or harass him/her

- Use school email as a tool for communication regarding school projects, assignments, or school-based activities.

***Students will not:***

- Copy, damage, or delete the work of others, including “hacking” others email or other websites
- Send unwanted communications to those who ask them not to
- Create, send, forward, or display inappropriate texts, photos, videos, or other materials
- Read another person’s private communications without permission

**3. Gather, evaluate, and use information.**

***Students will:***

- Plan strategies to guide inquiry
- Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media
- Evaluate and select information sources and digital tools based on the appropriateness to specific tasks
- Process data and report results
- Examine an internet source before using it
- Tell an adult immediately if any inappropriate content has been seen or accessed and only share this information with the appropriate people.

***Students will not:***

- Search out, view, or copy inappropriate photos, videos, or other materials or information

**4. Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions.**

***Students will:***

- Identify and define authentic problems and significant questions for investigation
- Plan and manage activities to develop a solution or complete a project
- Collect and analyze data to identify solutions and/or make informed decisions
- Use multiple processes and diverse perspectives to explore alternative solutions

***Students will not:***

- Use tools or resources inappropriately or in ways that result in off-task behavior

**5. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.**

***Students will:***

- Advocate and practice safe, legal, and responsible use of information and technology.
- Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
- Demonstrate personal responsibility for lifelong learning



- Exhibit leadership for digital citizenship
- Treat others with respect at all times, both online and offline
- Use digital resources in a way that is consistent with the educational objectives and philosophy of Good Shepherd Episcopal School

***Students will not:***

- Provide personal information about themselves or others to anyone not known.
- Misrepresent or negatively represent themselves or others or Good Shepherd Episcopal School while online
- Use technology to bully or tease other people
- Take pictures or record video or audio of anyone without their permission

**6. Demonstrate a sound understanding of technology concepts, systems, and operations - including contacting a school employee if the device has any problems and/or security issues.**

***Students will:***

- Understand and use technology systems
- Select and use applications effectively and productively
- Troubleshoot systems and applications
- Transfer current knowledge to learning of new technologies
- Keep personal information private, including login information and passwords
- Respect and care for equipment provided for personal use

***Students will not:***

- Log into another user's account or tamper with another person's files
- Use school technology to buy, sell, or register for anything unless instructed to do so by a teacher
- Load any personal software onto school resources without prior permission
- Access or introduce any educationally-inappropriate materials or files harmful to the integrity of the GSES network.

GOOD SHEPHERD EPISCOPAL SCHOOL  
PERSONNEL-MANAGEMENT RELATIONS  
STUDENT/PARENT COMPLAINTS/GRIEVANCES  
STUDENT/PARENT COMPLAINT FORM — LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, email, fax, or U.S. mail to the appropriate administrator within the time established in School policy. All complaints will be heard in accordance with the School policy or any exceptions outlined therein.

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

Telephone number (\_\_\_\_)\_\_\_\_\_

3. If you will be represented in voicing your complaint, please identify the person representing you.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone number (\_\_\_\_)\_\_\_\_\_

4. Please describe the decision or circumstances causing your complaint (give specific factual details).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What was the date of the decision or circumstances causing your complaint?

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6. Please explain how you have been harmed by this decision or circumstance.

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7. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

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With whom did you communicate?

---

On what date? \_\_\_\_\_

8. Please describe the outcome or remedy you seek for this complaint.

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Student/Parent signature \_\_\_\_\_

Signature of student/parent representative \_\_\_\_\_

Date of filing \_\_\_\_\_

*Complainant, please note:*

*A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refilling is within the designated time for filing a complaint.*

*Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.*

GOOD SHEPHERD EPISCOPAL SCHOOL  
PERSONNEL-MANAGEMENT RELATIONS  
STUDENT/PARENT COMPLAINTS/GRIEVANCES

LEVEL TWO APPEAL NOTICE

To appeal a Level One decision or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, email, fax, or U.S. mail to the Head of School or designee within the time established in School policy. Appeals will be heard in accordance with School policy or any exceptions outlined therein.

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

Telephone number (\_\_\_\_)\_\_\_\_\_

3. If you will be represented in voicing your complaint, please identify the person representing you.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone number (\_\_\_\_)\_\_\_\_\_

4. To whom did you present your complaint at Level One? \_\_\_\_\_

Date of conference \_\_\_\_\_

Date you received a response to the Level One conference \_\_\_\_\_

5. Please explain specifically how you disagree with the outcome at Level One.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Attach a copy of your original complaint and any documentation submitted at Level One.

7. Attach a copy of the Level One response being appealed, if applicable.

Parent signature \_\_\_\_\_

Signature of parent representative \_\_\_\_\_

Date of filing: \_\_\_\_\_

GOOD SHEPHERD EPISCOPAL SCHOOL  
PERSONNEL-MANAGEMENT RELATIONS  
STUDENT/PARENT COMPLAINTS/GRIEVANCES

### LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, email, fax, or U.S. mail to the Board or designee within the time established in School policy. Appeals will be heard in accordance with School policy or any exceptions outlined therein.

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_

3. If you will be represented in voicing your complaint, please identify the person representing you.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_

4. To whom did you present your complaint at Level Two? \_\_\_\_\_

Date of conference \_\_\_\_\_

Date you received a response to the Level Two conference \_\_\_\_\_

5. Please explain specifically how you disagree with the outcome at Level Two.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you want the Board to hear this appeal in open session? \_\_\_\_\_

*If so, the Board will consider your request; however, you may not have a legal right under the Open Meetings Act to require a meeting in open session.*

Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Attach a copy of the Level Two response being appealed, if applicable.

Student/Parent signature \_\_\_\_\_

Signature of student/parent representative \_\_\_\_\_

Date of filing \_\_\_\_\_