

GOOD SHEPHERD SCHOOL

**EXCELLENCE
IN CHRISTIAN
EDUCATION**

HANDBOOK

**28986 SE Haley Rd, Boring, Oregon, 97009
503.663.5280
gssrams.com**

A Letter from the Principal

Dear Parents,

Thank you for considering the educational opportunities at Good Shepherd School. We're a private, Christian school for kindergarten through eighth grade and are funded through tuition payments from parents and financial support from Good Shepherd Community Church. The school is a ministry of the church and not a separate or independent entity.

We believe a quality education is a joint effort of the school and parents. Our goal is to integrate biblically-based instruction in all areas of life, including academics.

This handbook will provide you with information to help you better understand our school. If you'd like more information please visit our website gssrams.com. If you wish to visit our school, please call the office at 503.663.5280.

We look forward to hearing from you.

Sincerely,

Greg Suminski
Principal

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Philosophy-Mission-Goals

“A blind man cannot guide a blind man, can he? Will they not both fall into a pit? A pupil is not above his teacher; but everyone, after he has been fully trained, will be like his teacher.”

Luke 6:39-40

Philosophy of Education

As Christian professional educators, we have the responsibility to model the master of all teachers, our Lord Jesus Christ. Only those who follow and seek to be like Christ can lead a child to truth and the understanding of a world view that includes God. God is the author of life. Education equips a person to experience and visualize the most meaningful and rewarding life possible. Then it is reasonable to appropriate His principles and His Spirit to define and influence the best education for our children.

Mission

Good Shepherd School is a private, evangelical school providing excellence in Christian education. The teaching and learning focuses on a quality, academic environment that values godly character and parental involvement.

Goals

- Provide every student opportunities to gain the attributes of godly character and master relevant content in basic education, critical thinking and problem solving.
- Foster a spirit of excellence in teaching and learning, deportment, relationships, communications and spiritual growth.
- Involve Christian parents in the process of educating their children in a Christ-centered environment of excellence.
- Manage available resources effectively and efficiently to fulfill the mission.

Beliefs

“But these are written that you may believe that Jesus is the Christ, the son of God, and that believing you may have life in His name.”

John 20:31

About the School

- Students should develop and use their God-given gifts and abilities to serve the school, church and community.
- Students should be in a Christ-centered environment to best develop spiritually, intellectually, physically, socially and emotionally.
- Under the authority of the Good Shepherd Church Elders, the school leadership, faculty, staff and parents should work together for the best interest of the students.
- The school should assist parents in preparing students to be responsible Christians while living in a secular culture.
- The school participants should be learning together to live like Christ and reaching out in His name.

About the Bible

We believe that...

- The real author of the Bible is God.
- He has given us the Bible perfect, complete and free of errors.
- The Bible gives us God’s standards for how to live well.
- The Bible is the final authority for the family of Good Shepherd Community Church.

Because of this confidence in the Bible, we also believe its teaching that...

- There is one God who has always been and will never cease to be and who exists in three persons—the Father, the Son and the Holy Spirit.
- God the Father is in total control over every detail of the universe. Yet even though He is so great, He’s still lovingly interested in our lives so that He hears and answers prayer and saves from sin and death all who trust Jesus Christ.
- Jesus the Son is totally God and at the same time totally human. He was born to the virgin Mary, lived without sin, died as a substitute for us, physically rose from the dead, ascended into heaven, is now sitting on His rightful throne in heaven and will return in the sight of all the world.

- The Holy Spirit took an active role in the creation of the universe, the writing of the Bible and Jesus’ ministry on earth. His role now is to convince the hearts of men and women of their sin and their deep need of salvation before a righteous God and judge. He helps people come to faith and new life in Christ. Then He comes to live in believers; helping them grow, make right decisions understand the Bible and find comfort in hard circumstances.
- Mankind was created by God to enjoy God’s company and to obey His will. The first man and woman chose to disobey God, and all the rest of us have inherited the same rebellious nature. Because of our sin (before we trust Christ) we are separated from God; that is, we are spiritually dead.
- Jesus Christ died to pay the price we owe for our rebellion against God, and then He rose from the dead as the final victory over death. There is no other payment, other than the sacrifice of Jesus, that is great enough to pay the price we owe. All who trust in the complete adequacy of Jesus’ death in our place will be forgiven for all past, present and future sins and will receive eternal life that can never be lost.
- All who have trusted Christ have been born into a new life and are part of God’s family-the universal church, including all true believers of all times and places. God instructs each of His children to be an active participant in a local church.
- One day every human being will be raised from death. Believers in Christ will enjoy eternal life with God, but those who haven’t believed in Christ will experience eternal separation from God.

The School Day

School Hours

Half Day Kindergarten 8:25-noon Monday through Friday

Full Day Kindergarten through eighth.....8:25 a.m.-2:45 p.m. Monday through Thursday
 8:25 a.m.-noon on Fridays

Student arrival and departure:

Transportation to and from school is the responsibility of parents. Families may arrange for their own car pools. Students’ arrival to school should be no earlier than 8:15 a.m. Student departure should be promptly at 2:45 p.m. (noon on Fridays).

Lunch:

Hot lunch is available on designated days beginning the second week of school. Students may choose to provide their own lunch or order a hot lunch. Lunch tickets can be purchased at the school office. There is no lunch period on Fridays because school is dismissed at noon.

Prayer Meetings

Faculty and staff meet at 8 a.m. each morning for devotions and prayer. We would appreciate your consistent prayers for the faculty and staff so we can be effective in our ministry to your family.

Curriculum

Art:

Students in grades one through five receive art instruction one day each week. Grades six through eight may select art as an option. They learn to draw, paint and sculpt using a wide variety of art mediums and methods.

Basic education:

Language arts, science, history and geography materials are selected from A Beka, Bob Jones and Harcourt Brace publishers. Mathematics materials are ordered from various publishers. Some of the lower grades use the Spalding phonics program as well as other resource materials.

Bible:

Every day specific elements of godly character are integrated into all curriculum throughout the school. Furthermore, the upper grades study specific books in the Bible and a variety of topical content.

Chapel:

Every other week our students gather for chapel services. Our purpose is to expose students to interesting people who serve the Lord in various occupations and professions. Speakers who are influential role models for children have included missionaries, firemen, policemen, loggers, airplane pilots and business people.

Computer:

First through fifth grade students attend computer class one day a week. Grades six through eight may select computer as an option. They learn basic keyboard skills, word processing and how to write stories, practice math facts and do spread sheets.

Content integration:

Elements of godly character, critical thinking and problem solving are integrated across all curriculum at all grade levels.

Field Trips:

A variety of field trips are scheduled to provide students unique opportunities to learn outside the classroom. A small fee may be charged.

Library:

All students learn library and research skills appropriate for their grade level. A typical class session for the primary classes may include book selection, a story read aloud or learning interesting facts about an author's life. The upper grades receive assistance and instruction in using the library for research. Children are encouraged to check out books to be read at home. At least once a year the library sponsors a book fair for students and parents.

Music:

Vocal music classes are provided for grades first through fifth twice weekly. Grades six through eight may select music or band as an option. Students learn music appreciation as well as theory and vocal skills. Special programs for all grades throughout the year encourage involvement in music.

Physical Education:

Students attend physical fitness classes twice a week to prepare them for positive athletic competition and to expose them to a variety of games and activities they can enjoy throughout life.

After-School Sports

Athletics contribute to the character of our society. Our values are affected and reflected by observing and participating in sports. We organize athletic teams with an emphasis on skill development, participation and teamwork-not individual accomplishment. We teach children self-control, endurance, self-worth, good sportsmanship, sensitivity toward others and to strive for excellence.

Student Absences and Illnesses

If a child is well enough to come to school, they are expected to participate in all activities including physical activities and recess; with the exception of those with crutches, casts, etc. Please do not send children to school with a communicable disease. There is no need to call the school office if your child is ill. For any length of absence, a note of explanation to the classroom teacher would be appreciated.

Good Shepherd School values good attendance and punctuality. The quality of education is compromised by absenteeism and tardiness. Absenteeism will affect promotion and re-admittance decisions. More than 15 school days per year is at the unacceptable range. We will work with families in extenuating circumstances.

Friday Afternoons

Students are dismissed each Friday at noon; thus, no lunch time. Families are encouraged to use the afternoon to plan educational activities for their children. Doing homework assignments, correcting the previous week's homework or visiting the public library are excellent ways to use the afternoon.

Student Behavioral Expectations and Responsibilities

Good Shepherd School emphasizes developing the godly character of children. We expect students to take responsibility for their behavior by making choices that demonstrate attitudes and actions that honor the Lord, their parents and one another. We look to Jesus and God's Word for our example of setting standards and expectations for student behaviors.

Attitude

Students are expected to have an attitude of mutual respect in all relationships.

- Student to staff
- Student to student
- Student to adult

We encourage students to follow the *golden rule* principle, "Do unto others as you would have others do unto you." This includes:

- Building one another up
- Believing the best of others
- Supportive relationships

Language

Students are expected to use edifying language. We encourage:

- Problem solving
- Constructive criticism

We prohibit:

- Degrading language-oral and written
- Name calling
- Destructive criticism
- Gripping

Safety

Students are expected to conduct themselves in a safe manner.

- Physical safety
 - no scuffling, pushing, shoving
 - no unnecessary risks
- Emotional safety
 - no intimidation
 - no name calling or degrading talk
- Facility safety
 - keep an orderly, clean environment
 - personal property will be well cared for and will not create unnecessary temptation to others
 - do not damage or deface church/school property
 - students will be responsible for replacement of damaged property

Time Management

We value school attendance and promptness.

- Absences:
It is the family's responsibility for students to make up work when students are gone for an extended time period.
- Tardiness:
Tardiness interrupts class instruction. Repeated tardiness is unacceptable.

Dress

Students' dress should be modest, representing the Lord, as a believer's body is a temple of the Holy Spirit.

- Clothes should be appropriate for the function and occasion.
- Any written message on clothing is to be in good taste.
- Clothing is to cover underwear.
- Tops are to cover midriffs.
- Shorts, dresses and skirts should not be shorter than fingertips extended at each side.
- Clothing that's too tight is a distraction so err on the side of modesty.
- Ear (only) piercing on girls and NO piercing on boys.
- No body tattooing on girls or boys.

Food, Gum and Personal Items

The use of food should not distract from the learning environment or damage the facility. It is restricted to the banquet room unless used in a teacher-directed activity (exceptions made for dietary needs). Gum is not allowed. No personal electronic devices (ipods, cell phones, etc) and anything with rollers (roller shoes, skate boards, etc) are not allowed on the school campus.

Consequences

The classroom teacher is responsible for developing and implementing a student management plan for their class. Teachers are expected to relate to students in a positive, respectful manner. They will establish a Christ-centered, orderly learning environment where students take responsibility for their actions. If a student's attitude or behavior escalates to the point where the classroom interventions are not adequate, they will be referred to the principal's office.

The action plan for office referrals is as follows:

- An initial office referral will result in the principal having a problem-solving conference with the child and notifying the parent.
- A second office referral will result in the principal having a problem-solving conference with the child, parent and teacher.
- Further disruptions may result in suspension.
- Ultimately, such disruptions may result in expulsion from school.

Library

Each Good Shepherd School student, regardless of grade, is to sign his/her full first name, first letter of last name and grade (e.g. David T, 2nd) to the check out card each time an item is checked out. The number of books allowed per grade is as follows:

Kindergarten & 1 st grade	one book-classroom use only
Second grade	two books-may take home
Third-eighth grades	three books, one video game/CD/audio tape

Student Progress and Assessment

A variety of methods are used to monitor student progress and report results. Results are provided to assist the student, parent and teacher in working together to achieve the best education possible for the students. They are not intended, in any way, to be used to determine a child's self-worth or value.

Stanford Achievement Test

The Stanford Achievement Test (SAT) is a nationally-standardized test administered annually to all students in grades three through eight. The results are recorded in each student's folder and forwarded to parents. Detailed interpretation is available upon request through a conference. This test indicates how each student is progressing in school as measured against students in the same grade throughout the United States.

Tests, Quizzes, Projects, Daily Assignments and Homework

These are the primary methods used by teachers to assess student progress. A written copy of the teacher's student progress assessment methods and grading policy are available for parents.

Grading Policy

Report cards are issued on a quarterly basis. Students receive an achievement grade and an effort grade for most subjects. The achievement grade is based on how well the child is performing in relationship to a pre-determined standard. If a student is not working at grade-level, the grade is asterisked to indicate that the work has been modified. The effort grade is earned by student participation and attitude toward learning.

Students are expected to take responsibility for meeting deadlines when completing their work. Efforts to notify parents of missing work will be made. Missing assignments contribute to low and/or failing grades. Parents are encouraged to contact the teacher regarding grades and assignments throughout the quarter.

The mid-term report is a snapshot of your child's performance on the activities, assignments and/or tests completed halfway through the quarter. It is not a prediction or guarantee of the final quarter grade. A student may receive satisfactory grades for the mid-term report and yet receive unsatisfactory quarterly grades. Factors that may contribute to unacceptable grades may be late and/or missing assignments and low test scores in the last part of the quarter. Another factor that may affect the final quarter grade is if a long-term assignment or final test is weighed more heavily than other work.

The final quarter grade is derived from teacher-selected assignments and tests as well as classroom participation. Because quarter grades are tied to a specific time period, they cannot be changed by completing extra credit or re-doing assignments or tests. However, for the sake of knowledge and/or skill attainment, remedial work is recommended.

Academic Probation

If a student in grades 4-8 receives a *D* or lower in any core subject (non-elective) on a report card, these are the steps that will be followed.

Step One

If after first or third quarter, parents must attend parent/teacher conferences to discuss options and checkpoints. If after second quarter, the teacher will contact parents to arrange a conference. If after fourth quarter, a conference will be scheduled in the fall if the student is returning. Junior high students must come to tutorial on Tuesdays and study halls on Mondays and Wednesdays during lunch recesses. Fifth and sixth stay in for pre-determined lunch recesses or stay for tutorial in the Resource Room from 2:35-3 on specified days.

Checkpoint

If student receives a *D* or lower in any core subject on midterm (4th - 6th) or second tri-weekly (7th - 8th) after the ensuing report card, parents are called and updated on student's progress, reminded of steps and confirm that they have attended study halls and/or tutorials.

Step Two

If student receives a *D* or lower on next report card, parents meet with teacher and principal; and student is placed on probation.* Next checkpoint will be discussed as well. If appropriate, testing will be considered at this time. If testing is recommended, an appointment must be made with the testing coordinator within one week. At this point, the student will follow *Identifying Special Needs* steps instead of this process.

Checkpoint

If student receives a *D* or lower in any core subject on midterm (4th - 6th) or second tri-weekly (7th - 8th) after the ensuing report card, parents will be called and updated on student's progress and whether or not they have attended study halls and/or tutorials. They will also be reminded of probation and consequences.

Step Three

If student receives a *D* or lower for three quarters in a row, it's grounds for dismissal.**

*Student placed on probation must complete two quarters in a row of no *D* or lower in core subjects on their report card to be removed from probation. Any *D* or lower after that, and the process begins again.

**Principal has final say on dismissal.

Student Admission Standards and Procedures

Minimum Admission Standards

At least one parent who has legal, daily responsibility for the child must meet the following minimum admission standards:

- Must trust Jesus as Savior and have a close, consistent walk with Him
- Regular attendance, tithing and service of parents and children in a local church body with convictions consistent with our beliefs (see pg 2)
- Agreement and support of our beliefs (see pg 2)
- Agreement and support of our stated philosophy of education, mission and goals (see pg 1)
- Ongoing, active involvement in parent conferences, meetings and school activities
- Agreement to work with the school to provide the best possible Christian education for the child

Application Procedure

- Pick up a handbook and application from the school office or on-line at www.gssrams.com.
- Complete the online application then you will be contacted by the school to setup an interview.
- Students meeting admission requirements are considered for enrollment on the following priority structure (Principal/Elders retain the right to make final admission decisions)
 - -Returning students
 - -Siblings of currently-enrolled students
 - -Good Shepherd Community Church members (length of attendance, tithing and service at GSCC will be given priority)
 - -Christian families attending other churches
 - -All things being equal, applicants will be selected by lottery
- An interview is part of the application process. Although we generally use the above-mentioned criteria, families may not be admitted due to several factors. The existing classroom composition and limited resources influence admittance decisions. New applicants at the junior high level will be accepted on a probationary status only. Other grade-level students may be accepted on a probationary status as well. The school strives to maintain a balanced class population.
- When a class becomes full, a waiting list is established (up to five per grade)

Costs

- Tuition..... see schedule
- Application fee (non-refundable) \$25 per family
- Registration fee (non refundable)..... \$50 per child/\$75 for seventh and eighth
- Books varies for each class

Tuition Payments and Penalties

- **Tuition is due the first of each month.**
- Tuition payments may be made on a ten or twelve-month basis, beginning July 1
- Tuition payments are made through electronic payments.
- Students will not be admitted for a new school year until all past school tuition and fees have been paid.

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

Withdrawal Policy

- If a student is withdrawn before the school year begins, the July payment will be forfeited. The August tuition will also be forfeited if the spot is not filled within 30 days.
- If a student is withdrawn before the end of any given month, all year-to-date tuition as well as tuition for the entire month will be forfeited. If tuition has been paid ahead, there may be a refund minus the tuition for the current month.
- No books/fees will be refunded unless the spot is filled within 30 days.

Parental Involvement

At Good Shepherd School parents and teachers work together as a team to meet the educational needs of each child. Teachers work to develop a scope and sequence of material to be presented within each grade level. They present and reinforce new concepts and monitor progress. Parents reinforce at home what their child learns in the classroom. This requires a definite commitment on the part of the parents to be involved in their child's education. Parents are uniquely qualified to deal with a student's attitude toward his school work. A parent need not know all the answers to be meaningfully involved in the child's education. Because of our concern that parents be part of Good Shepherd School, you will have easy access to classrooms and teachers. With this privilege, we request that you support each teacher and communicate thoroughly with minimum disruption to students. Any differences you have with any teacher should be discussed in a private talk with the appropriate teacher sometime other than during the school day.

School Advisory Council (SAC)

The School Advisory Council is intended to function as a sounding board to give advice to the principal, to build positive school and community relations and to act as a liaison between the administration, school and parents. Members are asked to serve a three-year term. The council meets once monthly or as often as necessary to affect:

- general long-range planning and direction
- daily operations, rules, procedures and discipline
- parent service responsibilities
- fund-raising policies
- parent meetings
- admission requirements
- curriculum development
- development and conveyance of a positive public image to the community

The council consists of five to seven persons. Council members are required to have been associated with the school for at least a year.

DECISION-MAKING PROCESS

Good Shepherd School is one of the ministries of Good Shepherd Community Church, not a subsidiary or separate corporation. The church is governed by Elders rather than congregational majority. And, as with all other ministries, the Elders act as the ruling board of the school. But, as is true in any organization, different decisions are made at different levels.

Responsibilities Necessary to Operate the School	Resource/Recommendation	Responsibility for final decision
Philosophy of education/ministry	Principal	Elders
<i>Major</i> policy decisions/policies	Principal	Elders
General long-range planning and direction	SAC*/staff	Principal/Elders
Ministry budget	Principal	Elders
Facilities/equipment needs	SAC/staff	Principal/Elders
Hiring the principal		Elders
Daily supervision of the principal	Church Administrator	Elders
Hiring teachers	staff	Principal/Elders
Daily supervision of the teachers		Principal
Tuition rates and fee changes	Principal/SAC	Elders
Curriculum	SAC/staff	Principal/Elders
Admissions policies	SAC/Principal/staff	Elders
Admissions decisions	staff	Principal/Elders
Daily operations, rules, procedures, discipline	SAC/staff	Principal
Fundraising policy	SAC/staff	Principal
Parent service responsibilities	SAC/staff	Principal
Acting as a buffer between principal and parents	SAC	
Acting as a sounding board	SAC	
Acting as advisors	SAC	
Build positive school and community relations	SAC/staff/Principal	

The decisions and recommendations made by the principal are often made in conjunction with the efforts and input of the teaching staff as well as the Elders and/or School Advisory Council.

The role of the School Advisory Council is to provide a sounding board to the administrator, build positive school and community relations and to act as a liaison between the administration, the school and the parents.

The role of the parents is to support the programs and requirements of the school and to give constructive input to the administrator or School Advisory Council when problems or concerns are discovered.

*SAC-School Advisory Council

COMMUNICATION PROGRAM

Our school community is committed to relationships that honor our Lord and one another. The following program outlines biblical principles and procedures to assist us in *learning together to live like Christ*.

To establish a community characterized by loving, open and trusting relationships between students, parents, teachers, administrative staff and church leadership we encourage members to:

- Rely upon the principles of communication set forth in the Scriptures, for His Word penetrates the heart and judges our thoughts and attitudes (Hebrews 4:12)
- Communicate personally and directly to the appropriate person(s) to solve problems and avoid involving third parties (Matthew 18:15)
- Allow the Holy Spirit to produce His fruit in each life (Galatians 5:22)
- Maintain a pure heart for out of the abundance of the heart the mouth speaks (Matthew 12:35)
- Speak to benefit others (Ephesians 4:29-32)
- Select words that bring true understanding (Proverbs 17:27)
- Listen to learn and listen before we evaluate; hear others out (Proverbs 23:12, 25:12)
- Control our tongues (James 1:26)
- Stop a quarrel before it gets started (Proverbs 20:3)
- Be accountable for what we say (Matthew 12:34-37)
- Do not speak evil of another person (Ephesians 4:31, James 4:11)
- Seek to help, not hurt (I Corinthians 13:4-7)

Good Shepherd School seeks to provide accurate and up-to-date information and support positive relationships through both formal (newsletters, letters, grading, meetings, conferences, etc.) and informal (day-to-day interactions, conversations, informal meetings) processes.

In the communication process, disagreements and misunderstandings inevitably occur. We desire to use these situations as opportunities for growth and a deepening of relationships. We ask that each member use the following process in seeking resolution to a disagreement or misunderstanding. The purpose of this procedure is to secure between individuals at the simplest level possible, orderly solutions that may arise from time to time.

1. Go directly to the person with whom you have a misunderstanding or concern to work toward resolution.
2. If you have a question, misunderstanding or disagreement with a school practice; or if a problem with an individual has not been resolved in a private meeting, the principal will meet with the concerned party or parties to seek and provide information and/or to resolve conflict.
3. In the event the problem is not satisfactorily resolved at levels one and two as above, the church leadership (pastors and/or Elders) will be asked to help facilitate a resolution.
4. In the final analysis, after receiving input and careful deliberation of issues, it is the responsibility of all participants to support decisions made by those in leadership positions.