

Mission and Vision

Mission Statement

Good Shepherd Montessori School is a diverse, cooperative, learning community, governed by an independent Board of Directors that uses the Montessori Method to nurture the character and uniqueness of the child and to inspire wonder and a joy of learning. It fosters spiritual growth in the Christian tradition and cultivates compassionate relationships with all people and just stewardship for the world's resources.

Our mission is based on the following beliefs:

- We believe that all persons are created in the image and likeness of God.
- We believe that diversity is God's creative tapestry and is to be sought and celebrated, especially socio-economic and racial-ethnic diversity.
- We believe in a cooperative school that depends on students, teachers, and parents to work together to accomplish the mission.
- We believe that the education of the whole person is an ongoing process that occurs most successfully when life activities at home and school are consistent.
- We believe in the vision of child development, educational philosophy, methodology, and learning environment created by Dr. Maria Montessori.
- We believe that respect for the child is the foundation for academic excellence and that the aim of education is to touch the imaginations of children and ignite their God-given curiosity and enthusiasm for discovery.
- We believe that the spiritual formation of the child is inseparable from the intellectual formation, and is deepened and celebrated best through the Catechesis of the Good Shepherd, a Montessori approach focusing on Scripture and Catholic liturgy.
- We believe in a plan of cosmic education which provides awareness of the universe and each child's unique place in the universe.
- We believe that the ultimate aim of a Montessori education is to foster world peace and work toward global justice.

What is Montessori?

Montessori is a system of education developed in the early 1900's by Dr. Maria Montessori, an Italian physician. It is both a philosophy of child development and a rationale for guiding such development. The goal of Montessori is to provide a stimulating, child-centered environment in which children can explore, touch, and learn without fear, thus engendering a lifelong love of learning as well as providing the child the self-control necessary to fulfill that love.

The Montessori philosophy is manifested in the Montessori method of seeing children as they really are and of creating environments which foster the fulfillment of their highest potential - spiritual, emotional, physical, and intellectual - as members of a family, the world community, and the Cosmos. A primary tenet is in the profound respect for the child, a recognition of the potential for the full development within each child, and a commitment to fostering children's capabilities

according to their own individual rate of development with emphasis placed on the development of concentration, independence, and self confidence.

Dr. Montessori gave the world a scientific method, practical and tested, for bringing forth the very best in young human beings. She taught adults how to respect individual differences, and to emphasize social interaction and the education of the whole person rather than the teaching of a specific body of knowledge.

Montessori practice is always up-to-date and dynamic because observation and the meeting of needs is continual and specific for each child. When physical, mental, spiritual, and emotional needs are met, children glow with excitement and a drive to play and work with enthusiasm, to learn, and to create. They exhibit a desire to teach, help, and care for others and for their environment.

The high level of academic achievement so common in Montessori schools is a natural outcome of experience in such a supportive environment. The Montessori method of education is a model which serves the needs of children of all levels of mental and physical ability as they live and learn in a natural, mixed-age group which is very much like the society in which they will live as adults.

”What good is knowledge if not combined with consideration for others. Peace is not studied as an independent subject, but is part of the daily functioning of the classroom, and the natural outcome of a method of education where children experience long periods of individual concentration and contemplation and thus are able to process and recover from all the input of our modern world. They learn that peace is not just the absence of war, but the way we treat each other in our daily lives, the way we communicate, and the way we solve problems. Peace begins inside us, at home, at school.” *Quote reprinted from: Child of the World, Essential Montessori for Age Three to Twelve*

History

A Brief History of Good Shepherd Montessori School

Good Shepherd Montessori School opened its doors for the first time in September 2002, but the origin of Good Shepherd is found in years of friendships, conversations, and graduate school discussions. Good Shepherd began among a group of parents who came together with a common desire: to create a school that would be faithful to Maria Montessori’s original vision, that would foster peace in a socio-economically, racially, and ethnically diverse environment, and that would be committed to Sofia Cavalletti’s concept of religious formation found in the Catechesis of the Good Shepherd. Her religious formation model was so vital to the mission of this new school that the parents chose to name the school after it. Central to the mission of Good Shepherd, then, is the religious potential of the child. Along with this, the parents desired a school that would serve the people whom Maria Montessori served when she began her school in the poor neighborhoods of Rome. Because of this, Good Shepherd is committed to bringing children of diverse economic and social backgrounds together in a learning environment of respect.

The Freedom 22 Foundation of South Bend provided needs-based minority scholarships to support this vision, and Good Shepherd committed itself to matching such scholarships for one-third of its

student body. We found classroom space in the First Christian Church, conveniently located at the corner of Jefferson and Eddy in downtown South Bend and the work of creating the classrooms began.

As a parent cooperative, parents have been a part of the workings of the school from the beginning. They painted the classrooms and corridors, they handle lunch and recess duty, they help with science experiments and math tests, and they organize rides to field trips and weekly farm school. In the fall of 2002, the board of directors determined that adding a second lower elementary classroom to the school would be worth investigating. In December 2002 it was decided that a second lower elementary classroom would open for the 2003 –2004 school year.

The fall of 2004 found us growing again, opening an upper elementary classroom, so GSMS expanded to include children from first grade to sixth. In the fall of 2005 the number of children in our upper elementary class doubled so we created the “anchor” system in upper el, dividing the one large class for such things as farm, Atrium, and enrichment.

In 2009 GSMS opened its junior high (7th-8th grade) and purchased the building we had been renting since the beginning, and then through the support of a generous benefactor we opened our first primary (age 3-6) classroom in 2012. At that time our upper elementary anchors were formally transitioned into separate classes. Good Shepherd now serves children age 3 to 14 in six classrooms.

Governance

Good Shepherd Montessori School is a 501(c)(3) not-for-profit educational institution governed by a Board of Directors. The Board of Directors’ major responsibilities are determining basic policies, hiring, supporting, and evaluating the head of school, undertaking strategic planning, evaluating the performance of the School, and leading in financial support of the School.

The board entrusts all the daily operations of the School to the head of school, who supervises and evaluates all programs and personnel and is the final arbiter of any disputes that may arise, including those of parent issues or student disciplinary issues. The board does not sit in review of administrative decisions.

A current listing of the members of the Board of Directors is found in Appendix A.

Academic Policies and Practices

Homework

As a Montessori school, we believe that academic work should be done primarily in the classroom and that it is important for children to have quality family time when they are not in school. Beginning in 4th grade, students receive weekly homework assignments that are typically completed in one or two work sessions. Homework increases commensurate with the student’s age and academic level. Project extensions of the curriculum may be assigned on a class by class basis.

Homework is another reflection of the child's own abilities and we encourage parents to carefully guide their children as questions arise and let the child's abilities naturally manifest themselves through the work. The most important "homework" for the child is to spend time with his or her family, reading, exploring, walking, and playing.

Library

Materials are chosen to support and enrich the Montessori curriculum and instruction objectives and to provide students with a variety of choices for their own reading pleasure.

In keeping with Montessori philosophy, the browsing and check out procedures encourage students to be self directed learners. The librarian does make recommendations considering the age appropriateness of a text. As always we recommend that as with any materials accessed by your child, you have an on-going dialogue about what is appropriate and that you remain aware of what your child is reading.

Due to the limited size of our library, children may borrow books from the library but the books must remain on school property for use in the classrooms by students and faculty. Parents, however, may borrow books from the parent resources section of the library for a two week period.

Guide/Parent/Student (GPS) Conferences

Formal guide/parent/student (GPS) conferences are held in the fall and spring each year. During these conferences, guides discuss the child's progress and provide a written assessment describing his/her development. Your guide will be happy to set up additional times upon your request. Please talk with your guide directly or leave a note with the school office to make arrangements. We do not communicate about an individual child via e-mail or online social networking sites. Guides will communicate with parents in writing or face-to-face.

Any issues involving a child should first be discussed with your child's guide. It is our experience that most situations are best handled through direct communication between parents and guides. The Head of School is always available to discuss any concerns and suggestions, but will ask, first, if the parent has already approached the guide.

Records

Student records including all basic identifying information, academic progress reports, accident reports and health records, reports of outside psychological evaluations, and elementary achievement test results are kept on each student. Local, state, and federal laws require that information in students' records be held confidential. If a parent wishes to inspect student records, they may do so after contacting the School Secretary. The student's account must be current for permanent records to be released to other schools.

Testing and Evaluation, Diagnostic

In the Montessori setting, each child is respected as an individual with a unique learning style. When additional support is necessary for a child to be successful in the classroom, GSMS offers monitoring and the coordination of services.

Any guide having concerns about the academic, social or developmental progress of a student may request, in conjunction with the parents, to have the child screened by the local school district's special services team.

Testing and Evaluation, Standardized

In a Montessori program, teachers evaluate the progress of students through on-going observations and teacher-student interactions.

While we do not advocate the use of standardized tests as a primary tool for evaluating students, practice in formal test-taking will help prepare students for future experiences. We will continue to explore and discuss the question of standardized testing. For further information, please contact the Head of School.

General School Policies and Procedures

Admission Policy Statement

(Nondiscriminatory Policy)

Good Shepherd Montessori School (GSMS) does not discriminate on the basis of race, color, religion, sexual orientation, or national and ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

Admission Policies and Procedures

GSMS's goal is to admit students and families who share and support our educational and philosophical ideals, and who bring cultural, socio-economic, and ethnic diversity to our classrooms. GSMS students are admitted on the basis that the school has personnel and facilities to meet their needs.

Admission is based on:

- A child's developmental and academic readiness
- Family history at GSMS or other Montessori experience
- The enrollment needs of the school
- Commitment to being supportive of the school

Students with Special Needs

GSMS may choose to enroll students with special needs. "Special Needs" can refer to a challenge of physical, emotional or academic nature. There is a commitment from all involved in the child's well being to spend the necessary time to nurture the child with special needs. Therefore, GSMS reserves the right to limit the number of students with special needs enrolled per classroom.

Continuing Enrollment

Application is a yearly requirement for all students, new and returning. Continuing enrollment begins in late January. Continuing Students must complete an Application for Continuing Enrollment and pay the yearly registration fee by February 15th. Applications will not be

accepted from families with delinquent tuition or fees (including extended day), or from a student with faculty recommendations conflicting with parent's choice of program.

New Enrollment

Applications for new enrollment are due no later than March 27th. To apply, the following is required:

- Completed Application for Enrollment form
- Application Fee (NON-REFUNDABLE)
- Interview and previous school records for new students
- Classroom observation

Enrollment Policy

GSMS will implement a waiting pool of applicants. GSMS reserves the right to maintain class balance. Students will be considered based upon available class space at the time of application, with respect the following priority schedule:

1. All currently enrolled GSMS students
2. Siblings not presently enrolled in GSMS
3. Students from other Montessori schools
4. General public

Tuition Contract

Families will receive a Tuition Contract which must be signed by the party(ies) responsible for paying the tuition. Students are admitted for the duration of the academic year. Tuition payments made in installments do not constitute a fractional contract. Tuition is not subject to adjustment because of illness or absence from school. Parents are liable for tuition unless the withdrawal is made at the request of the school. Signed Tuition Contracts for the upcoming academic year are due in the spring of the current academic year.

Tuition Payment

GSMS offers families three payment options.

- 10 payments due July 1 through April 1 (along with a \$43.00 fee to FACTS Tuition Management Company).
- 12 payments due June 1 through May 1 (along with a \$43.00 fee to FACTS Tuition Management Company).
- Payment in full by July 1 (saves the \$43.00 FACTS fee)

GSMS is contracted with FACTS Management Company to facilitate tuition collection. It is the responsibility of the individual signing the tuition agreement to be sure funds are in their bank account **before** the 5th of the month to cover their tuition payment. Late fees will be assessed by FACTS Management for all late payments.

Insufficient Funds

A NSF fee commensurate with customary bank charges will be charged to parents by GSMS if any check is returned due to insufficient funds. This charge is necessary to cover the fee that is

charged to the school by our banking institution. If the school receives two checks having NSF, only cash or money orders will be accepted.

Financial Aid

Applications for financial aid can be filled out online by going to www.factstuitionaid.com. Applications for the upcoming year are due by March 1st.

Child Abuse Reporting

Indiana State Law requires that licensed professionals having reasonable cause to believe a child may be abused or neglected must report the matter immediately to the Department of Children and Family Services. Every member of the teaching and administrative staff at GSMS is mandated to adhere to this requirement.

Behavior Expectations

GSMS supports our children's development as whole, well rounded, articulate, caring human beings. Montessori staff prepares the environment so that each child will feel safe, secure, and respected. When the child first becomes intensely absorbed in his or her work, he or she has taken the initial step toward genuine self-discipline. In the words of Maria Montessori, "A child who can control himself is free to learn." Typically, Montessorians describe three levels of discipline. At the first level, discipline means that children obey the rules as the result of adult direction - if they don't obey certain hard and fast rules, then they can expect logical consequences, such as losing the privilege of freely using the classroom, the playground, or the materials. The second level occurs when children obey the rules out of love and respect for their parents or teachers. The third and final level - the level where inner discipline takes hold - occurs when children do things for the benefit of a higher good; in other words, they do something because it is the right thing to do. In an effort to help children internalize values about conduct and social interactions, our program emphasizes the development of a clear Behavior Management Policy. The goal is to promote good decision-making habits. We also recognize that while the freedoms and unique structure of the Montessori classroom are suitable for many children, they do not serve all children. Sometimes other settings would be more helpful for the child or the school.

The staff will use measures designed and carried out in such a way as to help individual children develop self control and assume responsibility for their actions, regardless of their age. No child, under any circumstances, will be subjected to corporal punishment inflicted in any manner upon the body.

At the beginning of the year, the students and guides develop basic ground rules of behavior based upon common courtesy and Montessori principles. Conflicts in the classroom and playground are handled by peer mediation, conflict resolution, and when necessary guide intervention. The "class meeting" format is our means of working with behavioral expectations, which brings responsibility for behavior to the community as a whole.

It is the general practice of GSMS that, for the safety of all the children, we will remove a child from the classroom when that child has used deliberate violent actions against another child. We will contact the parent at that time and might request that the parent come to school to bring the child home for the rest of the day. If so, the child is permitted to return to school the following

day, but if the violent behavior continues a conference will be arranged with parents to discuss a behavior plan for that child.

Any other disciplinary concerns a teacher has with a student will first be discussed with the student. Depending on the nature of the concern and the age of the student, guides may notify parents.

Daily Operations

GSMS Drop-Off and Pickup Policy

Our goal is to create the safest and most positive environment for our children. In order to create this environment, parents must be examples of courteous, patient and respectful behavior and place our children above our own convenience. In an effort to achieve this goal, parents should read and comply with the below procedures and policies to create the safest and most efficient arrival and dismissal system for the GSMS community.

Arrival

- Arrival begins at 8:00 am (school day starts at 8:15 am). Unsupervised children are not to be dropped off before 8:00. All parents should enter onto the school campus using the Colfax entrance on the north side of the campus and exit on the south or west side of campus. Primary parents will enter from Colfax and proceed to the west driveway and exit onto Eddy Street. All other parents using vehicle drop off should pull to the main entrance under the portico and allow their children to exit the vehicle unassisted and have them proceed through the entrance doors. **For safety purposes do not make a U-turn to exit to Colfax.** Exit at Jefferson Boulevard or through the lower parking lot onto Eddy Street. Please be alert. Many children are on bikes or walking in the morning.

Dismissal

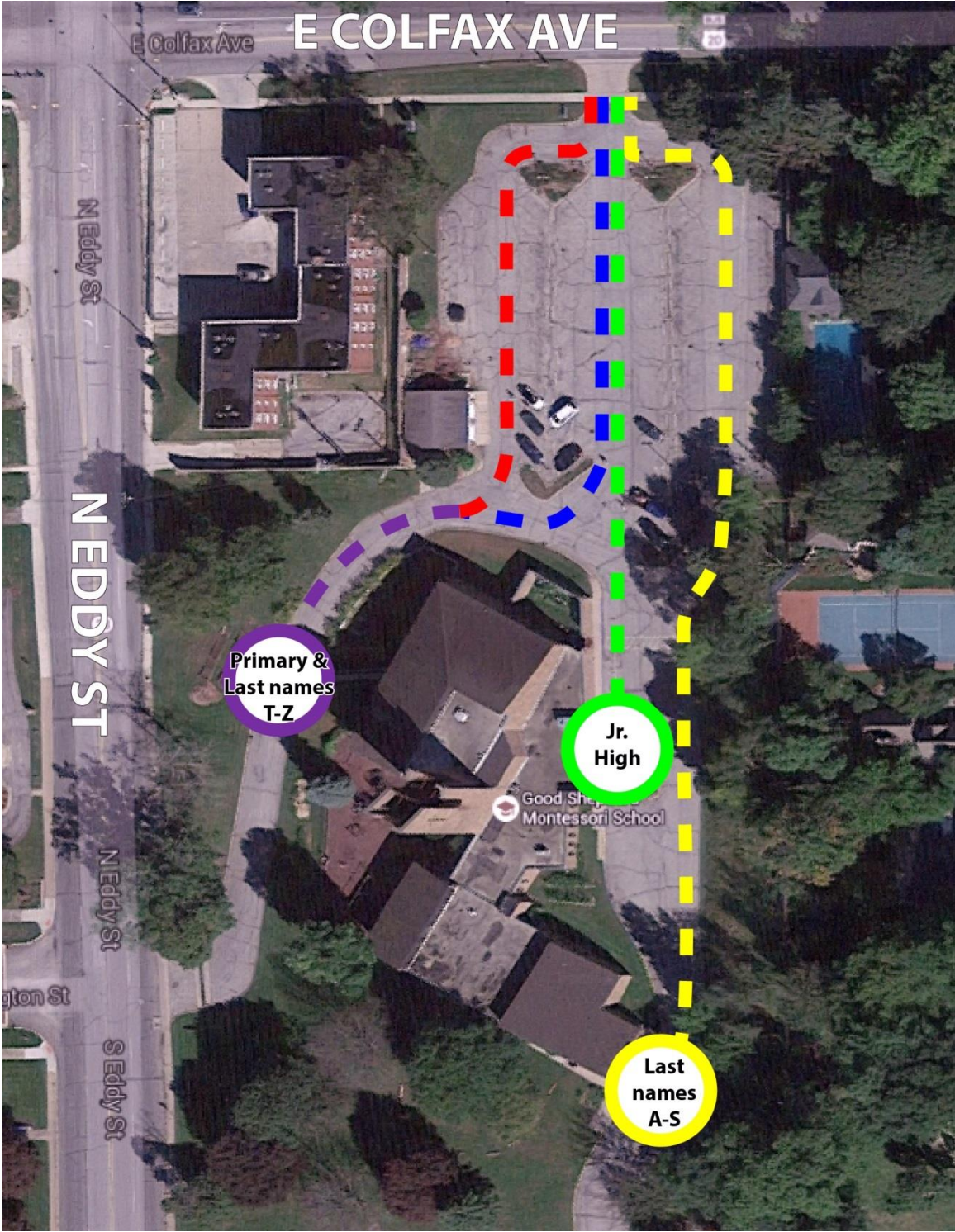
- All classes dismiss promptly at 3:00 pm and pick up ends at 3:10 pm.

For families with students in multiple levels

- If you have a child in the primary classroom, families will pick up all their students, regardless of level, on the Eddy Street (west) side.
- Parents with Junior High students will pick up all their students, regardless of level, on the east side. Junior high students will be dismissed under the portico. First pick up your junior high student(s), and then continue to the lower entrance for your other children.

For families with students ONLY in upper or lower elementary

- Families with last names **A – S** should enter campus from Colfax and make an immediate left in the parking lot to travel in the far left aisle of the parking lot to pick up their children on the east side of the building at the south entrance then exit south onto Jefferson Boulevard.
- Families with last names **T – Z** should enter campus from Colfax and make an immediate right, proceeding to the driveway on the west side of the building to pick up their children, then exit west onto Eddy Street.



Walkers/Bike Riders

- With written parental permission, children in the upper elementary and junior high may walk or ride bikes to and from school. Contact the office for a permission slip. Children will not be dismissed without either a parent/driver to pick them up or a signed form on file.
- Those families wishing to walk into the building to pick up their children or attend to matters in the office will enter the campus from Colfax and park in the middle aisle of the north parking lot.

Farm Drop Off

- When returning from farm **at the end of the school day**, families will enter from Eddy Street into the south parking lot where they will direct children to stay on the grass as they approach their appropriate dismissal side. Cars returning early should wait in the south parking lot with the students until dismissal begins.

Car Placards

- Families will be issued 2 placards clearly marked with the family name to expedite dismissal. Please place this card on the dash of each car that will pick your child. Carpooling families should also pool cards.

General Info

- Students should be prepared to exit the vehicle at drop off time.
- Students who are enrolled in the extended day program will dismiss with the entire student body, but will go to the extended day program at the completion of pick up at 3:10 pm. All students picked up after 3:10 pm will be subject to extended day rates and policies. See Extended Day rates.
- Students may only exit and enter the vehicle from the side of the vehicle closest to the curb; students are not to walk between automobiles in the vehicle lines.
- Students are prohibited from running in and around the pick up and drop off areas; all students must walk in these designated areas.
- Parents should not leave vehicles unattended or exit their vehicle in the drop off and pick up lines; never park in the driveways. If you need to drop items off to the school, be courteous to other drivers and park in the north or south lots and walk into the school.
- Parents should enter cautiously, lowering their speed limit to the posted **10 miles per hour** upon entering, and proceeding through the school campus.
- Parents should not use cell phones while picking up or dropping off their children whether on foot, bike or by auto.
- Only designated individuals on the student's pick up list will be allowed to pick up your child; unfamiliar individuals should be prepared to show their ID to the guides in attempting to pick up your child.

- Drivers should observe all posted signs and painted lanes directing the flow of traffic on campus.
- Drivers should only enter and exit through the designated areas. Do not disrupt the one-way traffic patterns by entering or exiting in the wrong direction.
- Drivers should always pull forward as far as possible in the vehicle lines to keep traffic moving.
- Drivers should use turn signals when pulling away from the curb or going around other vehicles.
- Drivers should always yield to pedestrians.
- No double parking is allowed in the driveway areas.
- Parents should explain and discuss with their children the drop off and pick up procedures.
- Guides are the traffic coordinators for the dismissal process. Please be alert and ready to follow their direction on pulling forward and stopping in the vehicle lines. Guides will also escort your child to your vehicle; again do not exit your vehicle in the pick up line.

Pick up from Extended Day Services

- All persons picking up children from Extended Day Services please park at the curb on the west side of the building and walk into the Extended Day or Primary Extended Day area to sign the child(ren) out.

Attendance

Regular attendance at school is essential and timely arrival is expected. Consistent attendance is extremely important for a student's success. However, a child who shows signs of illness or unusual fatigue should be kept home.

For safety reasons, if your child is going to be absent, please call the school office before class begins and leave a message on the voice mail of the receptionist (not the voice mail of the Head of School). When you call, please give the child's name, classroom and reason for the absence. GSMS will call the home of students who are absent and whose parents have not notified the school.

Should you wish to keep your child home from school in observance of a religious holiday or vacation, please let the guide know in advance of the absence with a written note indicating the dates covered and reason for the absence.

Excused Absences

Absences due to

- Illness

- Family Emergencies
- Religious Observation

are considered “Excused Absences” and require a note upon return to school stating the reason for the absence. Planned Absences are also excused but require prior approval with **no less than one week advance notice to the guide.**

Absences before or after our vacation schedule disrupt the teaching and learning process for your child, the peers in class, and the faculty. Your child misses valuable class time. We encourage attendance on these days. If your child cannot be here please notify your child’s guide well in advance so your child’s work can be planned.

The student must complete all work provided for him/her during the absence, and parents are responsible for assuring that the work has been completed and handed in.

Tardiness

If you know your child is going to be late, please call the office and leave a message on the Receptionist’s voicemail (not the Head of School voicemail). Drop off doors are locked promptly at 8:15am. Tardy students should come to the office through the main entrance – the portico- to get a tardy slip for admission to class. Parents of students who arrive late are not required to escort their child to the front desk with the exception of primary children.

The flow of the Montessori classroom requires all children to arrive on time, as late arrivals are disruptive to their peers and their own morning work cycle is cut short. If tardiness is a habitual problem, parents will be contacted and an appropriate action will be determined by the guide, parents, head of school and child to remedy the situation for the benefit of all involved, especially the child.

Parental Notice for Mid-day Appointment or Early Dismissal

Please send a note in with your child to your child’s guide detailing the time your child will be picked up from the main office for such things as doctor and dental appointments, etc. Children must be signed out of the school upon leaving and signed back in if they return that day. In the event of a family emergency, contact the main office for a staff member to assist your family.

School Visitors

All visitors to the school must come to the main doors and go to the front desk to sign in upon arrival and out upon departure.

Birthdays

Each classroom has a preferred way to celebrate student birthdays. If you would like to participate, please discuss your wishes with your child’s guide beforehand.

In the spirit of fairness and inclusion, we ask you to consider the following as you plan birthday or other parties outside of school. If you plan to invite half or more of the class, please invite the whole group. Unless the entire class is invited, please do not send invitations to school. Situations where all but one or a few children are invited can be hurtful to those not included. If your child

is invited but unable to attend a party, please do not bring presents to school. Instead, make arrangements directly with the receiving family.

Dress Code Guidelines

- Indoor shoes that remain in the environment. Slip-on canvas shoes work well. For primary children, please have indoor shoes that the child can put on independently (slip-on or Velcro are good options). Coordination and balance are an important skill that is being practiced. Indoor shoes should allow successful walking.
- Solid color shirts. No words, pictures, or designs of any kind. We do accept plaids, stripes, and floral patterns (please be sure there are no images on these patterns) but the preferred dress is a solid color shirt. Boys will wear collars, girls will wear sleeves. It is preferred that logos (other than GSMS) not be on the clothing. Our school colors are blue, green, and yellow, and on three “Spirit Days” the children are encouraged to wear a school color. Don’t go out of your way but keep this in mind as you shop.
- Shorts, skirts, skorts, and dresses beyond fingertip length. Ideally these will be comfortable for sitting on the floor but still neat in appearance. No words or designs on shorts.
- Pants will be neat, not sagging, without any words or designs or ripped portions.
- No open toed shoes.
- Sweatshirts and sweaters will also be solid without words or images of any kind.
- Any child can wear GSMS Spiritwear at any time. When your child wears a sweatshirt, please make sure it follows GSMS Dress Code Guidelines, or is Spiritwear.
- Hats are removed when the child enters the building.
- Children’s hair will be a natural hair color, and the hairstyle will not cover the eyes, it will be modest and will not distract others
- Farm days require dress that is appropriate to the work at the farm. Skirts and dress shoes are to be avoided. Sneakers or boots (preferably “rain boots”) are required at the farms.

*Sample ideas for indoor shoes can be found at <https://www.amazon.com/Little-Canvas-Sneakers-Children-Black-a1/dp/B019PC3GX6?ie=UTF8&keywords=Canvas%20slip%20on%20shoes%20children%20or%20http%3A%2F%2Fwww.oldnavy.com%2Fproducts%2Fboys-shoes.jsp&qid=1463603658&ref =sr 1 1&sr=8-1>

Lost and Found baskets are located in the school south entrance. Please check the baskets if you have missing articles. Several times a year we donate unclaimed items to needy children.

Emergency Closing Information

WNDU, WSBT, and FOX28 carry information regarding the closing of school in case of heavy snow or other emergencies. GSMS typically follows the South Bend Community School Corporation closings during these emergencies. However, please listen to these stations in the event that GSMS closes when SBCSC does not.

Nutrition at Good Shepherd

Nutrition is an important part of our curriculum. Children will be learning about and preparing healthy food throughout the year. Lunch time is a significant part of the school day, and we strive to keep the Montessori philosophy a central component in the lunch room as it is in the classroom.

The children will use plates, cups, and flatware at lunch time. They assist in cleaning the dishes and the tables after they are done. Please do not send drinks, because the children serve water when they are setting the tables. We do not have the capability to heat lunches at this point, so please do not send a lunch that requires heating, and if the lunch requires refrigeration, please include a cold pack.

Montessori is a holistic approach to child development. The goal is to do whatever is truly in a child's best interest. Included is the very important area of nutrition. *Children cannot truly thrive to the highest degree possible without a healthy diet of natural unprocessed foods.* Our goal is to teach children at an early age to take responsibility for the care and health of their bodies, and hopefully avoid poor health in later life.

Guidelines for Nutritious Lunches

Nutritionists as well as The American Cancer Society and The American Heart Association recommend the following guidelines. Please support our program by adhering to these guidelines each day.

- Send unprocessed foods as close to the natural source as possible.
- Include at least one fruit.
- Include at least one vegetable.
- Use 100% whole grain bread.
- Include a healthy protein source - cheese, tuna, chicken, turkey, hard-boiled egg, yogurt, cottage cheese, etc. Do not send processed lunchmeats (high in fat and harmful chemicals).
- Please do not send any junk foods such as chips, candy, processed cookies and cakes, etc. These foods distract children from their healthy food and can be the source of lunchtime conflicts. When such junk food is included in a child's lunch, the child will be asked to put it back in their lunch box and bring it home.

As a general rule we do not provide foods that are known to cause allergic reactions in some children, and we strongly encourage parents to refrain from sending foods with peanuts/tree nuts in their children's lunches and snacks.

Sledding

GSMS is fortunate to have a sledding hill! In winter, when there is ample snow, children are welcome to bring their sleds to school and leave them here for the duration of the sledding season. In the community spirit that we foster at GSMS, we ask that children be open to sharing their sleds. Sleds will remain outside in the fenced playground area. Please note that GSMS is not responsible for lost, broken, or stolen sleds. All sleds must have the family name clearly marked.

Faculty and Staff

Good Shepherd Montessori School's faculty comes with academic credentials, and in most cases, extensive Montessori teacher education. Our teachers, who are referred to as "guides", are

exceptionally qualified to help children realize their personal and academic potential. Guides provide challenging curriculum and instruction based on developmentally appropriate educational practices, maintaining open and honest communication with the parents and supervising assistants.

You can contact any of the School's faculty and staff by calling 574-288-0098. The faculty and staff roster is found in Appendix B.

Professional Development Days/In-service Days

Good Shepherd Montessori School supports the professional development of our faculty and staff by providing several professional development opportunities throughout the year. GSMS also gives faculty and staff the opportunity to observe other schools as part of on-going professional development. School is not in session during professional development/In-Service days.

Home and School Connection

Open Communication

Questions/Suggestions/Grievances

Good Shepherd is dedicated to providing an atmosphere of open and honest communication among all members of the School community. Communication among parents, guides, and administration is vital to making Good Shepherd Montessori School the very best. Parents are encouraged to keep informed and involved in the school community. The School, in turn, uses a variety of methods to communicate with parents including: letters home from guides, Head of School, and the Family and Parent Cooperative; calendar items on the web site: www.gsms.org; a GSMS Newsletter, and emails. We appreciate and encourage parent inquiries and suggestions. Please tell us how we can improve.

- Questions, suggestions, or grievances regarding school programs, policies or operations should be directed to the Head of School.
- Questions or concerns regarding tuition payments or money matters should be directed to the Operations Manager
- Questions, suggestions, or concerns regarding your child should be addressed to his/her Guide or the Head of School, in that order.

Communication with Guides

Parents are encouraged to share important information about their child with the guide and to contact the guide with any questions or concerns. As a consistent routine is necessary at the beginning of each day, please try not to confer with guides before or during class or at the end of the pick up. Should you need to contact the guide, please call the school office or send a note with your child requesting a conference or phone call, and the guide will call you as soon as possible.

Family/Parent Cooperative (FPC)

The Family and Parent Cooperative Program is a foundational element of Good Shepherd Montessori School. Each family is expected to contribute 35 hours of service during each school year. There are many ways in which a family can fulfill its time commitment to the school. For the

learning experience to be at its best, we need family members and special persons in the life of your child to become involved. Each family will have an opportunity in August and late November to sign up for FPC Volunteer hours. Please do not hesitate to contact the FPC Coordinator to help find your niche. The FPC will contact families directly. Our current FPC Coordinator is Tami Barbour, tamibarbour@gmail.com, 234-6037.

FPC Mission/Vision is to increase each child's potential for learning by involving families in the Good Shepherd educational programs while contributing to the overall quality of a Good Shepherd education by tapping the skills and interests of family members, thus adding diversity and providing necessary services to Good Shepherd Montessori School.

FPC Goals

- Welcome all families into the Good Shepherd community.
- Create a space that is welcoming for parents inside the school.
- Learn to know all families and identify family strengths that they can share with the Good Shepherd community.
- Organize several hospitality events each semester.
- Provide educational opportunities for Good Shepherd families that are relevant and challenging. These may include informal as well as formal opportunities
- Treat every interaction between family and school as an educational opportunity.
- Achieve 100% participation in the family cooperative program that involves all parents in a minimum of 1 hour per week of service to and involvement in the school.
- Maintain a "skills inventory" for families to be used as a resource to GSMS staff and board.
- Provide support for parent-sponsored activities as they develop.
- Provide adequate orientation and support for all family-provided services.
- Facilitate parents' involvement in classroom activities
- Develop good grandparents and extended family and friends network.
- Keep a record of parent involvement to be used for fund raising and reporting purposes.

Fundraising

Fundraising is a necessary component of any private school. At Good Shepherd, we seek to ensure that fundraising follows our mission, does not overburden our parents, and does not require our children to sell anything door to door. When a fundraiser involves selling merchandise, we are committed to selling only that which is consistent with our values, including a holistic approach to nutrition, a commitment to creating a healthy environment, and seeking—according to our mission statement—to foster world peace and work toward global justice. Our fundraising events are opportunities for community-building and spreading the word about the good work that GSMS is doing.

Tuition covers only a portion of our expenses. Because of this, GSMS supplements tuition income through the following development practices. Development for the school is coordinated through a committee of the board of directors. Parents participate in the planning and implementation of the school's fundraisers through the guidance of the fundraising committee.

1. Annual Fund: Our annual fund takes place at the beginning of the school year with the participation of parents, relatives and friends of GSMS. The annual fund goes directly to offset the school's operational costs.
2. Grants: The grant writing process includes researching appropriate foundations and writing grants for specific school programs, scholarships, and other projects.
3. Private investors: The head of school and board of directors work with community philanthropists to support the ongoing operations of the school, along with potential capital campaigns and endowments. Private investors often provide scholarship assistance to address our mission to support economic diversity.
4. Fundraising events: Please watch for more information in the newsletter and at the school on our special fundraising events:
 - a. Chiaravalle Award Dinner: Annual award given each year to a Michiana community leader who has demonstrated a commitment to enhancing the lives of children in the local area. The award ceremony takes place at a gala dinner celebration. This award was launched in 2006-2007 to mark the one hundredth anniversary of the opening of Maria Montessori's first school.
 - b. Ten Thousand Villages Shopping Week: In November or early December, in time for Christmas gift shopping, a percentage of purchases made at Ten Thousand Villages Store in Granger will be donated to GSMS. This serves the indigenous artisans who created the products in villages around the world, the person who purchases the product, and the school itself.
 - c. Barnes and Noble Book Fair: Good Shepherd Montessori School provides activities at Barnes and Noble on a selected day and receives a percentage of sales with a coupon.
 - d. Mother's Day Flower Sale: Plants are pre-ordered in April and May, available for pick up the Friday before Mother's Day Weekend.
5. Ongoing fundraisers:
 - a. Melaleuca: Parents, family members, and friends sign on to purchase environmentally-friendly (non toxic) cleaning products, healthy nutritional products, and healthy skin care products (among other things) for their own use at home. GSMS benefits by receiving a percentage of these purchases.
 - b. GoodSearch: Raise money for Good Shepherd Montessori School just by searching the Internet with GoodSearch.com (powered by Yahoo), or shopping online with

GoodShop.com. GoodShop.com is an online shopping mall which donates up to 37 percent of each purchase to our school! Just go to www.goodsearch.com and be sure to enter Good Shepherd Montessori School as the charity you want to support. And, be sure to spread the word to family and friends.

- c. Funding Factory® Recycling Program: this fundraiser is FREE and simple because there's nothing to sell, no paperwork to fill out and no deadline. The program runs year-round, accumulating constant income for our efforts. Please donate your empty printer cartridges and used cell phones to our school and we'll take it from there! We will recycle the cartridges and cell phones through Funding Factory to earn new money for the school.
- d. Martin's Advantage for Education: parents, family members, and friends sign up with Martin's Super Markets to have a "bonus point value" assigned to their "Advantage Card" purchases. These bonus points are assigned to GSMS for the acquisition of school supplies and materials.
- e. Target's Take Charge of Education: Register your Target Redcard at www.target.com and designate GSMS as your school. Purchases made by participating REDcard® holders are tracked then a donation check is sent directly to the school principal once a year.

For more information on any of the fundraisers, please contact the school administrative office at 288-0098

GSMS Website

Our web site is www.gsms.org

GSMS Home School Communications

Good Shepherd Montessori provides weekly information by email in **Tuesday Newsday**. Information from the office that is to come home in hard copy form will be sent in folders with the youngest child in a family on Fridays.

Observation of Classrooms

Current parents are invited and encouraged to observe the classrooms. Observations are scheduled in coordination with the school office and classroom. In order to establish a consistent routine at the beginning of the school year, observations begin in mid-October. Parents should check in at the school office and receive observation guidelines and feedback form.

Montessori Education Nights

GSMS strongly believes that a home and school connection is vital to the well being and educational success of each student and is committed to activities that further that philosophy. We offer Montessori Education Nights periodically throughout the academic year. These events feature staff members, outside speakers and/or child/parent interactions on topics of interest to parents and family members. GSMS normally hosts these gatherings at the school from 6:30-8pm.

Dates for Montessori Education Nights are noted on the school calendar and in Family Tuition Agreements.

If you have any questions about the Montessori method, we encourage you to ask your guide or Head of School. The office maintains a reading list of books as well as a lending library on Montessori education.

Health Information

The following information is to help you understand the medical policies and procedures at Good Shepherd Montessori School.

Medications:

- ALL medications whether prescription or over the counter CANNOT be given without an order on file in the office. These sheets are available in the school office.
- AN ADULT must bring in any and all medications. Prescription medication must have the original pharmacy label on the bottle.
- Over the counter (OTC) medication must be in the original container. OTC medication will be administered exactly according to package directions. If your child requires a different dosing procedure, that request must be clearly stated on the form signed by the prescribing physician.
- If your child needs to carry medication with him/her, a permission form signed by the doctor, parent and student must be on file with the school office. This form is also available through the office. After completion, these forms may be faxed to the school at 288-0077. Under the order of a doctor, children may carry medication with them and administer it to themselves (e.g., Inhalers.) There is a separate form for this situation and the doctor, parent and student must sign. These forms are also in the school office.

Immunizations: All immunizations must be up-to-date or your child will not be allowed to come to school. If you have medical or religious reasons for not having your child immunized, a YEARLY objection form must be on file in the school office. *This is an Indiana state law requirement.*

Official documentation of vaccinations is required. This could be a print out from the Health Department, a printout from the doctor's office, or the front page of the GSMS health form signed by the doctor.

MINIMUM REQUIRED VACCINATIONS FOR INDIANA STUDENTS

- -5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-pertussis (DTP), **OR** pediatric diphtheria-tetanus vaccine (DT), **OR** 4 doses are acceptable if the 4th dose was administered on or after the 4th birthday; (under 7 years of age), or 3 doses

of the proceeding including Tetanus-diphtheria (Td) for grades 2-6 and/or 7 years of age or older;

- -1 dose Tdap(tetanus, diphtheria, and pertussis) for 6th-12th graders,
- -1 dose MCV4 (bacterial meningitis) for 6th-12th graders,
- -4 doses of any combination of IPV or OPV (POLIO) by age 4-6, **OR** 3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday;
- -2 doses of measles (rubeola) vaccine on or after the 1st birthday;
- -1 dose of rubeola (German Measles) vaccine on or after the 1st birthday;
- -1 dose of mumps vaccine on or after the 1st birthday;
- -3 doses of hepatitis B vaccine for all Kindergarten and Grade 1 students,
- -2 doses of hepatitis A vaccine for all Kindergarten and Grade 1 students, and
- -2 doses of Varicella (Chicken Pox) on or after the 1st birthday or record of disease. Parental history of chicken pox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all the documentation needed. **Documentation by a physician is not necessary for history of chicken pox.**

Emergency Contact Forms: These forms are extremely important. Please take them seriously. If you move, change your phone number, or change your workplace, a new form must be completed. We are not allowed to change information on a form you have signed. This form gives us permission to release your child to someone other than a parent/guardian in the event we cannot reach you. Please list EVERYONE you may wish to pick-up your child and add a second sheet if needed.

Screenings: We are required by the state to perform vision and hearing screenings. Information regarding the times and procedure details will come home with your child. If you object to screenings, an objection form must be filed in the school office.

Privacy Act: Due to the new HIPAA laws the school cannot require you to give health information regarding your child. Please understand, your decision to withhold health information can lead to a less than ideal evaluation of your child should an emergency arise. Medical history can be vital information needed to give paramedics and hospital personnel in the event we cannot reach you.

Illness: As a guideline, if your child is too ill to be in the classroom, then they are too ill to be in school. Your child **MUST** go home if he/she has a temperature, is vomiting, or is suspected to have a contagious disease (e.g., pinkeye, undiagnosed rash, etc.)

Smoking and Tobacco: GSMS is a tobacco-free campus. No smoking or use of tobacco products is permitted anywhere on campus during school hours and during any after school or evening event.

Extended Day Services: Good Shepherd Montessori School offers Extended Day Services to all children in grades one through six. As a privilege of leadership, the Junior High classroom is open to students in grades 7 and 8 when faculty are in the classroom. Junior High may arrive at 7:45 am and may remain in the classroom until 4:00 pm. Parents of Junior High students needing

extended day services beyond 4:00 pm may purchase punch cards at a discount of 50% of the price listed. Contact the office for current Extended Day pricing.

A “visit card system” is used for payment. Every child receives five free visits in the event a parent has an unexpected reason that a child needs to remain at school, or a child chooses to participate in Extended Day on short notice. Every other use of Extended Day Services will be paid in advance via this visit card. The visit card will be kept at extended day, and marked with each use. Extended Day visits are not refundable. Purchased visits that are unused will carry over into the next school year. Cards may not be shared between children.

Please note, Extended Day begins promptly at 3:10 pm each day. If your child is picked up after 3:10 pm, his/her card **will** be marked. Extended Day ends promptly at 5:30 pm. If your child is not picked up by 5:30, a \$2.00 per minute late charge will apply. These late fees must be paid before your child will be allowed back in Extended Day Services.

Clubs will be both the “drop in” variety (using an Extended Day Services visit) and “sign up” variety, depending on the club and the need for supplies and consistent attendance. You will receive separate information about clubs.

Interesting Montessori Facts: Dr. Maria Montessori was the first female physician in Italy. She was nominated to receive the Nobel Peace Prize in 1949, 1950 and 1951.

Famous Montessori Students:

- [Jeff Bezos](#), founder of Amazon
- [Sergey Brin](#) and [Larry Page](#), co-founders of [Google](#)
- [Anne Frank](#)
- [Friedensreich Hundertwasser](#), Austrian painter and architect
- [Jimmy Wales](#), founder of [Wikipedia](#)
- [Will Wright](#), designer of [The Sims](#)
- [Julia Child](#), famous chef
- [Helen Hunt](#), [Academy Award](#)-winning actress
- [George Clooney](#) actor

Sources

The following sources were used in the compilation of the GSMS Parent Manual

Chiaravalle Montessori School Parent Handbook 2005-2006
Child of the World, Essential Montessori for Age Three to Twelve
The Montessori Academy at Edison Lakes Parent Manual rev. 1995
The Montessori Community School, Durham, NC
The Montessori Method www.michaelolaf.net
The Montessori “Method” of Bringing Up and Educating Children
www.montessori.edu./method.html
Wikipedia en.wikipedia.org/wiki/Montessori_method

Appendix A

**Good Shepherd Montessori School
Board of Directors – 2016-2017**

Shawn Flattery - Treasurer
Aranowski & Company

Nate Hamil
Northwestern Mutual

Brian Kane - Secretary
Epoch Architecture + Planning

Greg Kil
Kil Architecture and Planning

Maria McKenna - President
University of Notre Dame

Jean Pawlak – Vice President
Mutual Bank

Ann Marie R. Power
University of Notre Dame

Staff

Daniel W. Driscoll
Head of School
Good Shepherd Montessori School

Appendix B

GSMS Staff

Junior High

Elm Room

Andrew Garvey, Guide

Laura Garvey, Guide

Upper Elementary

Cedar Room

Michael Bogdan, Guide

Amy Nelson, Assistant

Upper Elementary

River Birch Room

Eileen Mariani, Guide

Matthew Kelly, Assistant

Lower Elementary

Dogwood Room

Donald Elliott, Guide

Kathy Shreiner, Assistant

Lower Elementary

Silver Maple Room

Barbara Garland, Guide

Timothy Bayer, Assistant

Primary Classroom

Redbud Room

Carrie Bechtold, Guide

Inge Deneen, Assistant

John DiTillo, Assistant

Catechesis of the Good Shepherd

Carrie Bechtold, Primary Catechist

Felicia Leon-Driscoll, Lower Elementary Catechist

Alicia Nagy, Upper Elementary Catechist

Art

Laurie Rousseau, Art Specialist

Music

Kathy Oyer, Teacher-Orff Method-Lower Elementary

Spanish

Gerry Gingras, Junior High Spanish Teacher

Farm Program

Therese Niemier, Teacher

Charlotte Wolfe, Teacher

Family Parent Cooperative

Tami Barbour, Family Parent Coordinator

Maintenance

Mark McDonald, Building and Grounds Supervisor

Administration

Daniel W. Driscoll, Head of School

Felicia Leon-Driscoll, Director of Community Relations

Elaine Sizemore, Operations Manager

Eric Oglesbee, Director of Development

Nancy Kirbie, School Secretary and Executive Assistant

Heather Bokon, Receptionist

Michele L. Woody, Kitchen and Hot Lunch Supervisor

Kate Sollmann, School Nurse

John Petersen, Academic/Developmental Consultant