

# The Good Shepherd School



**Parent and Student Handbook  
2016 - 2017**

**Mr. Thomas G. Moran, Jr., President  
Dr. Christi Sumich, Dean of Academics  
Mr. Don Boucree, Dean of Students**

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**The following required forms must be completed and turned into the office by the end of the first week of school.**

**Required Forms for Signatures**

- Attendance Policy
- Computer/Internet Policy and Procedures Sign-off Form
- Discipline: Personal Conduct of Students
- Handbook Receipt Form 2016-2017
- Parent-School Mutual Agreement to Decrease Tolerance for Violence
- Photography Release Form
- Summer Program
- Required Service Hours Commitment Form

# **The Good Shepherd Nativity Mission School**

## **School Year 2016-2017**

### **Section One: Introduction**

Catholic education is an expression of the mission entrusted by Jesus to the Church he founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action (To Teach as Jesus Did, November 1972). The policies and procedures contained in this handbook are a result of a concerted effort to provide guidelines and assistance to the students and parents of this school. This information has been carefully prepared to assist you in knowing and understanding the policies of *The Good Shepherd Nativity Mission School* and to solicit your continued support and cooperation. Education is a partnership made up of student responsibility, parent responsibility, and school responsibility, but a student's success in this school is directly related to his/her continued and consistent efforts. **Note: School leadership reserves the right to amend the Student Handbook at any time during the course of the school year with the approval of the Board of Directors.**

### **School History, Mission, Philosophy, and Goals**

#### **History**

Responding to the needs of the poor in inner cities of large urban areas, the Society of Jesus (the Jesuits) began in 1971 to establish Nativity Schools across the United States. These schools are dedicated to providing a quality education for children of all faiths from families living below the poverty level in inner-city neighborhoods, with tuition paid by others. In New Orleans, Fr. Harry Tompson, S.J. and the community of Immaculate Conception Parish had the vision to establish the Good Shepherd Nativity Mission School in 2001. The school is based on the belief that all children are valuable and can achieve excellence, and that an answer to our city's web of violence, poverty, ignorance and racism is a community-based, community-driven school where the family, church, community and school are responsible for the education of the children and for the school's success. Father Tompson died four months before the school opened. Today there are over 60 Nativity-type schools throughout the United States.

#### **Mission Statement**

The Good Shepherd Nativity Mission School seeks to help low-income, urban youth realize their fullest potential as productive members of society, by providing them with an extended day, year-round, quality education, integrated with personal, moral and spiritual development, and continued guidance during the students' further education.

The Judeo-Christian values, which have inspired the Nativity model, include a respect for the dignity and potential of each person, a responsibility to assist the poor and those in need, a strong sense of community within the one family of God, and obligation to promote a society characterized by social justice. In the Nativity model, students are enrolled without regard to race, color, religion, or ethnicity.

#### **Philosophy Statement**

The Good Shepherd Nativity Mission School believes that school is an essential institution in a child's life. The school is a form of community life conducive to the formation of desirable traits in children – spiritual, inquiring, social, and democratic. The school must be the center of equal participation and intelligent inquiry in the form of free, cooperative activities involving the solving of problems genuinely suited to the child's interests and capacities.

To this end, our school is an embryonic, Catholic community, permeated throughout with the spirit of service, and providing our students with the instruments for effective self-direction – spiritual, cognitive, and emotional – which will lead to the deepest and best guarantee of a more harmonious larger society.

#### **School Goals**

We believe that parents are the primary guides of their child's education. We encourage parents to adopt a consistent and positive dialogue with their child. In the spirit of oneness, we strive to maintain open communication among students, administration, faculty and parents, thereby fostering the growth of the community.

#### **Relationships of Good Shepherd School and the Archdiocese of New Orleans**

- ❖ Good Shepherd is an independent, private entity that is not owned or controlled by the Archdiocese. The Archdiocese is not responsible in any manner or obligated to be responsible or liable for the financial obligations of the school.

**Spiritual: Good Shepherd seeks:**

- ❖ To witness to students as living examples of Christian faith, trust, and love
- ❖ To provide religious instruction by means of classroom religion program along with daily prayer, prayer services, and monthly mass

**Intellectual**

- ❖ To provide opportunities for students to master basic skills, especially in Language Arts and Mathematics
- ❖ To foster good study habits and reverence to see a task through to completion
- ❖ To provide opportunities to experience learning through the Arts and Humanities
- ❖ To encourage an atmosphere of concern for the individual in recognition of each child's innate abilities and potential
- ❖ To use a variety of approaches in teaching so as to reach every child.

**Social**

- ❖ To promote an atmosphere conducive to self-acceptance and self-discipline
- ❖ To promote respect for all people through honesty and non-violent conflict resolution
- ❖ To encourage students and families to respond to the needs of others
- ❖ To foster concern for the environment and global awareness
- ❖ To inspire awareness of interdependence through cooperative learning activities.

**Emotional**

- ❖ To encourage students to develop positive self-images.

**Physical**

- ❖ To demonstrate good health habits as a means to a sound mind and body
- ❖ To provide opportunities for the development of coordination and motor skills for work and play.

## **Section Two: School Policies**

### **Admission**

The Good Shepherd School participates in the Louisiana Scholarship Program and does not discriminate on basis of sex, race, color, national or ethnic origin, or disability, if with reasonable accommodation the applicant can meet the program requirements, in administration of its educational policies, admissions policies, athletic programs, or other programs. Confidentiality: Members of the school community commit themselves to maintaining professionalism and discretion with regard to any confidential information they receive.

### **Children with Special Needs**

The Good Shepherd School will make every effort to assist students who have special needs within the reasonable resources of the school. However, the school **does not** have a Special Education Program. The only service available is speech therapy and some counseling provided through the services of the **New Orleans Speech and Hearing** and **Fleur de Lis**. Should the student require adjustments that the school is unable to provide, the school reserves the right to determine that the student's placement in the school is not appropriate and will assist in placing the student in another school.

### **Admission Requirements**

#### **1. Admission**

- To enter Good Shepherd, parents must apply through the **One App System** and **must provide** proof of residency, proof of income, Social Security Card, birth certificate, and school records, including test scores.

#### **2. Age, Residence, Lunch Program Requirements upon Admission**

- Each child must meet the age requirement by **September 30** of the school year. All Kindergarten students must be five years old by September 30.
- Parent / guardian must provide proof of residence in the state of Louisiana
- Students must qualify for free or reduced lunch program according to the Federal guidelines

#### **3. Agreement with School Policies**

- Parents/guardians **must fully support** and **agree with** the stated mission and educational philosophy of the school. They must also agree, **in writing**, to abide by **all policies presented in this handbook**. In the event that parents refuse to follow all policies in the handbook, or are consistently abusive either verbally or physically, they will be asked to immediately remove their children from the school.

#### **4. Divorced Parents and Guardians**

- The school will furnish information, records and report cards and will release the student only to the custodial parent or legal guardian. Parent or guardian must furnish a certified copy of the Court Order establishing custody or control. No visitation by non-custodial parent shall take place on school grounds.

#### **5. False Information**

- Any evidence of the providing of false information regarding household income, or falsification of information, or intent to deceive through information furnished or withheld will be considered grounds for refusal of admission or for expulsion if the child has been admitted prior to discovery of such evidence.

#### **6. Interview**

- All parents or guardians of new students must participate in an interview. All students will be screened by a faculty member.

#### **7. Louisiana Scholarship Program**

- The Good Shepherd School participates in the Louisiana Scholarship Program.
- Parents who are awarded a state scholarship **must follow all the requirements of this program and must sign all required documents.**
- For all continuing students at Good Shepherd, parents only need to let the school know. **No other paperwork is required.**
- If students are moving to another school at the end of the year, parents must complete an application through the **One App System**. Our office staff will be available to assist parents in filling out the online application.

#### **8. Required Records for Admission**

- All new students must present a Certificate of Birth and Social Security Number.
- Students are required to bring the immunization record from the child's doctor or from a Health Clinic in Louisiana when registering. All immunizations must be up to date before registration. The State of Louisiana has the following as its minimum requirements:
  - 4 DPT (Diphtheria, Tetanus, Pertussis combined)
  - 3 Oral Polio (Last dose must be administered on or after the 4<sup>th</sup> birthday)
  - 2 MMR (after the 1<sup>st</sup> birthday, Measles, Mumps, and Rubella)
  - 1 Rubella (German measles)
  - 4 Hib2
  - 3 Hepatitis B Vaccine
  - Student ages 11-14 year—Adult type Tetanus and Diphtheria
- Note: **In the event that a student's immunization is not up to date, he/she will have to remain at home until all immunizations are current.**

- All records or report cards from pre-school or day care programs must be included. Final report cards from prior schools attended, when a student is applying for admission beyond Kindergarten, **must be included**.
- Catholic families should present a Certificate of Baptism for each student.
- Financial documents from the parent must be provided, including a Federal Income Tax Return or other documents to verify income.
- Proof of residence in Louisiana must be presented. A utility bill will be accepted with the parent's name and address.

### **Attendance**

According to the State of Louisiana, *"Any student who is a minor and is habitually absent or tardy must be reported to the family or juvenile court as a truant child. Private school students are considered habitually absent or tardy when they have been absent or tardy for more than five days in any month without parental approval and the private school has filed a written report documenting the instances and the results of school contact with the home."* Good Shepherd School follows the attendance laws of the State of Louisiana.

### **Absences**

- **Students may not miss more than 25 days of school.** Any student missing more than 25 days of school **will be retained** in their current grade. **Failure to correct this problem could eventually result in the student's dismissal from school.**
- At five (5) absences the parent/guardian will receive a written notice. At ten (10) absences the parent/guardian **must schedule and attend a mandatory administrative conference.**
- A student **must bring** a written excuse upon returning to school after an absence. The note must contain the **dates the student was absent and a brief explanation for the absence.** If the student has been under medical care he/she must bring documentation from the doctor's office. If the student was absent because of a communicable disease (pink eye, ringworm, chicken pox, etc.) she/he must present a doctor's certificate upon returning to school.
- Parents/guardians **must call** the school **between 7:30 a.m. – 8:00 a.m.** to report their child's absence each day the child will not be in school.
- Parents/guardians of students who begin to show a pattern of unexcused absences **will be called in for a mandatory administrative conference.**

### **Early Departure from School**

- Occasionally, it may be necessary for the school to initiate early dismissal. When this occurs, the parent/legal guardian will be notified as soon as practical. If students will be leaving school early at the parent/guardian's request, the **Early Release Book** must be completed by the parent/guardian before leaving with the child. **ALL students must be signed out before leaving.**
- Withdrawing students early interferes with the required school day for Good Shepherd students, which begins at **7:45 a.m. and ends at 5:00 p.m.** (Note that Friday dismissal is at 4:00 p.m.). An early withdrawal, which interferes with the school day will be treated in the same manner as a tardy and will follow the same procedure. See **Tardiness Policy**. The following are considered **early withdrawals**:
  - ▶ Students picked up before 4:50 p.m. Monday – Thursday
  - ▶ Students picked up before 3:50 p.m. Friday
- All students **must be signed out** if they are leaving school before the regular dismissal time.
- **Note:** Three (3) early dismissal days will result in the parent/guardian attending an administrative conference with the dean of students. Five (5) early dismissal days will be converted to one absent day and the parent/guardian will be contacted to schedule a meeting with the dean of students and the Administrative Team before the child can return to school.
- Children will be released only to individuals listed on the Emergency Card unless a there is a written note notifying the school. Those picking up a student **will be asked to show identification.**

### **Tardiness**

- **Punctuality is extremely important.** The Good Shepherd School day begins at **7:45 a.m.** Students arriving after **8:00 a.m.** will be considered **tardy**. Students who are tardy must report to the office to sign the tardy book. **Three (3) tardy days** will result in the parent/guardian attending an administrative conference with the dean of students. **Five (5) tardy days** will be converted to one absent day and the parent/guardian will be contacted to schedule a meeting with the dean of students and the Administrative Team before the child can return to school.
- If a student is going to be tardy, parents/guardians **must call** the school between **7:30 a.m. – 8:00 a.m.**

### **Withdrawal Procedures**

- When a child withdraws from Good Shepherd Nativity Mission School, the school should be notified by the parent/guardian in writing as soon as possible. All textbooks and/or other materials loaned by the school should be returned to the school office, and **any money owed to the school must be paid before records are released.** Parents may receive immunization and health records from the office, if requested. However, academic records will be mailed or faxed to the new school when the appropriate request form, from the new school, has been received by Good Shepherd.

## **General Information**

### **Activity Fees and School Supplies**

The activity fee is mandatory. Each family is required to pay a \$125 activity fee for each child enrolled in the school. The school may increase this fee as deemed necessary. The activity fee may be paid in full or in three installments. Installment one is due in the last school day in **September**. Installment two is due the last school day in **October**, and installment three is due the last school day in **November**. The fee pays for field trips, admission fees, and supplies. Students will have to stay home if this fee is not paid on time.

School supplies **will be provided** for each student. Parents/guardians must purchase the **school uniform** and a waterproof, durable **school bag**. A large purse is not an **acceptable** school bag. It must be a back pack. **Students are not permitted to have school bags with wheels.**

### **Arrival and Dismissal Procedures**

The school hours are as follows:

- Monday to Thursday - **7:45 a.m. to 5:00 p.m.**
- Friday - **7:45 a.m. to 4:00 p.m.**
- Saturday – Times for any Saturday functions or activities will be communicated separately.

**The school will open at 7:15 a.m.** Please **do not bring** your child before this time because teachers are not on duty. For the safety of your child and the smooth movement of traffic, we request that all children be picked up and dropped off at the Perdido Street side entrance. Please **do not drop** your children off before **7:15 a.m.** and leave them unattended/unsupervised. This is a dangerous practice and Good Shepherd **will not accept responsibility** for students dropped off before the door opens at 7:15 a.m.

Students **will not be released** to anyone other than the registered parent/guardian, or to another adult authorized in writing by the parent/guardian and listed on the student's information card on file in the office.

Parents/guardians **must pick up** their children at dismissal on time. **Dismissal Times** are as follows:

- 5:00 p.m. on Monday-Thursday
- 4:00 p.m. on Friday

A late charge of **\$1.00 per minute** will be assessed and **must be paid** at the time the child is picked up late. Parents will receive notification of the amount owed for late fees. After **two notices**, parents who refuse to pay the late fee **must keep their children at home** until the late fee is paid. To avoid the late fee and a disruption to your children's education, **please pick them up on time**. Parents who are continually late and/or who refuse to pay the late fee **may be asked to withdraw their children from the school**.

The parking area in front of the school is **not to be used** by parents/guardians and is not to be blocked. **The school is not responsible for any tickets received by parents/guardians/family members.**

### **Birthdays**

Birthday celebrations will take place at the end of the day (3:35-3:45) and must be cleared with the child's teacher **one week** before the event. Delivery of balloon greetings to school is not permitted. Distribution of invitations at school to private birthday parties or any other type of party is not permitted.

### **Breakfast & Lunch Program**

Good Shepherd School participates in the Federal Meal Program. Parents must complete an application for free or reduced meal benefits each school year. If your child qualifies for free lunch, there is no charge for lunch or breakfast. If there is a charge for the meals, you will be notified. **Breakfast will be served from 7:15 a.m. - 7:40 a.m.** Breakfast **will not be served** after **7:45 a.m.** so that students can avoid tardiness.

### **Bringing Food or Drinks to School**

Federal guidelines prohibit students from bringing any type of fast food to school for breakfast or lunch. Ignoring these guidelines could cause Good Shepherd School to lose the breakfast and lunch program. Students bringing a cold lunch from home should have a balanced meal that does not include sugary drinks and snacks high in sodium and fat. Students with special dietary needs may bring an entire meal to school for lunch. However, those bringing special meals are **not allowed** to bring drinks or snacks to school. Parents/guardians should make arrangements with the school administration in advance before your child brings special meals to school.

### **Custody**

#### **Custodial Parent**

- Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the court order must be given to the school and will be kept on file with the student's records. In the absence of a legal document to the contrary, a child may be released to either parent.

#### **Non-Custodial Parent**

- The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## Electronics

Electronic devices, including **cell phones, headsets, games, etc., are not to be brought to school.** Students who violate this policy **will be given** a detention and will have their electronic device confiscated. Confiscated electronic devices **will only be returned** to parents after a conference has been held with the administration. Parents may call the school office if there is a need to get a message to their children. Parents who insist on violating this policy by allowing their children to bring electronic devices to school will be required to withdraw their children from the Good Shepherd School.

## Emergencies

### **Emergency Conditions Outside of School Hours**

- In the event of severe weather or other conditions which may warrant school cancellation **WWL-AM-(870) radio and television (Channel 4)** are the official news of school closings. The Good Shepherd School will be included in the Archdiocese listing of schools.

### **Emergencies Involving the Health and Well-being of Students**

- Emergency information must be given to the school for each student and will be kept on file. If a child becomes ill during the school day, the parent or guardian will be notified. If the parent cannot be notified, other persons listed on the Emergency Card will be contacted. If there is a life-threatening event, the school will call **911**.
- **It is the parent's responsibility to notify the school of any changes on the emergency information card.** Please contact the office with any address, telephone number; emergency number changes as soon as they occur.

### **Emergency Preparedness**

- To anticipate various emergencies, the teacher will explain and practice the procedures for emergencies that might occur. A Crisis Management Plan has been developed for the school.

## Field Trips

A permission slip is sent home before each field trip. Yearly permission slips will be sent home for monthly activities; i.e. church, and other events within walking distance of the school. It must be signed by the parent/guardian and returned to school by the designated date. **An updated emergency phone number must be provided on the permission slip.** If the written form is not received, the child will not be allowed to go on the field trip. All school rules and policies apply on field trips.

Certain field trips will require parental supervision. Only children who are students at GSS are allowed to attend school-related field trips, so that parents/guardians can:

- Assist the teachers in supervising the students
- Care for those students assigned to them
- Participate in the activities

## Fire Safety

Fire drills are conducted on a regular basis throughout the school year. Prior notice need not be given. Students and staff are to follow the fire drill instructions when exiting the building and returning. Evacuation will be signaled by the fire alarm or by the intercom. Diagrams of evacuation routes are posted throughout the building. Students should familiarize themselves with alternate routes in the event fire blocks the regular route.

## First Aid and Medication

### **First Aid**

The teacher who observes an incident leading to an injury completes an accident report form. These forms are completed for incidents that result in cuts, bruises, abrasions, or in which students are obviously hurt while in school.

### **Medication**

When sending medicine to school, ask the pharmacist to provide you with an extra bottle, properly labeled. Put the dosage of the medication to be taken at school in the extra bottle, which must be brought to the school office. It is the student's responsibility to come to the office at the end of the day to pick up their bottle. It is the parent's responsibility to keep up with refills for their children's medication.

Medication will be administered to the child by himself or herself under the direct supervision by designated school personnel. Absolutely no medication may be administered to students by the teacher. Medication is handled through a procedure that includes one person being designated as the person in charge of monitoring medications. A special form is completed by the child's physician and sent with the medicine each time. No **"over the counter"** medication, unless prescribed by a physician (e.g. aspirin, Tylenol, or allergy/cold products), may be dispensed by school personnel nor may a student carry medication to administer to himself or herself. Inhalant dispensers must be treated like any other medication and brought to the office.

### **Medication Labeling**

1. Acceptable pharmaceutical standard will include the following items:
  - a. Name, address, and telephone number of the pharmacy
  - b. Prescription number and date prescription was dispensed
  - c. Name of the student
  - d. Clear directions for use, including the route, dosage, and frequency of administration
  - e. Drug name and strength
  - f. Last name and initials of the pharmacist;
  - g. Cautionary auxiliary labels, if applicable, and;
  - h. Prescribing physician/dentist name.

2. Pre-packaged medications (i.e. prescribed over-the-counter medications), when dispensed, shall in addition to the regular pharmacy label containers, include the following information on the label:
  - a. Drug name, Dosage, Strength, and Quantity
  - b. Name of manufacturer and/or distributor
  - c. Manufacturer's batch and lot numbers
3. The initial dose of any medication should be given at home.

### **Parental Responsibilities Regarding Medications at School**

Parents are responsible for initiating the request to have medications administered during the school day. The request for administering medication at school must include:

- a. A signed physician and/or dentist written prescription and instructions for each medication to be given
- b. A signed and completed parental request and physician's statement authorizing each medicine to be given

Parents and/or legal guardians will be responsible for supplying and transporting all medications to be given at school in the original containers which have all been labeled and filled by a Louisiana-licensed pharmacist using acceptable pharmaceutical labeling standards. The designated school personnel must receive the initial supply of medication.

### **Maintenance of Campus and School Building**

Students are responsible for keeping the school property clean and in good repair. Classrooms are to be kept orderly and attractive. The students' desks should always be in order. At the end of the day all books, etc, are to be off the floor and in their desks or some other storage area so that the rooms can be cleaned. Each Friday students are to take time before dismissal to clean out their desks and prepare for the next week.

### **Physician and Dental Appointments**

Parents should schedule all appointments outside of school if at all possible.

### **Procedure for Sickness or Injuries during School**

If a child becomes ill during the school day, the parent (s) or legal guardian will be contacted. If the parent/legal guardian cannot be reached, the next person on the Emergency Card will be contacted.

An injured child will be reported either by the teacher, teaching assistant, or other school personnel. The child will be taken to the office as soon as possible. A parent will be called and notified of a serious accident. It is the parent's decision whether or not to take the child to his/her physician. Immediate action, if necessary, will be taken if the parent(s)/guardian cannot be reached and no one else is available to take responsibility. The administrator will remain with the child in such a case.

Students may not come to school when they have had a fever or intestinal problems within 24 hours. After arriving at school, students who are suspected of having a communicable or infectious disease (pink eye, ring worm, etc.) **will be removed from the class**. This is for the safety of all concerned. Parents of these students will be contacted to pick the child up and seek medical attention. The student may only return to school with a doctor's certificate verifying that the student is no longer contagious and authorizing his/her return.

### **Required Parent Service Hours**

**All parents are required to complete 40 service hours at The Good Shepherd School. Failure to complete the required service hours by the designated date could result in the student's dismissal from school.** All parents/families are required to complete 20 service hours by **the last school day in December**, and the remaining 20 service hours **must be completed by mid-May**.

While performing service hours, parents/guardians are **not permitted to sit and hold conversations** instead of working. They are also **not permitted** to use the **school phones, cell phones, or to eat food**. Under no circumstances are they to remove any food items from the pantry or refrigerator unless they are cleaning those areas. No phone calls will be taken for the parents/guardians, but messages may be taken and passed on by receptionist.

Those eligible for service hours are: mother, father, grandparents and any two adult family members designated by the parent/guardian. **Family members must be 18 years or older to do service hours.**

### **Required School Uniform**

<b>[BOYS]</b>	<b>[GIRLS]</b>
<b>Shoes:</b> Solid black tennis shoe [NO EXCEPTIONS] ► <b>Velcro</b> - for boys in grades K and 1 <b>ONLY</b> ► <b>Tie-up</b> - for boys in grades 2-7 <b>ONLY</b> <b>Socks:</b> White crew socks only ( <b>NO FOOTIES</b> )	<b>Shoes:</b> Solid black tennis shoe [NO EXCEPTIONS] ► <b>Velcro</b> - for girls in grades K and 1 <b>ONLY</b> ► <b>Tie-up</b> - for girls in grades 2-7 <b>ONLY</b> <b>Socks:</b> White crew socks only ( <b>NO FOOTIES or RUFFLES</b> )
<b>Pants:</b> Navy Blue for grades K - 3, Khaki for grades 4-7 <b>Belt:</b> Black ( <b>must be worn daily</b> )	<b>GSS Jumper:</b> for grades K – 3, <b>GSS Skirt:</b> for grades 4-7 Skirt must be knee length or longer for grades 4-7
<b>Shirt:</b> Green GSS shirt for Grades K – 3 Blue GSS shirt for Grades 4 – 7 Only <b>white T-shirts</b> may be worn under uniform shirt.	<b>Shirt:</b> White oxford shirt with GSS logo Girls in grades four through seven must wear all-white camisoles, or a whole slip underneath their blouses.
<b>Hair:</b> Standard hair cut <b>ONLY</b> *See Uniform Notes/Violations below	<b>Hair:</b> Simple hairstyle <b>ONLY</b> *See Uniform Notes/Violations below
<b>P.E. Uniform</b> [Required] Grey GSS shirt/ blue shorts GSS jogging suit These uniforms are to be worn for the Saturday classes.	<b>P.E. Uniform</b> [Required] Grey GSS shirt/ blue shorts GSS jogging suit These uniforms are to be worn for the Saturday classes.

**Please Note:**

- **High-tops, boots, and ¾ high tops are NOT ACCEPTABLE.** Please do not put us in the difficult position of having to ask you to purchase another pair of shoes if the shoes do not meet these requirements.
- Students may **only** wear the GSS sweater or GSS sweatshirt in class. Other sweaters or sweatshirts **will not be allowed.**
- Students may only wear dark colored jackets/coats to school during winter months. Team jackets or jackets with other types of logos are **NOT ACCEPTABLE.**
- **P.E. Uniform**  
All students **must have** a Good Shepherd P.E. uniform (grey GSS shirt/ blue shorts) from K-7 and the GSS jogging suit from K-7. These uniforms are to be worn for the Saturday classes. They must also be worn during P.E. classes. Girls must wear GSS blue shorts under their school jumper or skirt.
- **Summer Uniform**  
All students must wear the P.E. Uniform for the summer session.

**Please Note:**

**Uniform Notes/Violations**

- **Grooming**-Cleanliness and neatness is expected of all students. The uniform must be kept in good condition. Shoes must be clean and polished at all times. Blouses and shirts are to be kept clean, soil free, ironed, and mended throughout the school year as needed. Blouses and shirts must be worn inside of skirts and pants. Missing buttons are to be replaced.
- **Hairstyles- Boys:** Student's hair must be cut even all the way around with no levels. Students will not be allowed to attend school with flat tops, braids, corn rows, fades, or other exotic or faddish haircuts including, but not limited to such designs as: Mohawks, lines, strips, rows, logos, letters, etc. that are outlined in the hair. "Tails" or "V's" will not be permitted. Student's hair color must be their own natural color. No streaks, rinses, or dyes are allowed.
- **Hairstyles-Girls:** Simple hairstyles are to be worn to school. Hair must be combed out (not wrapped). Hair may only extend two inches up or out. Extreme stacks, fades, razor designs etc., hair glitter and extraordinary hair coloring are not appropriate for school and may not be worn. Hair fasteners should be simple and only the colors of the uniform (**white, blue, green, or black**). Hair ornaments are not allowed. Narrow headbands or ribbons may be used and only in the colors of the uniform (**white, blue, green, or black**). Headscarves, bandannas or hair rollers may not be worn to or from school. Student's hair color must be their own natural color. No streaks, rinses, or dyes are allowed.
- **Jewelry:** Ornate jewelry of any type (gold chains, bracelets, or rings) is forbidden. Girls may wear one pair of small stud earrings. They may not wear straws in their ears. Boys are forbidden to wear earrings or straws in their ears. Boys and girls may wear one watch on either wrist, one small ring on either hand, or a chain with a religious cross or medal (not to exceed 14 inches in length).  
  
Students wearing jewelry that is not allowed by the school will be sent to the school office to leave their jewelry there until the end of the day. Jewelry brought to the office will only be released to parent/legal guardian of the student. The school is not responsible for the loss or damage of such items.
- **Labels:** All clothing **must be labeled** with owner's name and grade.

Students **must strictly adhere** to the uniform policy.

- Girls may **only** wear small stud earrings.
- Fingernail polish of any type is prohibited and acrylic fingernails may not be worn at any time.
- Fingernails must be trimmed at all times and may not extend a quarter of an inch beyond finger or thumb.
- No perfume may be worn at any time.
- Boys must wear a belt at all times with properly fitting pants. Baggy or oversize fitting pants are not permitted.
- A uniform violation note will be sent home if a child is not wearing the GSS uniform. Subsequent uniform violations will result in loss of student privileges or disciplinary action.
- Pick combs, chop sticks, and rhinestones may not be used in school. They will be confiscated and discarded.
- Body piercing of any part of the body other than ears is not allowed. **Tattoos of any kind are not allowed.**
- Any student coming to school or any school function with any type of inappropriate or unacceptable haircut or hairstyle will be sent home until they can return with an acceptable hairstyle.
- Students who violate the rules regarding the appropriate hairstyles or accessories will be issued a detention. Parents will be contacted and the student must stay home until the violation is corrected.
- **Make-up:** Students are not permitted to wear make-up, nail polish, acrylic tips, overlays, false nails, lipstick, eye liner or sculptured nails. The length of the nails may not exceed ¼ inch from flesh to tip.
- **Students may not have gold/silver teeth.**

**Search**

A school official may search a student's desk or belongings (including but not limited to handbag, book bag, and any kind of tote bag) if there is a reasonable belief that stolen and/or illegal objects or substances are being concealed. Likewise, a search may be conducted when there is a reasonable belief that a violation of a school rule, related to the maintenance of discipline in the school has been committed.

1. The students are warned in writing (student handbook) or orally (before an assembly and in class at the beginning of the school year) that belongings will be searched periodically for neatness and/or for the purpose of maintaining discipline and order.
2. The search will be conducted with a minimum of embarrassment to the student.

### **Severe Weather/Hurricanes/Tornados**

In case of severe weather, such as tornados, students and staff are to move into the hallway and face the wall. In the event there is not enough time to get into the hall, students must follow the directions of the teacher/staff. Try to get as far away from windows as possible.

### **Textbooks**

Textbooks are selected after a thorough evaluation of available publishers. The selection of textbooks is based on the scope and sequence developed by the school for the students. The schedule for reviewing and adopting textbooks follows the Adoption schedule for the State of Louisiana. Religion textbooks come from the list of “approved” textbooks designated by the Archdiocese.

Textbooks are on loan to the students from the school. They are checked at the beginning of each school year and issued to students. Students are expected to give proper care to them. Each student is to write his or her name and the book level on the inside front cover. Textbooks are to be covered at all times. Students who do not have their books covered will be given one warning. The student will have **two days** to cover the book or the student will receive a detention.

Some of the books are property of the State of Louisiana. Textbooks are not to be written in with ink, pencils, and are not to be marred in any other way (e.g. torn pages). It is the student’s responsibility to prevent their books from being lost or damaged.

**Either will result in the parent paying for the replacement of the book.** Books are to be carried in a waterproof, durable book bag, which must be **approved by the school.** Only consumable textbooks (workbooks) are to be covered with clear contact paper. **Do not cover hardcover textbooks in clear contact paper.**

### **Visitors, Volunteers, Parents doing Service Hours**

All visitors must report to the office to sign in and obtain a visitor’s name tag, which must be worn throughout the visit and returned to the office at the end of the visit.

## Section Three: Academic Life of Students

Students are instructed in the following core subjects daily: *Writing/Grammar, Reading, Math, Science, and Social Studies*. Students will also be instructed in *Religion, Coding, and Robotics*. Intervention in Math and ELA will also be offered to students on a daily (or in some cases twice daily) basis. The Grading Scale used for students is as follows:

<b>Grading Scale for Kindergarten:</b>		<b>Grading Scale for Second - Seventh Grade:</b>		
E	Exemplary (advanced understanding of concepts)	A+ 98-100	A 96-97	A- 94-95
P	Proficient (consistent understanding of concepts)	B+ 92-93	B 90-91	B- 87-89
D	Developing (grasping an understanding of concepts)	C+ 84-86	C 80-83	C- 78-79
EM	Emerging (beginning to understand concepts)	D+ 75-77	D 72-74	D- 70-71
NA	Not Assessed this Reporting Period	F 69-below		
NI	Needs Improvement			

### Academics

#### Academic Awards

##### **The “A” Honor Roll:**

- An “A” average in all subject areas, including Conduct.
- A student that has a “B” in any subject **does not qualify**.

##### **The “B” Honor Roll:**

- A “B” average in all subject areas, including Conduct.
- A student that has a “C” in any subject **does not qualify**.

**Perfect Attendance:** This award is given for perfect attendance for school days including Saturdays. Awards are given each quarter of the regular school year. Students with tardies **do not qualify**.

**President’s Top Student Award:** This award is given to students who make outstanding progress in academics or in other areas of school life. One student is nominated for each grade level by the teachers. Nominations are approved by the school Administrative Team. The award is given at the end of the regular school year.

#### Quarter-Based School Year

Good Shepherd School uses a quarter-based system that divides the school year into four parts. Report cards will be distributed at the end of each quarter. Progress reports will be distributed halfway through each quarter.

#### Middle School Exams

Students in grades 5, 6, and 7 will take exams at the end of each quarter. Exams will take place during the regularly scheduled class period for each subject. The daily schedule will not change during these weeks.

### Curriculum and Instruction

#### **Curriculum: Classroom and School Environment**

- Spiritual formation is primary. The classroom environment is to provide for a space that is both sacred and special to the student. The classroom environment reflects the Gospel Message through the Catholic character of the school, through the physical appearance of the classroom, and the interaction of the teacher with the students and the students between themselves. The classroom setting is to be conducive to learning. The teaching methods and demeanor of the teacher should provide an environment that encourages learning and affirms students.

#### **Curriculum: Development**

- Curriculum development is the responsibility of the administration and the faculty. The curriculum is evaluated on a yearly basis to determine whether it is fostering the achievement of the philosophy and goals of the school.

#### **Curriculum: Evaluation**

- Regular evaluation of the curriculum takes place each year. Textbooks are evaluated and updated in concurrence with the textbook adoption cycle for the state. The overall curriculum is evaluated at the end of each year to provide for consistent teaching and current methods of instruction.

#### **Curriculum Guidelines**

- The curriculum follows the requirements set down by the State of Louisiana in the Louisiana Handbook of School Administrators (Bulletin 741) of the Louisiana State Department of Education for grades 1-12.
- The religious education curriculum follows the guidelines that have been established by the Archdiocese of New Orleans and is strictly adhered to.

#### **Curriculum Instruction and Objectives**

- It is the endeavor of the Good Shepherd School to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, parents and students, experience together what it means to live a life of prayer, community, personal responsibility and freedom that is reflective of the Gospel values that manifest peace, brotherhood, sisterhood, love, patience, and respect for others.
- Methods of instruction address multi-level teaching, different learning styles, and interdisciplinary teaching.

## Homework

Homework is given every night except on Fridays with regards to students mastering the skills or concepts taught. A separate homework section is located in the conduct folder to show weekly assignments. Each day, students are required to use their **Student Planner** to write down homework assignments or special projects. The appropriate teacher initials that the assignment has been copied completely.

Upon returning to school the next day, the student should have the assignment completed according to specified directions as well as a parent's full signature in the Signature(s) box in the Student Planner, thereby acknowledging that the assignment was completed.

An account of homework assignments will be reflected in the folder to help keep parents informed about their child's weekly academic performance. The homework average, test average, and exam average will be reflected on the report card.

Although homework assignments will vary from class to class, all students need to establish a nightly homework routine. For homework to be completely effective, parents/guardians must play an important role and must show an interest in the subject matter of homework assignments while encouraging independence of thought, process, and product. Parents/guardians should provide students with:

- A well-lighted, quiet place that is free from distractions (TV, telephone, siblings, etc.)
- Suitable materials (pencils, paper, ruler, etc.)
- A family schedule that takes homework into account (consistent homework time each night)

### **Homework: Completion by Absent Students**

- Homework is the responsibility of the student or parent to secure in case of absence or early departure from school. Please see Homework listing under "Curriculum and Instruction" for more information. The student has one full day to collect assignments and complete the work.

### **Homework: Extended illness and/or Hospitalization**

- It is the responsibility of the parent to meet with the teacher in the event of an extended illness or hospitalization. A plan is to be provided by the teacher for the student to complete. In the case of prolonged illness a tutor may be required to maintain the class work.

## Parental Involvement: Parents as Our Partners

At the Good Shepherd School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators. Therefore, it is your right and duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. A major part of your responsibility as a parent involves a commitment to helping your child recognize God as the greatest good in his/her life. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these ideals are nurtured by the example of good Christian morality and by an honest, personal relationship with God in your family life.

As partners in the educational process at **the Good Shepherd School**, we ask parents to set rules, times, and limits. We also ask parents to remain steadfast and consistent, so that your child will:

- Get to bed early on school nights
- Arrive at school on time and be picked up on time at the end of the day
- Be dressed in uniform according to the school dress code **daily**
- Complete **all** class assignments and homework assignments on time

### **We also ask parents to:**

- Actively participate in school activities such as, Parent-Teacher Conferences, Book Fair, etc.
- Notify the school with a **written note from parent or doctor's certificate** when the student has been absent for several days/week
- Notify the school by **8:00 a.m.** of the morning the student is going to be tardy or absent
- Notify the school office of any **changes of address** or **important/emergency phone numbers**
- Show interest in student's total education and support the school's religious and educational goals
- Treat teachers and school staff with **respect** and **courtesy**
- Inform the school of any special situation regarding the student's well-being, safety, and health
- Complete and return to school any requested information **promptly**
- Read school notes and newsletters regularly

## Parent/Teacher Conferences

It is **MANDATORY** for parents/guardians to attend scheduled Parent/Teacher Conferences. Please refer to the school calendar for the exact dates of Parent/Teacher Conference Days. Students in grades 4-7 will conduct student-led report conferences and must attend with their parents. The parents of students that are in danger of failing **will be required** to attend an additional **scheduled mandatory conference**. An **Academic Plan of Action** for those students will be established at that time. A parent/guardian or teacher may also request a conference throughout the school year, as needed. However, parents cannot see teachers without an appointment. Conferences are **not allowed** while the teacher is teaching or on duty. Parents/guardians wishing to schedule a conference **must call the school** to make the necessary arrangements. **NO PARENTS ARE PERMITTED IN THE CLASSROOM** during class instruction unless invited by the teacher.

## Progress Reports and Report Cards

Progress reports are issued midway through each quarter. Please refer to the school calendar for exact dates of your child's progress report. Report cards will be discussed and given to a parent/guardian on Parent/Teacher Conference Days. The fourth quarter report card will be sent home with the student on the last day of school.

### **Promotion/Retention of Students**

After consultation with the teacher and parents/guardians, the final decision concerning the retention of a child rests with the school administration. If the child's lack of progress seems due to a problem that *The Good Shepherd School* is not equipped to address, such as a need for a special education program, the school will provide assistance to parents in their efforts to locate and procure the necessary services. In some cases parents may be advised to choose another school with a program better suited for their child's needs.

### **Religion**

Students will attend scheduled Masses at the Immaculate Conception Church. Parents/guardians are asked to assist their child in learning these prayers: *Good Morning Dear Jesus, Hail Mary, Our Father*, and the *School Prayer*. Parents should also assist their child in learning the **School Pledge**. Every Good Shepherd student attends Catholic religion classes.

### **Summer Session**

Students in grades K – 7 are **expected to attend** the six week summer program. Students will participate in a variety of academic, enrichment, recreational, and cultural activities. Specific details about the summer session will be communicated with parents/guardians separately at a later date.

## **Section Four: Discipline Policy**

### **Anti-Bullying Policy [Mandated by the Archdiocese of New Orleans]**

#### **Purpose/Rationale**

“Let the little children come to me and do not hinder them. It is to just such as these that the Kingdom of God belongs.” – Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Archdiocese of New Orleans, along with the Good Shepherd School, is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to nurture generations that are cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Catholic Truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Catholic atmosphere of the school, and may deprive the student a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty in the learning process and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, a person who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself”. (Matthew 22:39) Therefore, the Archdiocese of New Orleans adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

#### **Anti-Bullying Policy**

##### **Scope**

The Archdiocese of New Orleans and the Good Shepherd School believe that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

##### **Definition of Bullying**

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it. Examples of bullying, as defined above, may include, **but are not limited to:**

##### **Verbal (overt)**

Name-calling/Put downs  
Insults  
Racial Comments  
Harassment  
Sexist Comments  
Teasing/Taunting  
Threatening/Extortion

##### **Physical (overt)**

Hitting  
Kicking  
Spitting  
Pushing  
Inappropriate Gestures  
Tripping  
Stealing

##### **Social/Emotional (covert)**

Relational Aggression  
Manipulating Friendships  
Gossip  
Exclusion  
Intimidation  
Written Notes  
Electronic Misuse/Text Messages  
(Cyber-bullying)

In addition, retaliation in response to bullying will not be tolerated, and any such retaliation will be dealt with accordingly.

## Reporting Bullying

The dean of students or administrative designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the dean of students or administrative designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official. All complaints about bullying will be documented in writing by the dean of students or administrative designee. False reports of or retaliation for bullying also constitutes violations of this policy.

## Investigating and Responding to Bullying

Investigation of complaints of bullying will consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with the alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the dean of students or administrative designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accord with the school's disciplinary policy. Disciplinary consequences will be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accord with the school's disciplinary policy, consequences and appropriate remedial action for bullying may include, **but may not be limited to:**

- |                           |                     |                    |
|---------------------------|---------------------|--------------------|
| • Community service hours | Written punish work | Loss of Privileges |
| • Detention               | Suspension          | Expulsion          |

***In keeping with the teachings of Christ, corporal punishment is unacceptable within the Archdiocese of New Orleans.***

Students found to be engaged in bullying behavior will be referred to counseling to address the underlying causes of the inappropriate behavior.

## Classroom Rules Checklist

Students are expected to follow all school and class rules. These rules include, but are not limited to, the following checklist:

- ✓ Be on time and be prepared for class.
- ✓ Follow directions the first time given, stay on task, and use your time wisely.
- ✓ Use inside voices and use appropriate language at all times.
- ✓ Be respectful of yourself and others and keep your hands, feet, and objects to self.
- ✓ Walk through the hallways quietly and enter and exit class quietly.
- ✓ Raise your hand to get the teacher's attention.
- ✓ Use equipment for its intended use only and only when directed to do so.
- ✓ Be part of the solution, not part of the problem, and include those who are left out.
- ✓ Treat others the way that you would like to be treated. (***"The Golden Rule"***)
- ✓ Report unsafe behavior or comments (physical and emotional).
- ✓ Sit in your assigned seat.
- ✓ Clean up your space and push in your chair before you leave.
- ✓ Do your part to maintain a positive learning environment.
- ✓ Do your part to maintain the upkeep of your school.

## Code of Discipline

Good order is absolutely essential for good learning. Therefore, we will not tolerate any interference with a teacher's right to teach or with a student's right to learn. Any student who does interfere with either of these rights will be warned first and, if disruptive behavior is repeated, will be subjected to disciplinary action.

The Good Shepherd School believes that one of the most important aspects of education is the development of *self-discipline*, which is the key to self-control, orderliness, and the formation of Christian character. In order to provide our students with a positive climate for learning, The Good Shepherd School will continue to emphasize the importance of self-discipline and expects all students to comply.

Good discipline begins in the home and is supported by the school. Parents are indeed, the first teachers and are called to develop in the child good behavior and proper attitudes toward school.

## **Code of Honor**

As a student of The Good Shepherd School, I will tell the truth, do my own work at school and at home, and keep only what belongs to me. I will treat myself and others with respect. I will respect school property. I know that my words, actions, and my choices have an effect on others. I know that my words, actions and choices are a reflection of my character. When I am on a school trip, my words, actions and choices are a reflection of the school. I am proud to be a Good Shepherd Student.

## **Computer and Internet Use: Policies and Guidelines for Good Shepherd Students**

- 1) Students are to use the Internet to access text or images only for school assignments given by a teacher.
- 2) Students are not allowed to use personal web based e-mail accounts on any computer at the Good Shepherd School.
- 3) Students are not allowed to participate in chat rooms, discussion groups, or access newsgroups on the Good Shepherd School computers.
- 4) Students may play educational games on school computers when given permission to do so by a teacher or school employee; however, students are not allowed to play recreational games on school computers.
- 5) Students are not allowed to register online for products or services, sign up for mail lists, join online clubs or groups, or participate in online contests.
- 6) Students are required to use electronic networks appropriately for school assignments. Misuse of software and networks can come in many forms, but can be viewed as any information or messages sent or received that indicate or suggest pornography, violence, racism, sexism, unethical or illegal solicitation, or inappropriate language.
- 7) Students are not allowed to modify default settings in web browsers to bypass security or inappropriate content blocking software.
- 8) Students are expected to use computer equipment in a safe and proper manner, and to protect and preserve all school property.
- 9) Students are to follow the instructions of their teachers, instructional aides, library and computer lab staff, and other school employees with respect to using computers, software or online networks.
- 10) Parents must agree to adhere to the policies, accept the conditions stated above, and agree to hold harmless, and release from any liability Good Shepherd School with respect to Internet access.
- 11) Students must understand that the Internet and computer software are to be used for educational purposes only. They must understand that any violation of the above provisions may result in disciplinary action, the revoking of their personal student user account, and any appropriate legal action. They agree that they will not hold their teachers or Good Shepherd School responsible for or legally liable for materials distributed to or acquired from the Internet. They agree to report any misuse of the Internet to the school authorities.
- 12) Teachers will use the Internet and the computer network and software for educational purposes only. They will instruct the student on the acceptable use of computers and the Internet.
- 13) Good Shepherd School and its agents are not responsible or legally liable for materials distributed to, or acquired from, the Internet.

## **Discipline: Forms of Abuse or Harassment**

### **1. Abuse and Neglect of Minors**

By law, school leaders and the teachers have a responsibility to report incidents of apparent child abuse or neglect and cooperate with authorities in relations to the situation. The teachers and/or staff will comply with this law and will report the information to appropriate authorities.

### **2. Sexual Harassment**

Based on the teachings and moral principles of the Roman Catholic Church, The Good Shepherd Nativity Mission School seeks to provide a school environment, free from any and all sexual conduct deemed inappropriate. Should any student engage in any inappropriate conduct that violates the teachings and principles of the Church, the school reserves the right to take whatever disciplinary action it deems appropriate for any student. Sexual harassment includes behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with a student's school performance. Sexual harassment takes on different forms not limited to, but including, the following:

- **Verbal:** sexual innuendoes suggestive comments, jokes of a sexual nature, threats, etc.
- **Non-Verbal:** sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- **Physical:** unwanted physical contacts, including touching, pinching, brushing the body, and pushing.

Whatever form it takes, it is insulting and demeaning to the recipient and will not be tolerated. The nature and extent of any violation will determine the disciplinary action. Should such a situation occur the student is to report it to his/her teacher immediately.

## **Discipline: Other Expectations**

Students are also expected to obey the rules regarding the following:

### **Hall Pass**

- Students may leave the classroom only when in real need and with the permission of the teacher. When leaving the classroom, the student should carry a PASS with them for the entire time he or she is out of the classroom. The teacher is to initial the student's planner and record the time student left classroom.

### **Lockers**

- All middle school students are issued a locker the first week of school for which they are responsible. Students are responsible at all times for the contents in their lockers. This includes school and personal property. Articles of value are not to be left in lockers. Good Shepherd School will not accept responsibility for items that are damaged in or taken from the locker. Students are responsible for the appearance of their locker and will clean off writing and stickers. The school has a **legal right to inspect lockers at any time or to revoke the privilege of using a locker if that privilege is abused.** The school will take all reasonable precautions to insure that the student's locker is a safe place for his/her property. If a theft occurs, the student should notify the teacher promptly.

### **Lost and Found**

- Students who find lost articles are asked to bring them to the office. Lost articles will be kept for one week. Articles not claimed will be given to St. Vincent DePaul or Goodwill Industries.

### **Personal Items**

- Students assume the responsibility for the loss or damage to their clothing, equipment, books, etc. The school endeavors to protect all personal property but is not responsible for them. Large sums of money or articles of real value **should not be brought to school.** Items of value that must be brought to school must be taken to the school office.

### **Playground**

- Students are to play in the designated areas. Rough play may cause injury and, therefore, is not allowed.

### **Restrooms**

- Students may use the school restrooms, but may not misuse them. The restrooms are not places to play or **"hang out."** Students will be held responsible for paying for any damages that occur due to their actions or misuse of equipment.

### **School Office**

- Students are allowed to enter the school office with the permission of the teacher on duty or office staff.

### **Stairwells and Halls**

- Students are to move in the stairwell and halls silently. Talking or any form of horseplay is not allowed while changing classes.

### **Telephone Use and Messages**

- Students are not permitted to use the school telephone except in an emergency and only after asking for permission from a teacher, the secretary, or the dean of students. Students will be called out of class only in an extreme emergency. If it is necessary for a parent/guardian to contact a student, please telephone the school office. **Cell phones are not permitted in school.**

### **Trash**

- Students are responsible for depositing trash in the proper containers and keeping the yard neat and clean. Failure to do so will result in lost privileges.

## **Discipline: Personal Conduct of Students**

Attending The Good Shepherd School is a privilege. The conduct of a student should reflect this in his/her behavior. School rules are made for the good of everyone in the school. ***Even though parents may permit certain behavior at home, that same behavior may not be appropriate or acceptable in school. In the case of such a situation, students are required to follow the rules of the school while in school, on a field trip, or in the school uniform.*** In order to provide quality education and to further emphasize the Gospel values by which we live, the following guidelines for discipline are to be adhered to:

1. Courtesy and hospitality should always be shown to the faculty, staff, as well as volunteers who come to assist in the school and visitors. Students are required to:
  - Open doors for adults
  - Answer questions and/or respond to directions in a respectful manner
  - Offer assistance to teachers, staff, volunteers, etc.
  - Stand when an adult enters the classroom.
2. Students are to take pride in our school campus and assume responsibility for helping to keep it clean. There should be no willful acts of littering or vandalism. Students are responsible for any damage they do to school furniture, textbooks, equipment, or material and will pay to repair or replace any damages.
3. Students are to maintain an atmosphere of quiet at all times in the school building during the school day.
4. There is to be no playing, pushing, or shoving that may cause injury to another student at an assembly, while walking in the stairwells and corridor, or in the classroom.
5. Gum is not allowed on the school campus or in the classroom and carrying candy to eat in the classroom is not allowed. Sunflower seeds are not allowed on the school campus or in the classroom. Students who are found eating candy or sunflower seeds, or chewing gum will receive an in-school suspension.
6. Stealing is a serious matter and will end in suspension or even expulsion. Students are to respect the property of teachers and their fellow students. Students may not go into any cabinets in the school without permission. Students are not allowed in the kitchen area without permission. Desks are the property of the teacher and the school. No student may look through the drawers or take things from the teacher's desk without his or her knowledge and permission.

7. Smoking or consuming any kind of tobacco, drugs or alcohol is a serious matter and **will result in expulsion**. Possession of any items related to these activities is not allowed and **will result in expulsion**.
8. Personal radios, CD players, handheld televisions, or electronic games on the school grounds or on field trips are not allowed.
9. **Reading Materials:** The school strongly promotes reading within the school. However, not all magazines and books are appropriate for reading in school. The administration and teachers reserve the right to determine whether the content of the reading material in the student's possession is appropriate. **Inappropriate materials will be collected and destroyed.**
10. Students are not allowed to bring toys or collectibles to school. Toys will be collected and become the property of the school.
11. Students should wear their uniform proudly and properly both in school and off campus. Shirts and blouses are to be tucked in at all times. Belts are to be worn at all times when the pants or slacks have belt loops. The length of skirts and shorts must be knee length or longer. Students must leave school at the end of the day in their school uniform. Any student choosing to disobey a school rule or does mischief to others property while in uniform, but not on campus, is subject to the same consequences as if the student were on campus.
12. The school has a zero tolerance position in regard to violence. Should a fight occur, the students will remain out of class for the remainder of the school day until a parent/guardian is notified. Fighting or activities that instigate fights are dangerous and will result in immediate suspension and may lead to expulsion.
13. Students who use obscene and foul language will receive a suspension and will be placed on behavior probation.
14. Cheating will not be tolerated. ***Copying homework from another student, copying from a student's work in class or copying answers from another student's test constitutes cheating.*** Students who are caught cheating will have the current work or tests confiscated, will receive a zero for the assignment for that lesson, and may receive a suspension.
15. Every student is responsible for his or her own work. A student may obtain assistance by legitimate means. A student may only assist another student by legitimate means.
  - a) A student is not permitted to use any material during any test or assignment without the permission of the teacher.
  - b) A student is not permitted to copy information from another student during a test or an examination.
  - c) Obtaining test materials or information in advance in an unauthorized manner is forbidden.
  - d) Copying an assignment that is to be turned in and graded from another or receiving excessive help from another while completing the assignment will not be tolerated.

## **Discipline Policy and Procedures**

### ***"All Students Have the Right to Learn and All Teachers Have the Right to Teach"***

Good order is absolutely essential for good learning. The Good Shepherd Nativity Mission School believes that one of the most important aspects of education is the development of self-discipline, which is the key to self-control, orderliness, and the formation of Christian character. In order for the school to provide our students with a positive climate for learning, we will continue to emphasize the importance of self-discipline and self-control. Good discipline begins in the home and is supported by the school. Parents are indeed, the first teachers and are called to develop in their children good behavior and proper attitudes toward school. Therefore, parents are asked to:

- Recognize that the teachers represent the parents/legal guardians and take their place while the child is in school.
- Instill in their children respect for authority figures, and the rights and property of others.
- Work with the school in carrying out the recommendations made in the best interest of the child, including disciplinary action. If parents disagree with any recommendation made by a teacher or the school, they should meet with the teacher first then meet with the dean of students if necessary to voice their concerns, rather than express their displeasure to the child. Negative attitudes expressed to the child undermine the school and its teachers, causing a lack of respect for the school and faculty. It makes cooperation and improvement more difficult for the child.
- Support school authorities whenever their child's actions/choices result in consequences.
- Help their child learn self-discipline and self-control.
- Observe the safety procedures and rules of the school particularly with regard to visitors in the school. Each teacher develops a classroom management plan for behavior in the classroom. The rules are written in positive statements.

Praise for the good actions and work of your children will be part of the methods of discipline. The children may make choices that could result in consequences if they choose not to follow the school rules. Disagreement with a school rule is not an acceptable reason for disobeying it or for showing any form of disrespect to teachers or any school authority.

## **Disciplinary Probation**

Parents/guardians will be notified if a student consistently exhibits behavior problems. A conference will be held to discuss specific expectations for improvement, which will include the student being placed on a **Discipline Contract**. Follow-up conferences may be held to discuss improvements or lack thereof. **If significant improvement has not been noted after a set time limit, it will be necessary for the student to withdraw from The Good Shepherd School.**

## **Disciplinary Procedures**

By signing the admissions application and the handbook signature form, parents/guardians and students have agreed to fully abide by and uphold the rules and regulations of the school. Infractions of basic school or classroom rules or disorderly conduct will result in disciplinary action. The following procedures are used to correct inappropriate behaviors that may arise:

### **For minor offenses:**

- The teacher will talk with the student in private to understand the cause of the problem and mutually arrive at a reasonable solution and/or consequence.
- The teacher will administer the consequence agreed upon.
- In the event that the inappropriate behavior is not corrected, it becomes a major offense and the parents/guardians will be contacted to schedule a conference with the dean of students, teacher, and child.
- As appropriate, teachers may assign students to detention. If a student is assigned a detention, the parent will be contacted.

### **For major offenses:**

- The student will be referred to the dean of students' office along with a written record of the offense.
- The dean of students will talk with the student to understand the cause of the problem. If other students are involved, they will also be interviewed.
- When deemed necessary the dean of students will request a conference with the parent/guardian.
- The dean of students will assign a consequence that may include one of the following: counseling, removal of privileges, in-school suspension or out-of-school suspension, and expulsion.
- The offensive behavior and consequences will be recorded and placed in the child's file.
- **If the student continues to be referred to the office for disciplinary reasons, it will be necessary for the parent to immediately remove his/her child/children from The Good Shepherd Nativity Mission School.**

## **Expulsion**

Expulsion is an extreme measure. It occurs when the school can no longer work with a student due to his/her conduct in school. Any student, who has been suspended two or more times, or who has attended two Saturday detentions, will be summoned before the Discipline Committee with his/her parents to discuss the prospect of expulsion if behavior does not change.

Students will be **automatically expelled** for the following **Major** offenses:

- **Any action deemed by the dean of students** to seriously endanger the health and well-being of students, school personnel/staff members, or any other person. This includes any form of behavior that is deemed as an assault or considered injurious to another. **Law officials will be notified if necessary.**
- **Willful defiance of school rules or any other offense** which is not in keeping with the philosophy, mission, and goals of the school, and which the dean of students, in consultation with the Discipline Committee and Board, deems it to be sufficient cause for expulsion.
- Possessing firearms, knives, or other objects that can be used as weapons.
- Using or possessing any type of drugs including dangerous controlled substances.
- Using or possessing tobacco, lighter, or any other type of combustibles
- Bomb Threat or False Alarm
- Arson

## **In-School Suspension**

The student will remain in school for the period designated and may not participate in any school activity (including field trips, special events, etc.) The student will be separated from normal classroom activities and assigned schoolwork. When the suspension is over, **all ordinary activity will be resumed**. Any schoolwork missed during the period of suspension **must be made up by the student**.

## **Out-of- School Suspension**

The student will remain at home for the period designated and may not participate in any school activity (including field trips, special events, etc.). When the suspension is over, all ordinary activity may be resumed. **All schoolwork missed during the period of suspension must be made up by the student**.

### **School Discipline: Code of Conduct for Parents**

Parents are **expected** to contact the school when there is a problem that needs to be discussed and resolved. Parents are **considered** our partners and **will be given** the proper respect they deserve as their child's first teacher. Parents are **expected to return** that respect to the teaching staff, school personnel, and administration.

**Note:** The kind of behavior that is considered counter-productive and the kind that goes against our mission **cannot** and **will not** be tolerated in our school because it is negative and tends to tear down, instead of build up God's kingdom here on Earth. We will always try to resolve issues with our parents whenever disagreements occur, and we will do so respectfully. In our school, there is **absolutely** no room for verbal abuse or inappropriate behavior, especially in front of the children. At no time will we yell at parents, grandparents, or guardians, or speak to them in a harsh way, and we expect to be treated in the same manner. In the event that the kind of behavior described here does occur, and it is determined by the school that a reasonable and amicable solution cannot be reached between home and school, it will be necessary for the parent to immediately remove his/her child/children from **The Good Shepherd School**.

### **School Discipline: Parent/Guardian Rights and Responsibilities**

We regard parents and guardians as partners with the school in the education of their child. Therefore, a parent or guardian may always request an appointment for a conference with a teacher. The conference must be scheduled for a time other than when the teacher has classroom responsibilities.

When a teacher or administrator contacts parents or guardians to arrange a conference concerning their child, it is the parent/guardian's responsibility to be available to discuss the situation as soon as possible, so that any problems can be resolved quickly and satisfactorily. Without such cooperation, the school is hampered from doing its job effectively for all students and parents are unable to be fully informed about situations affecting their child's development.

#### **Partners**

*I dreamed I stood in a studio, and watched two sculptors there.  
The clay they used was a child's mind, and they fashioned it with care.*

*One was a teacher; the tools used, were books and music and art.  
One, a parent with guiding hands, a gentle and loving heart.*

*Day after day the teacher toiled, with a touch both deft and skilled.  
The parent labored side by side, and all the values filled.*

*And when at last their task was done, they looked at what they'd wrought.  
The beautiful shape of the precious child, could neither be sold nor bought.*

*And each agreed it would have failed, if one had worked alone.  
For behind the parent stood the school, and behind the teacher, home.*