

**HOME/SCHOOL COOPERATION**

It is critical that parents and guardians support the mission of our school and demonstrate a spirit of cooperation with the faculty and administration. Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.

As a condition of enrollments, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved in any difficulty at school, his or her parents or guardians agree to register the necessary complaints with the appropriate teacher and/or administrator and to cooperate in the schools' procedures for addressing and resolving such complaints.

The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or engages in conduct that is detrimental to the school.

**UNPAID TUITION**

\*In the event that tuition payments are in default at the end of any month the child/children will not be permitted to attend school on the following Monday until all tuition is paid up to date. Should a problem arise, a principal/parent conference must be initiated by the parent/guardian. If your full obligations are not met, it will result in your child's not receiving his report card and there will be no transfer of records until such time as the account has been paid in full.

In those cases, where students are in the PreK-3, PreK-4, Kindergarten or eighth grade, the student would not be permitted to participate in graduation ceremonies and end of year activities or receive his/her diploma until tuition is paid.

All present year tuition must be paid in full before May 30, 2018. No child will be permitted to attend school on May 31st until all tuition and late fees are paid in full in cash, money order or certified check to the school office. No student may return to school or another school in the Diocese of Camden if tuition is not paid in full for the current school year.

**INTERNET USE/MISUSE**

**Please see the last page.**

This form must be signed and returned by Monday, September 11, 2017.

**PRINCIPAL'S DISCLAIMER  
(Directive for Camden Diocese)**

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing this handbook implies limits the principal's authority to interpret and apply the rules. Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the Principal has the right and the authority to impose different and additional penalties for offenses that are not specifically listed in the handbook, should the Principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion. The Principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well being of everyone. Every effort will be made to notify students and parent(s)/guardian(s) of such changes.

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**Please detach and return to school**

I ACKNOWLEDGE THAT I RECEIVED AND READ THE PARENT/STUDENT HANDBOOK FOR MY CHILD (REN)

Home/School cooperation  
Unpaid tuition notice

I understand its contents and will abide with all that is stated within. This includes the bullying policy as stated on the school website.

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

Date: \_\_\_\_\_

**Students in the family:**

Name	Grade
_____	_____
_____	_____
_____	_____

**Must be submitted by Monday, September 11, 2017**

### ABSENCE

It is mandated by the State of New Jersey that parents send children to school every day unless there is a legitimate excuse for absence.

These excuses include:

- sickness
- serious illness in family
- exceptional circumstances

(Please contact principal concerning this)

If your child is not coming to school because of illness or a family emergency you **must** call the school before 10:00 AM each day of absence.

During your child's illness if you decide that the child is able to do school work, please contact the school office no later than 11:30 AM that day if you want work sent home for him/her. If you will be picking up the work, please do so between 2:30 -2:45 PM.

Upon the student's return to school, a **written, dated, signed absence slip** must be presented to the homeroom teacher. We will be giving each family a supply of absence slips. The homeroom teacher will send it to the office for approval and to keep it on file. If no note is received by the homeroom teacher after 2 days, the teacher will write a discipline slip. The absence will be considered unexcused until the note is received. A recess detention will be given. We strongly discourage the growing practice of winter vacations from school. If you take your child out of school for a vacation, the responsibility for determining missed work or assignments is yours and your child's, NOT the teacher's. This is an unexcused absence.

### LATENESS

If a child is late to school, they must report to the office to obtain a late slip.

In the event of three latenesses in any marking period a recess detention will be given.

### ACTIVITIES

Good Shepherd School supports and encourages all children to participate in after school (extracurricular) activities. We are here to work in partnership with all parents to educate their children in the highest standards. We, therefore, feel it necessary to follow these guidelines concerning academic wholeness.

The following activities are available to the students of Good Shepherd School:

Basketball	Grades 4-8
Yearbook	Grade 8
Cross Country	Grades 4-8
Spring Track	Grades 4-8
Safety Patrol	Grades 6-7
Math Club	Grades 4-8
Sewing Club	Grades 3-8
School Choir	Grades 3-8
Drama Club	Grades 4-8
Recycle Club	Grades 1-5
School Band	Grades 4-8
Angel Choir	Grades K-3

There are certain academic requirements for joining the teams/clubs and for staying on the teams. They are as follows:

Participation is permitted only if a student is passing (70 and over) in major subjects and maintains a passing grade in conduct and other special subjects. This policy pertains to each marking period.

If a student's grades improve as evidenced by a note from the teacher, they will be reevaluated for eligibility.

### BICYCLES

All bicycles brought to school are to be placed in the bike rack and locked. **Helmets must be worn as required by State Law**. The school is not responsible for damaged or stolen bicycles. Skateboards or such are not permitted.

### BOOKS

Textbooks and workbooks are provided for all children through the efforts of the State of New Jersey, tuition, and parish subsidy.

- All textbooks must be covered at all times with a sturdy cover or book sox. A recess detention will be issued for uncovered books after a warning has been given.
- All children must have a sturdy book bag for the protection of their books.
- Any book that is lost or damaged must be replaced by the child.
- Name, grade and subject are to be written on the covers only. There should be **no graffiti or doodling** on the covers or in the books. No graffiti should be on any copy or agenda book.
- All workbooks are to be covered in clear contact.
- All books are to be covered by the second full week of school. (Monday, September 11, 2017)

### CAFETERIA

Good Shepherd School has a daily hot lunch program. Students will receive information during the first week of school. A monthly menu will be posted on line. White, chocolate milk or juice may be ordered from the cafeteria. Snacks may also be purchased.

If it is necessary to bring a lunch to the school during the day for your child, the lunch should be brought to the office marked with the child's name and grade on it.

Candy, soda and or any glass containers are not permitted.

### CHANGE IN RECORDS

Parents are asked to notify the school office immediately of any change in your address, home telephone or work telephone and e-mail address. This is vital in order to keep our records updated. In case of an emergency it is imperative that we are able to reach one parent or an emergency contact.

### CONFERENCES

A formal Parent-Teacher conference is scheduled by the Diocese at the time of the first Report Card. The date of this conference will be posted on the school's annual calendar. This date will also be reflected on our monthly

calendar and on our web site. The first report card will be issued to parents at the conference. Of course, conferences may be scheduled by the parents or teachers as needs arise. When there is a question or a concern about your child please put your concern in writing asking for a conference. The teacher involved will contact you as soon as possible. Please be assured that we are always eager to maintain personal contact with you. If you have any questions concerning your child, please contact the school rather than remain in doubt. Each teacher also has an e-mail address and you may contact them in this manner.

### CURRICULUM

The curriculum of Good Shepherd School follows the guidelines that are prescribed for the elementary schools by the Diocese of Camden. The curriculum consists of Religion, Reading, English, Spelling, Penmanship, Social Studies, Science, Music, Art, Physical Education, Spanish, and Computer Education. Remedial assistance in Math, Reading, Corrective Speech and Child Study Team Evaluation are available when needed. Home instruction is provided to students who require an extended period of time at home due to illness. This is done through the state, after a ten day absence and a doctor's certificate is submitted.

Accelerated programs in Math are also offered in grades 5-8.

### DISCIPLINE PHILOSOPHY

We at Good Shepherd School are committed to the belief that order is essential to the effective management of any school. It is also our belief that if we are to help in the education of the "whole person", rational, self-control must be developed in the students.

Self-discipline is our goal and the basis for our disciplinary code. Our emphasis is on the awareness of others and good order as opposed to regimentation. All of our school rules and regulations are geared toward reverencing the dignity of the individual by treating them with consideration, respect, and fairness. Our goal is not to punish. Our goal is to change incorrect behavior.

In the upper grades we also use conflict resolution techniques and peer mediation whenever possible. Some staff have been trained in these programs.

We ask all parents to work with us to encourage and support the children as they grow to become responsible Christians. This hopefully will help in the development of strong, self-disciplined, Christian citizens.

Our school guidance counsellor, along with parents and principal will work together to change inappropriate behavior.

### DISCIPLINE POLICY

Positive approaches to teaching and maintaining appropriate behaviors are an essential part of our discipline policy.

Teachers of Grades K through 5 will arrange positive reinforcement schedules for their respective classes. This is done by using a monthly behavior calendar. Parents are

required to initial each evening. When misbehavior occurs, time out, principal/teacher/parent consultation, guidance counselor intervention, and subsequent contingencies will result. Parent notification slips referred to as discipline reports may be sent home if negative behavior continues. This slip may be issued as a warning or to inform parents of a recess or after school detention that has been issued. In lieu of a demerit system, we have deigned a detention system which is designed to help students improve their self control. Students will be issued a recess detention for minor infractions or an after school detention, with a 24 hour notice, will be issued for various infractions, after warnings have been given. A school suspension will be given for serious infractions as determined by the school principal.

**DETENTIONS** may be issued for:

- Aggressive behavior (suspension depending on severity)
- Cheating
- Cutting detention
- Disobedience/defiance (suspension depending on severity)
- Class disruption
- Uncovered textbooks
- Fighting (suspension depending on severity)
- Forgery
- Gum chewing
- Inappropriate language
- Touching another person (suspension depending upon severity)
- \*Continued lateness to school or class (3 latenesses will result in recess detention)
- Possession of tobacco(suspension)
- Public display of affection
- School documents requiring signature not returned in a timely manner
- Stealing (suspension depending on severity)
- Threats/harassment/bullying (suspension depending on severity) **See policy below**
- Throwing objects, including **snow**
- Unprepared for class
- Consistent missing homework (suspension if severe)
- Cell phone usage
- Out of proper uniform

If a child is suspended, **he/she may not attend the next school function.**

Students are under the school's discipline code from the time they leave home for school until the time they reenter the home after school.

\*Please note: In the 2017/2018 school year, a student late three times in one marking period will have recess detention.

### BULLYING: A ZERO TOLERANCE POLICY

Bullying of any type will not be tolerated. The Principal (working with the guidance counsellor) will determine whether or not a student bullied another person. A school suspension will be issued for the first offense. A 3 day

suspension will be issued for the second offense. A student may be removed from school for the third offense. In some cases, the police will be notified if the situation is severe or involves social media.

Students will participate in a bullying prevention program within the school year. This program is given by our school counsellor.

Parents and students are required to read and agree with the diocesan policy as stated on our school website.

### **DRUGS AND ALCOHOL**

It is of the utmost importance that the physical, social, and mental health of the students be protected at all times. If such is to be done, then there must be a well defined, fully explained, and meticulously carried out school policy in this area. The policy defines these areas of concern:

1. Those students who are caught on church/school premises or on church/school sponsored projects using/in possession of/selling or supplying drugs or tobacco will be subject to suspension and/or expulsion.
2. When a student's behavior or physical appearance gives indication of being under the influence of drugs (alcohol included), his/her parents will be notified and the school will insist on medical or professional consultation to the student.
3. Police aid will be sought when the gravity of the situation warrants it.

### **EARLY DISMISSAL**

Medical and dental appointments during the school day except in extreme emergencies are strongly discouraged. Should an appointment be necessary during school hours a written note from the parent is mandatory. The note should be sent to the office through the teacher that day. Students are responsible to make up all class assignments upon their return to school. To insure the safety of the child, the parent or another responsible adult must call for the child at the school office and **sign the child out**. No child is permitted to wait outside the school building.

### **EMERGENCY SCHOOL CLOSING**

If at any time during the school year, the school is closed due to inclement weather or an emergency the closing will be announced over the local radio stations and **on our website** by 7:00AM. #995 on KYW radio and CBS 3. Should an emergency school closing occur during the school day you will be notified by telephone of the closing.

### **FIRST AID (Medication Regulation)**

The school attempts to provide an environment in which students will be safe from accidents. If a minor accident occurs, first aid will be administered. If a doctor's attention is required, parents will be notified.

It is a state law that we are not permitted to administer any kind of medication to any student. If you send in aspirin, cough syrup, Aspergum, or cough drops, etc. that your child can take on his/her own, you are asked to send a note to the teacher informing us of this usage. A form concerning prescription medication will be sent to you at the beginning of the school year by the school nurse. Eye and hearing examinations are given to every child annually. Scoliosis screening is done in grades 4-8.

Any child entering school must have all immunizations and show proof of same. A physical examination is also required by the state before entering Kindergarten. Please notify the school if your child has any physical condition which might require immediate attention such as heart trouble, severe allergic reaction, diabetes, etc.

### **FIELD TRIPS**

Periodically, students are taken on field trips as part of their educational program. Chaperones will be contacted when necessary.

A description of the trip and a waiver form will be sent home prior to the trip date. For insurance purposes, a permission slip must be signed for all participating, and returned to school along with any fee which might be required for each trip.

### **FIRE/LOCK DOWN DRILLS**

Fire drills are held monthly in accordance with New Jersey State Law. Students are trained to leave the building quickly and quietly when the alarm sounds. Any adult in the building is obligated to leave by the nearest exit when the alarm rings.

Also, a lockdown drill or some form of an emergency drill will be held monthly. Students and faculty will be trained to follow the lockdown procedure.

### **HOMEWORK**

Homework assignments are necessary to complement each day's work and to help develop good study habits. Parents give valuable assistance to the school when they insist that a definite study time in a quiet atmosphere form a part of the child's evening schedule. As stated above in the discipline code, detentions may be issued for consistent incomplete homework.

Students are responsible for copying their assignments into assignment books. Parents are required to sign the assignment book/sheet each night. This will assure us that you approve of your child's written work and you are aware of studying. The students in Grades 3 through 8 will use the same type of assignment book provided by the school. This will provide for consistency through the years. We foster good work habits and will review work/study habits each year.

Since many of our books are based on the inquiry approach to learning, students are often required to complete research papers/projects. We strongly recommend that students make use of the public library. We also strongly recommend that students work on projects independently. In grades 5, 6, 7 and 8 all written reports are required to be typed. If a student needs to use our school computers, arrangements can be made. New for the 2017-2018 school year, we will have chrome books available for use in the school library during school and after school.

### **HONOR ROLL**

Any student in grades 3-8 is eligible for the Honor Roll if he/she receives all A's and B's on their report card. The student must also attain a Satisfactory in Conduct, Effort and in minor subjects. We have quarterly honor roll assemblies which parents may attend.

## INSURANCE

Your child is insured for the school year under the Camden Diocesan Plan. This plan provides medical coverage resulting directly from accidental bodily injury in school sponsored activities. This is an EXCESS COVERAGE PLAN which means that the parent shall first make claims under family and/or employer policies.

Accident claim forms are available in the school office.

## PROGRESS REPORTS

These reports are distributed four times a year. This report will give parents an idea of the progress being made midway through the marking period. These reports will be sent home in between report card distribution. Please refer to your school calendar for issuance dates.

## LIBRARY

Since Reading is the foundation for all education, the school endeavors to provide additional facilities for reading through the school library. Full utilization of the library facilities is encouraged as part of our school curriculum for all grades. Our library is open every day to serve the needs of our students. Whenever students wish to use the library after school they must notify their teacher.

## LITURGY

The heart of a Christian Community is centered around our liturgical celebrations. Each month the students gather to celebrate liturgy together. The dates of these celebrations are listed on the school calendar. Each class plans one of the monthly liturgies. The children also participate in special liturgies for Thanksgiving, Christmas and Catholic Schools' Week. We encourage family and friends to join us in these special liturgies.

## LOST AND FOUND

It is imperative that parents **mark** all of their children's belongings very clearly in case they are misplaced or lost. Any article that is found is kept for a suitable period of time in a centralized location in the cafeteria. It is suggested that parents check this collection periodically for their child's lost clothing, lunch boxes, etc.

## PARENT TEACHER ASSOCIATION/

Good Shepherd School has an active parent group. The PTA is responsible for many projects and activities. The money raised from the fund raising efforts of the association is used to **subsidize** the school. Your full cooperation is important for the success of these activities. The general parent group will meet throughout the year at

designated times. The general meetings and social activities offer opportunities to pray, learn and socialize together. Please take the opportunity to renew your membership each year and become an involved parent. **All** families **must** join the PTA. This year we are looking for 100% membership. All members of the PTA are urged to

attend meetings. Come participate and listen to important topics on the education of your child (ren).

**Any family that has received tuition assistance must volunteer to participate and serve on one major function during the year.**

## PARTY INVITATIONS

Invitations to parties may not be distributed at school unless the entire class is invited. Often party invitations are a source of hurt feelings and unnecessary quarrels here at school. We realize it is often necessary to limit the number of children who can attend a party. Please, try to find other ways of distributing invitations.

## PROMOTION REQUIREMENTS

The primary grades (K-3) provide the fundamental skills upon which all subsequent education is based. Therefore, whenever necessary, retention should occur while the student is still in the primary grades. If social or academic development has not progressed the teacher and the parent will have a conference concerning this as soon as possible. If a child fails one or two major subjects, summer school or tutoring will be required. It is the parent's responsibility to locate a summer school program.

If a parent chooses to use a private tutor, a certified teacher must be employed. Records of attendance and grades must be submitted to the office before your child enters the next grade level.

## REGISTRATION

"Good Shepherd School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, athletic programs or other school administered programs." Registration of new students will begin during Catholic Schools Week. In accordance with Diocesan regulations, pupils will be admitted to Kindergarten if they are five years of age by September 30th. First grade pupils will be considered only if they are six years of age by September 30th. Our Pre-K programs will follow a similar policy. All new pupils must present Health Records, Certification of Baptism and a Transfer Card. Registration for current students will take place before the Christmas holidays.

## REPORT CARDS

Report Cards are issued four times during the school year. The purpose of these report cards is to note the progress that your child is making in academic and social areas. Report cards should be considered carefully in light of the progress or lack of progress that is indicated. The report card represents a composite of daily work grades, homework assignments, special reports and test scores. The grades on report cards should not come as a surprise to any parent since during the marking period test papers and all graded assessments will be sent home for your inspection and signature. All parents/guardians are required to sign the report issued.

## SACRAMENTAL PREPARATION

The faculty of Good Shepherd School recognizes the fundamental right of the parent to prepare their children for the first reception of the Sacraments, and strongly encourages the parents to fulfill their obligation.

Our curriculum is so planned as to assist the parents in preparing their children in Second Grade for the first reception of the Sacraments of Penance and Holy Eucharist and in Grade 7 and 8 for the reception of Confirmation.

These sacraments are administered on a parish level through the Director of Religious Education. All students will receive their sacraments at their home parish unless permission is given by their respective pastor, to receive a sacrament at St. Teresa of Calcutta Parish.

## SAFETY PATROL

Each day members of the Safety Patrol take up their posts at school crossings, serving unselfishly. Their duties are to assist in the enforcement of school discipline, to remind schoolmates of street safety rules and to help protect them against street hazards. All students are to obey the patrols and the rules.

Appropriate disciplinary action will be taken if safeties are not obeyed. All Patrol members are to be on duty from 8:05 to 8:20 a.m. and from 2:50 to 3:05 p.m.

## SCHOOL HOURS

*Grades K-8 Full Day	Daily	8:10 to 2:50
PreK- 4 year old	M-T-Th	8:20 to 11:00
	Full Day	8:20 to 2:50
3 year old	W & F	8:20 to 12:00

Half Day Session (K-8) 8:10 to 12:00

**\*The Late Bell rings at 8:15.** Children arriving after that bell are to go to the office for an admission slip. A recess detention will be served after 3 latenesses in a marking period.

Pre-K students must enter the building through the door across from the parish offices.

## SCHOOL PICTURES

School pictures, both individual and class, are taken annually. Purchase of pictures is optional.

Details will be sent home in a timely manner. Individual pictures are offered in the spring, after Easter. Again, these pictures are optional.

## STUDENT COUNCIL

Early in the school year, nominations will be held for President, Vice-President, Secretary and Treasurer of the Student Council. These Offices will be held by eighth graders and will be voted for by grades 5- 6-7-8. Each class (grades 5-8) will nominate and vote for a representative to attend regularly scheduled meetings and report back to the class and the teacher on the agenda.

**Requirements:** No suspension in the prior year; No U's or F's in any marking period.

## STUDENT OF THE MONTH

Each month every homeroom teacher in grades PreK-8 chooses one student as student of the month. The child's picture is taken, displayed on the bulletin board, and listed in the school newsletter and church bulletin. A parent letter of congratulations will also be sent home.

The following criteria are used when selecting this student: ACADEMICS, CHARACTER, SERVICE AND SPIRITUALITY

## TESTING PROGRAM

In March, the students of Good Shepherd School take a standardized test, the Iowa Test of Basic Skills. This test measures performance in various curriculum areas.

Reports of these tests are shared with parents by way of written reports and interpretations. Grades 4 and 7 also take the Cognitive Abilities test.

## TRANSFER

The principal issues a transfer card to any student who leaves our school to be registered in another school. Direct personal contact between parent and the principal is recommended in this transaction. No school records are given to the parent. Records are forwarded by mail to the school of transfer by the principal upon the request of the transfer school. Transfers and school records will not be forwarded for any student who has an outstanding tuition balance.

## UNIFORMS

### GIRLS

**Grades K-5:** Plaid jumper, white blouse with Peter Pan collar, navy blue knee socks or navy tights, black/navy oxford shoe (tie) or Mary Jane type with **non-marking soles**.

Navy blue slacks (purchased through Flynn & O'Hara) (Optional). Two panel navy skort is optional.

**Grades 6-8:** Plaid skirt, white button down blouse, golf shirt (summer), navy knee or navy tights, black/navy oxford (tie) or Mary Jane type shoe with **non-marking soles**. **Navy blue v-neck school sweater is mandatory.** **Parents will be notified** if soles of shoes are marking the floors.

### BOYS

**Grades K-5:** Navy blue trousers, dark belt, white button down shirt, uniform tie, black tie oxford shoes with **non marking soles**. A short sleeved white golf shirt with monogram is permitted in warm weather.

**Grades 6-8:** Khaki dress slacks, dark belt, white button down shirt, uniform tie, school V neck sweater and black tie oxford shoes with **non -marking soles**. A short sleeved white golf shirt with monogram is permitted in warm weather.

**\* Sweaters:** Cardigan or V neck in solid navy with school logo **must be worn by all students as part of the winter uniform**. The sweater is to be purchased through Flynn & O'Hara. Jackets may not be worn in the classroom.

## HAIR

No extreme hair styles are permitted. Hair is to be of natural color.

**Nail polish, make-up and sneakers are not part of the regular school uniform and may not be worn to school.**

## OPTIONAL SUMMER UNIFORM

Green uniform shorts with short sleeve white monogrammed golf shirts may be worn from the first day of school until November 1st, and April 1st until closing by boys and girls. **(NO colored shirts underneath)** **White sneakers (non-marking soles)** and **white ankle** socks may be worn with the **shorts**. If the boys wish to wear the golf shirts and their regular length trousers they may do so during the "summer uniform period."

Nail polish, make-up and sneakers are not part of the regular school uniform and may not be worn to school. Girls may wear **one pair** of earrings but only those that are small, non-dangling and no bigger than a dime. Uniform orders should be placed in the spring to assure August delivery. Uniforms are supplied through Flynn & O'Hara Company.

Physical Education Uniforms are worn on the child's P. E. day and are purchased through Flynn & O'Hara Uniform Company. Students are to wear **white sneakers** (not colored) on P.E. day.

**Please Note:** (Only the GSS shorts/sweats and T shirt (with Logo) are permitted.)

Uniform rules will be addressed and followed in the 2017-2018 school year.

Please Note: Sneakers and socks must be **white**-no colors added. If your child does not wear the correct sneaker you will be required to keep him/her home until the uniform is complete.

## VISITS TO SCHOOL

Teachers are not permitted to leave the classroom while classes are in session, either to answer the phone or to confer with parents. Accordingly, no one is permitted to go to a classroom without the permission of the principal. If it is necessary to bring articles of clothing, lunches, etc. to school during the day, they should be left in the School Office. (Entrance on Atlantic Ave.)

If you are bringing your child to school and you escort them into the building, please remember to leave them at the office. Please use the Office door to enter the school. Parents are not permitted to take the children to the classroom.

## EMERGENCY CONTACT FORMS

The school requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency. This form is **due on Monday, September 11, 2017.**

## CELLULAR PHONES/PAGERS/HANDHELD GAMES/HEADSETS (NO CELL PHONES)

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players and other items that in the view of the school may be distracting or disruptive to the learning environment **are not permitted in school.**

If you would like your child to bring a cell phone, it must be kept in the office. Students will drop off in the morning and pick it up at dismissal. You must send in a note to school to be kept on file by Monday, September 11, 2017.

## BEFORE AND AFTER SCHOOL PROGRAM

Our Before School Program begins at 6:30 AM, students will be given breakfast each day.

After school care is available. This service is available from dismissal until 6:00 PM. Further information will be distributed during the first week of school. For further information, please contact the office regarding this program. **There will be an additional fee for late pickups.**

## RELEASE OF CHILD

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. In case of divorce, a parent must provide the school with a copy of the court order or custodial agreement adjudicating the determination of custody. This order/agreement is placed in a confidential file.

## COMPUTERS - ACCEPTABLE USE POLICY

All users must agree to our Acceptable Use Policy and its contents. All users must sign and submit a copy for school.

## FAMILY COMMUNICATION FOLDERS

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include the handbook, a yearly calendar, a monthly calendar of events, newsletters; family folders, parent teacher conferences, Home and School meetings, Progress Reports and Report Cards.

Family communication folders are sent home each Wednesday. From time to time important, notices will be sent home as being time sensitive.

Students will place them in their homework assignment books for your inspection.

It is the responsibility of each child enrolled at the school to provide the parents with all written communications. Parents are asked to check book bags and folders and assignment books regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

### SERVICE

All students in grades 4 through 8 will be required to complete hours of service to the parish, school or community during the year. Homeroom teachers will keep a file of service hours or participation in special collections.

### 8<sup>TH</sup> GRADE CLASS TRIP

All 8<sup>th</sup> grade students **must** participate in activities relating to fundraising for their 8<sup>th</sup> grade trip.

All 8<sup>th</sup> graders and one or more parents **must** participate fully in the spaghetti dinner fundraiser.

If student/parents do not participate the **student must pay** for the trip.

### NOTE:

\*A parent must accompany their child on the trip.

### SOCIAL MEDIA

\*If it has been determined that any form of social media has been used to harass another, a student will immediately be suspended from school for three days.

If a second occurrence takes place, the student will be removed from GSS.

The same policy is in place for any form of indecency used on social media. We will inform the police department based on the abuse of social media.

### Good Shepherd Regional School ACCEPTABLE USE POLICY

The technology available at Good Shepherd School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy.

Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy.

Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will earn disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

**This must be signed and dated. Due to the Office by Monday, September 11, 2017.**

### Please tear out and return

The use of our school's technology, including Internet use, is a privilege, not a right.

I, \_\_\_\_\_, have read and/or heard the above acceptable use policy read to me. I fully understand the contents and will abide by them. I understand the sanctions connected with violations of this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Unacceptable use of technology includes but is not limited to:

1. Doing anything with respect to hardware, software, or programming which results in damage to the technology or inconvenience to others.
2. Violating the privacy of any student, employee or any other individual.
3. Revealing home phone numbers, addresses, or other personal information.
4. Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
5. Transmitting material threatening to another person, whether or not such threatening action is delivered.
6. Using the technology to bully another individual or group.
7. Copying proprietary information, including software, in violation of applicable law.
8. Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
9. Using the network for financial gain, a business activity, or any illegal activity.
10. Creating, transmitting or introducing computer viruses.
11. Deliberately trying to degrade or disrupt system performance. (Such acts may also be reviewed as criminal activity under applicable local, state, or federal law.)
12. Transmitting product advertisement or political lobbying.
13. Violating any local, state or federal rule or regulation.
14. Using social media to give information about a staff member or cause harassment to a staff member.

**Any student violating the above policy will be suspended from school.**

## **Religious Formation**

Parents/guardians are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our schools involved in a faith community. For a Catholic family that community is the parish.

All families are expected to report affiliation. For Catholic families, you will be asked annually to keep your parish registration current. The reception of First Holy Communion, Reconciliation and Confirmation are at the parish church. Good shepherd School will inform parishes of registration information so that the parish can communicate with the families about important faith formation opportunities.