

This handbook has been designed to acquaint you with Good Shepherd School. It is believed that you contribute much to the success of the school if you understand what the school is trying to accomplish. The education and training of our children must remain the joint responsibility of the home and the school.

Please read the entire handbook, acquainting yourself with its contents. Keep it in a safe place, and consult it for any assistance when needed.

Suggestions are always welcomed and appreciated.

PLEASE NOTE: The school administration of Good Shepherd School reserves the right to amend this handbook. Parents, students, faculty and staff will be notified of any necessary changes.

Good Shepherd School
3400 Market Street
Camp Hill, PA 17011

Parent and Student Handbook
2009-2010

*Let it be known to all who enter here
that Christ is the reason for this school.
The unseen, but ever-present Teacher in its classes,
the Model of its faculty,
the Inspiration of its students.*

Church Office – 761-1167
School Office – 737-7261
CCD Office – 737-8216

E-Mail Address – www.schooloffice@gsschpa.org
Web Address – www.gsschpa.org

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Good Shepherd Mission Statement

It is the mission of Good Shepherd School to provide every student with a quality, Catholic, faith-filled education while maximizing the potential of all its students spiritually, academically, and socially.

CORE VALUES AND BELIEFS OF GOOD SHEPHERD SCHOOL

We believe:

... that Good Shepherd parents and teachers are messengers of God's love to the school and to the parish community.

... that Good Shepherd parents and teachers copartner in the ministry to create a secure, caring Christian community of learning.

... that Good Shepherd School creates a Christian environment in which students are presented an atmosphere to learn spiritually, academically, socially and physically.

... that children learn by a combination of experiences (challenge, service, success and failures).

... that parents, teachers and students must work together to ensure the best available education.

... that the Good Shepherd School Community promotes courtesy and respect for all people extending the interest and concern of our students beyond themselves in order to form healthy relationships with one another and with the world around them.

... that children learn best in an environment of loving discipline and structure.

Admissions

No child will be denied admission on the basis of color, race, or ethnic origin. Admission is based on the following criteria:

- That our Catholic parents desire to raise their children in the Catholic faith.
- That our parents agree to support the organizations, which assist the school, namely, the Parent Teacher Organization and volunteer programs.
- That our parents and children agree to cooperate and uphold the rules and regulations of the school.
- That our parents of non-Catholic students permit their children to study the Catholic faith and participate in all Liturgical and paraliturgical services according to the School schedules.

Admission Policy

Priority for admission to Good Shepherd School will be:

- a) Catholic families living in the boundaries of Good Shepherd and belonging to Good Shepherd Church.
- b) Catholic families living outside the Good Shepherd parish boundaries, with permission from the Pastor of their parish.
- c) Non-Catholic families.

Kindergarten

All children must be five years of age by September 30 of the year they will enter Kindergarten.

Enrollment Procedure

After the acceptance of the above admissions criteria, the following procedure is required:

- Pre-registration form filled out by parents or guardian.
- Presentation of baptismal certificate (if the child is not baptized at Good Shepherd), a birth certificate, and immunization records.
- A signed contract stating that all financial agreements will be maintained.
- Previous school academic records.

Admissions to grades one to eight are based on space available, successful performance in an admission test and/or a recommendation from the last school the student attended, and parents' commitment to Catholic education.

The school must be made aware of any physical or mental limitations of the child.

Daily Schedule

The morning bell rings at 7:50 AM; prayers begin at 7:55 AM. Dismissal begins at 2:40 PM.

Attendance/Absence

The school law of Pennsylvania requires regular attendance for all students between eight and seventeen years of age. All absences are considered unexcused or illegal except the following: illness of a student, death in the immediate family, exceptionally urgent reasons that affect the child, and educational field trip experiences as determined by the parents and administration.

In addition to any disciplinary action deemed appropriate by the school due to an unexcused absence, the student is required to complete all work missed as a result of the absence. The law requires that a pupil who has been absent from school bring a **written note signed by the parent or guardian** stating the reason and the date(s) of the absence. This note must be presented the day the student returns to school following an absence. Parent notes for absences received via fax or e-mail will NOT be accepted as a parent signature is required. A student's absence will be considered **unexcused** if a written note from the parent or guardian is not presented on the day of his/her student returns to school. **Following eight (8) random absences a trimester, parents will be called in for a conference with administration. Chronic irregular absences may also result in the administration requesting a physician's statement regarding the general health of the student.**

A student who leaves school during the regular school day for any legitimate reason must have a parent or someone authorized by the parent to call for him/her at the school office and sign out the student for the time period requested. No student will be allowed to leave the school without the signature of a parent or guardian in the Student Log Book. Upon the student's return, he/she must report to the school office. The parent or guardian **MUST** accompany the student into the school and sign him/her back in the Student Log Book.

Unless there is an emergency, doctor and dental appointments should be scheduled after school to avoid any disruptions in the child's learning. In case of necessity, the student should bring a note signed by the parent or guardian stating the reason and the time of the appointment. The note should be shown to the classroom teacher first and then forwarded to the school office where the note will be initialed, dated, and returned to the teacher. The student must furnish a doctor or dental certificate to the office upon their return to school from an appointment. Students dismissed early for an appointment and not returning to school that day must present a verification card or form to the office on their return to school the next day. Children **may not** go to appointments without a parent or guardian, even with written permission. It is for your child's safety that we **require** that a responsible adult accompany our students. Parents, therefore, must notify the school if someone other than the parent will transport the child.

Parents are requested to NOT plan vacations during the school term as this is disruptive to the class as well as to the student. A vacation/trip form, obtainable in the school office, must be submitted for approval to the child's teacher and to the administration one week prior to departure. Schoolwork that is missed must be made up upon return to school. School assignments may not necessarily be given prior to an arranged vacation/absence. For prolonged illnesses, special arrangements may be made. Parents are requested NOT to plan vacations during the school term, as this is disruptive to the class as well as to the student.

As a security measure, parents must contact the school by 9:00 AM each day a student is absent. When an absence is not verified by 9AM, the school office will contact parents.

Tardiness

A student who arrives after **7:50 AM** will be marked tardy, and must report to the school office for a late slip before reporting to class. All students who arrive after 7:50 AM **MUST** be signed in by a parent/guardian in the Student Log Book. Students who are delayed due to the lateness of the school bus will not be marked tardy.

Students arriving to school between 9:00 AM and 11:20 AM will be considered one-half day absent. Arrivals after 11:20 AM will be considered one full-day absent. Students who leave school before or during their lunch and do not return will be counted one-half day absent. Students leaving school after 1:00 PM, the time is forgiven.

Tardiness will be marked as excused or unexcused based on the following criteria:

Excused ~ appointments for dentist, doctor, etc., **with a note from the doctor, dentist, etc. Parent notes will NOT be accepted for excused tardiness.**

Unexcused ~ all other reasons for tardiness; **overslept, traffic, etc., will be unexcused.**

- **Students will be permitted three(3) unexcused days of being tardy without penalty in a trimester. After the third unexcused day of being tardy, a warning notice will be issued.**
- **Students who are tardy four (4) times in a trimester will receive a detention.**
- Any student with **unexcused tardiness will NOT** be considered for perfect attendance.
- Students who are habitually tardy, will be required, together with their parents, to meet with administration.

Truancy

An absence of three or more consecutive days requires a doctor's certificate. If a physician's certificate is not presented for three or more consecutive absences, the law states that **any absent day following the first two days will be considered unexcused absences.**

Illness or Injury During School Hours

If your child has a specific medical problem, it should be made known to the teacher and to the nurse with a note sent to both.

A student who becomes ill in school will be permitted to report to the Nurse's Office or to the Principal's Office after obtaining permission from the classroom teacher.

If the Nurse or the Principal feels that the illness or injury is significant or requires a parent's input, the parent will be called. If the child needs to be sent home, a parent or someone authorized by the parent must call for the student at the school office and sign the student out in the Student Sign-Out Log.

Arrival and Dismissal

Upon arrival, parents are asked not to enter the school with their children. School grounds are supervised from **7:30 AM to 3:00 PM** by school personnel on days when school is in session. **Please note: No student may enter the school building before 7:30 AM when there is no supervision available nor may they be left unattended outside the building prior to 7:30 AM.** The safety and well-being of your child is a priority. All students must be supervised at all times.

The children who go home by car are dismissed from the school auditorium. We ask therefore, that when your child is going home by car, you wait for the car line to be called and your child will leave the building with other car riders. **Parents are requested not to come to the office at dismissal to pick up children.** If you need to change the means by which your student routinely gets home, a note specifying how the student is to be dismissed must be submitted to the teacher that morning. If an unanticipated situation arises during the course of the day that requires you to make a change in your child's routine dismissal, please notify the school office by phone **by 1:30 PM.** The end of the day and dismissal are very busy times and while every effort will be made to comply, we cannot guarantee that the message will get to your student in a timely manner.

After School Care

An after school care program is offered each full day school is in session from the end of the school day until 5:30 PM. This program is open to full day kindergarten, 1st through 8th grade. Children are accepted into the program on a pre-registered basis. Drop-ins are welcome. Scheduling is very flexible. Registration forms and rate sheets are available in the office.

Bicycles

Bicycles may be used by the students of Grades 4 through 8, provided they can be locked and the students follow the rules of safety. All bikes must be walked into and out of the schoolyard. Students who will be using bicycles must have written permission from their parents. A note written by the parent at the beginning of the school year will be kept on file for the year.

School Telephone

The office telephone is to be used to transact business only. No student may be called to the telephone except in an emergency. A teacher will return a phone call at his/her convenience. Students may not use the telephone or pay telephone during school hours except with permission of the teacher or the principal. **Student use of the office telephone should be limited to emergencies, not for items such as forgotten gym clothes.**

Tuition

Each year, you will be asked to complete a tuition agreement. The Fair Share Tuition Program allows all our parents the flexibility to re-evaluate the tuition amount paid each year. The parents of our children have a financial obligation to the school. Once the tuition agreement is signed, this obligation must be honored. All tuition must be paid according to the payment schedule chosen by each parent. Tuition must be paid promptly. School tuition provides the primary funds for the operation of the school. Tuition payments are due on or before the first of the month. Checks should be made payable to **Tuition Management Systems**. Failure to keep tuition payments up to date may result in a letter sent to your home requesting an explanation. If more than one payment is not received **and no explanation has been given**, a meeting will be scheduled with the pastor and/or the principal to discuss future arrangements.

* Please note: **The school is operated as a faith community, not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranties or covenants or contractual obligations on the part of the school.**

Tuition for families who are not registered in a Catholic parish is based on current cost per pupil.

Transfer Out of Good Shepherd

Parents are asked to notify the school office when children are transferring from Good Shepherd School to another school. When we know in advance, it facilitates gathering various records and aids the receiving school in the placement of your child. **Pupils who transfer from the parish school for reasons other than a change of residence will not be re-admitted for two (2) scholastic years.** If there is a second transfer from the school, the child will not be re-admitted. Students transferring for special education, diagnostic, corrective or counseling services do not come under the above and may be re-admitted. Parents who feel that their case does not come under this regulation have a right to appeal in writing and then to appear before the Good Shepherd School Committee who will hear both sides of the issue and render an objective judgment.

Custody of Children

Parents **must** inform school personnel of any custody arrangements and provide copies of any legal documents. This will help the school personnel make effective decisions when the need arises. **It is imperative that the school has a written copy of the court order, which outlines custodial rights.**

Change of Address and Telephone Numbers

Inform the homeroom teacher and the school office in writing if you have a change in address and/or telephone number. This also includes the emergency number, which may be a work number or a neighbor, or relative's phone number. If any emergency arises, the school must be able to contact the parent immediately.

School Notices

All written communications from the school will come home via your youngest child in the Parent Communications Folder. Please remove the entire content of the Communications Folder and **sign the front of the Folder**, indicating that you have received the enclosed material. We encourage you to look carefully in the Folder as all monthly newsletters, calendars, and other important material will come home in this Folder.

Emergency Closing and Delays

Cancellations

In the event of school cancellation due to weather conditions, Good Shepherd cancels when Cumberland Valley School District cancels. Always listen for Cumberland Valley information announced on the radio or television. Good Shepherd School will not be announced unless there are unforeseen circumstances or a situation limited to Good Shepherd School.

Closings

Any time that there is a possibility of an emergency closing, parents are requested to listen to the radio or television for information. In the event of an emergency closing, the formal dismissal time for Good Shepherd will be that of the Cumberland Valley School district. **Although the radio and television stations may state a Cumberland Valley dismissal time, the non-public buses may pick up at Good Shepherd much earlier than the time announced. We will put your child on the bus unless we hear from you with other specific directions.** If it is deemed advisable to dismiss early, your child must know where he or she is to go if you are not home. Please review with your child from time to time what he/she should do. It is impossible for all students to call home. In bad weather, your child may leave the school **with you** prior to formal dismissal. You must come in to the office to meet your child and sign him/her out. Students will be given permission to leave early only if they are leaving the building with a parent or someone authorized by the parent. We must have your permission for your child to leave with anyone and the adult you authorize must sign your student out in the office.

Delays

All walkers and car riders will follow the delay schedule announced by the Cumberland Valley School District. Our opening time will be the same as Cumberland Valley.

PLEASE NOTE: On opening delays, buses will pick up according to the school district in which you live, which may differ from the Cumberland Valley schedule and whenever an emergency occurs that only affects Cumberland Valley schools, bus transportation will be provided for the nonpublic schools.

Good Shepherd School Dress Code

Good Shepherd believes that the dress code fosters responsibility and self-discipline among the school's students. Any item or personal style that is deemed as inappropriate by the principal will not be authorized. Complete uniforms are to be worn by all students every day except when specified by the principal. The dress code must be followed or disciplinary action will be taken. An explanatory note from a parent is required when it is impossible for the student to observe the regulations.

First through Fourth Grade

Girls: blue-plaid jumper
white peter pan collar blouse, long or short sleeves
options – white knit shirts, long or short sleeves with Good Shepherd logo
(may be worn all year)
- white turtleneck with GSS on the collar
navy blue cardigan sweater
Shoes – soft rubber soles and conservative shoes that will not detract from the uniform

Boys: dark blue dress pants (no denim, no cargo or jean type fabric or contrast stitching)
white knit shirts, long or short sleeve with Good Shepherd logo (may wear these all year)
option – white turtleneck with GSS on the collar
navy blue cardigan sweater
Shoes – soft rubber soles and conservative shoes that will not detract from the uniform

Fifth and Sixth Grade

Girls: blue-plaid skirt
white peter pan collar blouse, long or short sleeves
options – white short sleeve knit shirt with Good Shepherd logo (seasonal*)
- white turtleneck with GSS on the collar
navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo
Shoes – soft rubber soles and conservative shoes that will not detract from the uniform

Boys: dark blue dress pants (no denim, no cargo or jean type fabric or contrast stitching)
white button down oxford shirt, short or long sleeve (Nov. 1 – March 31)
option - white short sleeve knit shirts with Good Shepherd logo (seasonal*)
navy/gold/red striped tie (Nov. 1 – March 31)
navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo
Shoes – soft rubber soles and conservative shoes that will not detract from the uniform

Seventh and Eighth Grade

Girls: solid navy blue kilt
white button down oxford shirt, short or long sleeve (Nov. 1 – March 31)
options – light blue short sleeve knit shirt with Good Shepherd logo (seasonal*)
- white turtleneck with GSS on the collar (Nov. 1 – March 31)
navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo
Shoes – soft rubber soles and conservative shoes that will not detract from the uniform

Boys: khaki dress pants with pleats (no denim, no cargo or jean type fabric or contrast stitching)
blue button down oxford shirt, short or long sleeve (Nov. 1 – March 31)
option – blue short sleeve knit shirts with Good Shepherd logo (seasonal*)
navy/gold/red striped tie (Nov. 1 – March 31)
navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo
Shoes – soft rubber soles and conservative shoes that will not detract from the uniform

***Seasonal – August to October 31 and April 1 to the close of school.**

Some additional regulations:

Boys:

- no oversized pants or sweaters
- belt worn if pants have belt loops
- shirts tucked in at all times
- socks: navy blue, black or white
- sensible and secure shoes: brown or black dress shoes only (for safety, soft rubber soled shoes, tied or buckled are suggested) no boots of any kind (except snow boots), no clogs, no sandals, no sneakers of any kind (except on gym days)
- hair: styled so it does not hang in eyes; should not go beyond collar; no fad haircuts, shaved heads, hair dye, coloring or bleaching (the Principal will determine whether any haircut meets school standards)
- earrings for boys are prohibited

Girls:

- jumper, skirt and kilt length no shorter than top of the knee
- no oversized sweaters
- shirts tucked in at all times
- socks: navy blue knee socks, navy blue crew socks or navy blue tights (plain, cable or rib)
- no pantyhose; no layering of tights and socks
- sensible and secure shoes: brown or black dress shoes only (for safety, soft rubber soled shoes, tied or buckled are suggested) no boots of any kind (except snow boots), no clogs, no sandals, no sneakers of any kind (except on gym days)
- no make-up or nail polish, post earrings only (no dangling or hoops), only one earring worn in each ear
- no fad haircuts, fad hairstyles, coloring or dye

Gym Uniform - Black shorts are always worn and gold Good Shepherd T-shirts. Any shirts that are school related may also be worn--for example, any CYO sponsored event shirts or Catholic Schools week shirts. All black gym shorts must be longer than the fingertips when arms are extended down along the leg.

Gym uniforms and school uniforms are not interchangeable; therefore, the short sleeve knit shirts are not to be worn as part of the gym uniform.
From November 1 to March 31, black sweatpants are to be worn over the gym shorts.

Health Services

The Pennsylvania School Health Laws require the following:

1. Written proof of immunization or immunity to the following diseases as a condition of attendance at school:

4 doses of DPT or DT Vaccine (for protection against tetanus (lockjaw) and diphtheria), with the 4th dose on or after the 4th birthday for students starting school in the 1997-98 school year.

3 doses of Oral Polio Vaccine or 4 doses of Salk (injectable) Polio Vaccine.

3 doses of Hepatitis B Vaccine for students entering school for the first time (i.e. Kindergarten or first grade original entry) beginning in the 1997-98 school year.

The following vaccines administered after 12 months of age:

2 doses of live Measles Vaccine for students entering school the first time in the 1997-98 (kindergarten Or first grade original entry) May be given as MMR II.

1 dose of live Rubella (German Measles) Vaccine or a blood test showing immunity.

1 dose of live Mumps Vaccine or a signed statement from your physician stating that your child has had the disease.

2 doses of varicella (chickenpox) vaccine or history of disease **for attendance in all grades in 2010-11**

All children entering **7th grade in 2010-11** need the following:

1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)

1 dose of meningococcal conjugate vaccine (menactra or MCV)

2. Medical examination for kindergarten or grade 1 (original entry), grade 6, and grade 11.

3. Dental examination for kindergarten or grade 1 (original entry), grade 3 and grade 7.

It is recommended that, if possible, these examinations be done by your child's physician or dentist within 4 months prior to opening of school since they can best evaluate your child's health and assist you in obtaining necessary treatments or corrections.

The school does arrange for school examinations once each term for children who do not have a doctor or a dentist.

Medication And Medicines

In compliance with the state mandated guidelines for medication, these policies and procedures have been developed.

The medication policy states that all medications, including over-the-counter, have the signatures of both doctor and parent. Please send all medications in their original packaging with a form filled out by the doctor. If you require a form, they are available in the nurse's office or front office. Notes from the doctor will be accepted until a form can be filled out. This policy helps ensure the safety of all our children.

It is unlawful for any student to have medication in his/her possession. All medication must be given to the nurse and/or office. **Remember medication must be sent in the original container, properly labeled by pharmacist or doctor.**

Acetaminophen (example: Tylenol) and throat discs, lozenges or cough drops may be administered through a standing order from the school physician and parental written request and authorization. The authorization will be on the back of the emergency cards.

Communicable/Contagious Diseases

A student with skin rashes, inflamed eyes, sore throats, fever, and the like, should not be sent to school until he has been diagnosed by a physician who will give written consent for the child's return to school at the proper time.

Vision and Hearing Tests

Certified school nurses administer an annual vision test in all grades. Hearing tests are also given in grades K, 1, 2, 3, and 7. All students are weighed and their height measured annually.

School Health Record

A complete Health Record is kept up to date for students. Special information concerning the Student's physical condition should be given to the school by the family physician in the best interest of the child. All records are confidential and are only used for professional reasons as they concern the individual student.

First Aid

If a student becomes ill or is injured at school, he will be cared for by the teacher or nurse, depending upon the seriousness of the illness or injury. Parents will be contacted if the student is running a temperature, is exhibiting other signs of illness such as vomiting or diarrhea, or if the assistance of a physician is necessary. If the parents cannot be contacted when a physician is deemed necessary, the child will be taken to his own physician or to the hospital at the expense of the parents.

First aid in the school is limited to first treatment only for injuries that occur at school. Injuries that occur in the home are the responsibility of the parents and may not be treated by school personnel. The school nurse, teacher, athletic coach, and other school personnel may not diagnose or prescribe medication. Emergency first aid will be limited to brushburns, minor lacerations, and bruises.

Transportation of ill or injured students is the responsibility of the parents except in extreme emergency. Any ambulance services will be at the expense of the parents.

Please keep the school posted. If your child develops an allergy, or if your doctor finds some health problem that may require special recognition, please call the school nurse or school office immediately,

Pennsylvania Department of Health, Division of School Health

Volunteer Tuberculin Skin Test Requirements as of July, 2007

All volunteers who have 10 hours of direct student contact **per week** will need to obtain a tuberculin skin test. Skin testing may be obtained from a private physician with written verification from the physician presented to school authorities. You need only have a tuberculin screening done once during your time as a volunteer at Good Shepherd School to satisfy the state requirements for school volunteers.

Students with HIV/AIDS or Related Diseases

Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If for reasons of health or safety, a student can no longer continue to attend classes, the principal and the parents/guardians will determine arrangements for alternative instruction.

Parents/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers, and students.

Emergency Card

IMPORTANT - Please keep the school informed if there are any changes or additions for the Emergency Card. These cards are kept on file beside the school phone for ready access by any personnel who may need to find a parent or doctor in case of emergency. You can be of great assistance by keeping the school up to date on all pertinent information pertaining to your child: phone number change, address change, child allergies, etc. These cards are sent home shortly after the opening of school in the hope that they will be updated carefully and returned to school promptly.

Use of School Grounds

Students on school grounds are supervised from **7:30 AM to 3:00 PM** the days school is in session. Athletic practices and other activities are the responsibilities of the heads of these organizations.

Lunch

Students are to provide their own lunches or may take advantage of the PTO sponsored hot lunch program. The school will have white milk, chocolate milk, or water available during lunch for the students to purchase at the cost of \$.30 per drink. The cost of a drink is NOT included in the cost of hot lunch.

The school cannot be responsible for students leaving the school at lunchtime. A student must receive the Principal's permission to leave the school premises. If a child forgets his/her lunch, a parent is to bring the lunch to the school office. Please have the child's name and room number clearly marked on the bag. It will be sent to the classroom in time for lunch. Do not go directly to the classroom with the lunch. Parents are asked not to bring fast food lunches to students on a regular basis. **Unless you are a lunch room/recess parent, forgotten lunches must be left at the school office.**

Regarding lunch, each student will:

- ... bring the proper clothing needed for the outdoors to the lunchroom. (During the winter months a hat, gloves and coat are requested).
- ... sit at an assigned table. (according to grade)
- ... remain seated while eating, using a conversational tone of voice--use restaurant tones and manners in the lunchroom.
- ... treat others with dignity and respect.
- ... keep hands, feet, and objects to his/her self.
- ... always walk when going to the lunchroom, leaving the lunchroom, and returning to the lunchroom.
- ... stay in seats until dismissed.
- ... raise his/her hand if help is needed. (permission must be obtained from the adult supervising the

- lunchroom if there is a reason to leave the room)
- ... not take food on the playground.
- ... when directed, leave assigned place clean, checking eating area, and floor space, dispose of trash and line up to proceed to the playground.
- ... obey and respect teacher, principal, staff, and parent volunteers at all times.

Regarding recess, each student will:

- ... treat others with dignity and respect.
- ... observe "fair play" with everyone. (good sportsmanship)
- ... remain in the section of the play area if one is assigned. Students should refrain from playing outside classrooms that are in session.
- ... refrain from fighting, pushing and pulling on clothing.
- ... refrain from throwing any objects except the balls provided by the school. (playground balls and NERF type footballs only)
- ... not bounce balls of any kind off the school building.
- ... play football on the football field.
- ... not trespass on anyone's property - if a ball enters a neighbor's yard, the ball is lost unless or until the neighbor returns it.
- ... wear sweatpants on gym days over their gym shorts beginning Nov. 1.
- ... not re-enter the building during recess time/lunch time unless given permission.

The principal, any teacher, lunch parent, or staff member may also determine if any activity should cease or warrant a warning or a time out. Two warnings will be followed by a detention. Dangerous or persistent misconduct will result in a student having to remain inside during recess. **In the event of serious offenses, immediate detentions will result or a student may be put on suspension upon approval of the Principal.**

First Lunch Period

Grade K - 11:05 AM to 12:05 PM
 Grades 1 to 3 - 11:10 AM to 12:05 PM

Second Lunch Period

Grades 4to 8 - 12:10 PM to 12:50 PM

Bus Service

The public schools provide transportation to our students as required by the Commonwealth of PA. Each district is unique in how transportation issues are handled. Therefore, any pertinent questions you may have should be directed to the transportation office of your school district:

Cumberland Valley	697-8261 X310
East Pennsboro	732-8938
Mechanicsburg	691-4512
West Shore	938-2296
Susquenita	957-2303
Susquehanna Township	657-5100
Harrisburg	213-0127
Northern York	432-8691
Central Dauphin	541-0680
Susquenita	957-6000

Children must be reminded that bus transportation is provided for them on the condition that they abide by the following regulations.

1. Be on time at the designated school bus stop, arriving five minutes before the bus is due.
2. Wait for the bus at a safe place, well off the highway, on the side of the street on which you live. Cross the street to enter the bus, if necessary, only when the bus is stopped and the red flashing signals are on.
3. Respect the property rights of people who reside at or near the bus stop.
4. Do not get into private vehicles with strangers.
5. Enter the bus in an orderly manner and take your seat. Bus drivers may assign seats.
6. Remember that bus conduct should be the same as classroom conduct.
7. Remain in your seat at all times except when boarding and unloading. Do not change seats at bus stops.
8. Keep your hand, head and feet inside the bus at all times.
9. Be courteous to fellow students and the bus driver.
10. Do not damage or tamper with any parts of the bus. In addition to disciplinary actions from violating this rule, you or your parents will be responsible for the payment of the cost of repair.
11. Keep the aisle clear except when entering or exiting.
12. Horseplay, fighting, eating and drinking are strictly forbidden, as is all other improper conduct as listed under Serious Infractions (page 21).
13. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol, tobacco, flammable liquids (gasoline, propane, fuel, etc.) fireworks, firecrackers, smoke bombs, tape recorders, radios, balls, water pistols, spray bottles, pea shooters, sling shots and any item too large for students to hold on their laps.
14. No child shall change buses or go on another bus for family's or friend's convenience. The bus drivers do not have insurance coverage for such riders.

The bus drivers will notify the school and the parents of a first offense either in a verbal or written warning when improper conduct is noted on a bus. A second bus offense may result in a student losing

bus riding privileges for three (3) days to one week. A third bus offense may result in a student losing bus riding privileges for one (1) week to one month. A fourth offense could result in an indefinite suspension of bus privileges. Parents please caution your child about his/her conduct on the bus.

Please note: A serious infraction at any time could result in the indefinite suspension of all bus privileges.

Visitors

Parents are welcome to visit the school. When visiting for any reason during the school day, please enter through the rear door and report to the school office. If a parent wishes to deliver anything to a student, such items should be marked with the child's name and grade and left in the office. The items will be delivered to the appropriate classroom. If it becomes necessary to contact a teacher or student, the secretary will make the contact to avoid disturbing the learning experience. All transactions are performed through the school office during school hours. No parent should appear at the classroom door to summon his/her child.

Parent/Teacher Communication

The principal and the faculty of Good Shepherd School are eager to discuss pupil progress with parents. When parents feel that an issue or circumstance has developed which is interfering with their child's ability to profit from the educational experience at Good Shepherd School, we ask that the parents adhere to the following procedures:

1. If a difficulty should arise concerning your child's conduct or academic work, please contact the teacher involved before bringing the matter to the attention of the principal. This courtesy will allow us to provide the best possible solution to your problem without unnecessary involvement. At the first sign of a problem parents should contact the teacher and request an appointment by a written note or by calling the school. Conferences with the teacher must be held **before 7:50 AM or after 3:00 PM**. We ask that our parents do not disturb the teachers during school hours. In most cases a contact with the teacher will remedy the problem.
2. If the problem, however, can not be resolved through the teacher, the opportunity to discuss the issue with the principal should then be requested. Parents should call the school office for an appointment with the principal.

Fire Drills

Fire drills are required by law and are an important safety precaution. It is essential that when the signal is given, everyone, including parent volunteers, obey by leaving the building promptly by the prescribed route. The last person out of each room should turn off the lights and close the door. Students are not permitted to talk during the fire drill. A student not in his/her classroom when the bell is sounded should leave by the nearest exit and report to his/her homeroom teacher in the assigned area outside the school. Teachers will carry their roll book with them in order to account for the children in their class. Once outside the building, the principal and school secretary will account for each class to insure that no one has missed the alarm.

Curriculum

All curriculum policies and procedures are established by the Catholic Schools' Department of the Diocese of Harrisburg and are voluntarily consistent with the requirements of Chapter 5 of the Pennsylvania Department of Education. As educators we acknowledge parents as the primary educators of their children, and call upon school and parish personnel to assist them in this Christian endeavor.

In establishing curriculum policies and procedures, the Superintendent, through the Assistant Superintendent for Curriculum and Instruction, is assisted principally by Curriculum Committees, local school administrators and curriculum coordinators. Local school administrators and coordinators communicate the needs and views of teachers, parents and students. The planned courses of study followed by students in schools of the Diocese are those approved by the Superintendent. These may be found in the Elementary Curriculum Handbook. Guidelines for specific curriculum areas and lists of approved texts and materials for implementation of the courses are regularly prepared and disseminated through the Catholic Schools Department of Education.

Homework

Homework, which includes both written and study assignments is intended to reinforce learning concepts already presented in class. Emphasis is placed on study. Assuming the responsibility of completing homework is part of the maturing process of the growing child. In the beginning, the parent must accept total responsibility for the duration of home study; however, as the child matures beyond the primary level, he or she should begin gradually to assume greater personal responsibility until full responsibility is accepted by the child. This development never precludes parental care and interest.

The time that a child spends on homework varies according to the grade level of the child. The following is merely a guideline:

Grades 1 and 2	30 minutes per day
Grades 3 and 4	45-60 minutes per day
Grades 5 and 6	60-90 minutes per day
Grades 7 and 8	90-120 minutes per day

Interim Reports

Progress reports may be issued at the midpoint of each marking period to inform parents of a student's progress or lack of it. If the progress report indicates that a problem exists, there is still time to recover before the end of the marking period; however, if a student does not receive a notice of deficiency, a failure can still result if grades drop significantly. Progress reports should be signed and returned to the school. You may be contacted by phone or by mail if the signed form is not returned by the date noted on the form.

Special Testing

A standardized test program is administered each fall to all students in grades 3 through 8, inclusive. These tests are given to:

1. Determine specific learning patterns of students.
2. Monitor the effectiveness of the various instructional programs at Good Shepherd.
3. Measure the educational progress of the elementary students in our diocese compared with national norms.

Each student's test results are kept on file on his/her permanent record card. A copy of the results is sent home to the parents.

Books and Bookbags

Textbooks are procured at great expense. For this reason, as well as the desire to instill into the child a sense of responsibility in regard to the property of others, we insist that books be covered at all times and be carried to and from school in a school bookbag or backpack (for the protection of the books). Workbooks covered with clear contact maintain good appearance and last all year. Name and grade must be clearly marked on all bookbags and student's name and grade should be printed on each book. Graffiti is not permitted on the bookbags, and gym bags may not be used to carry books. If a book is lost, mutilated, or destroyed, the parents must assume the cost. For safety concerns, bookbags with wheels are not permitted.

Computers

Computers are used by our students to enhance the learning process in various curriculum areas. Our computer lab is set up to facilitate formal instruction in the use of computers and computer technology. Emphasis is placed on the appropriate use of computer hardware and software. **At no time will students be given permission to borrow software or to make copies of Good Shepherd software for personal use inside or outside the school.** We ask our parents to support this request. Disciplinary action will be taken against those students who disregard this very important regulation.

In addition, every school year all parents and students will be required to sign a "Computer/Internet Use Policy: Rules and Code of Ethics" contract.

Student Code of Conduct

Good Shepherd School provides a Christian atmosphere of love, trust, acceptance and mutual respect. The Gospel values inherent in our faith are modeled by the faculty. Since parents are the first teachers and have the greatest influence on their children, they must also model Christian living in the home.

Parents and/or Guardians, it is your responsibility to read the following guidelines and discuss them with your child/children. The signatures on the Parent-Student Agreement indicate that you have read the guidelines and understand that any student attending Good Shepherd School is expected to abide by the policies of the school & Diocese of Harrisburg

We realize that our students are still in formation and that as they grow and mature they need to be guided toward self-discipline. A Christian, positive and consistent approach to discipline will lead our students to make responsible choices, so that, as they mature, their behavior will reflect Gospel living. In this way they will learn to look beyond themselves to principled living as exemplified by Jesus.

Ultimately, our goal is that intellectually and spiritually our students will become leaders who will live lives of service to God and to society.

Our principal and faculty must be dedicated to fostering creative thinking in our students. At the same time, our students are expected to conform to school regulations, which are established for the good order of the entire school community. There are times, however, when correction may be necessary.

All students are learning self-discipline and responsibility through the following means: complete cooperation in class by obeying the regulations of the school and the teachers; respect for all students and adults with whom they make contact during the school day; and respect for school property and the property of other classmates. Students should demonstrate the 3 C's: courtesy, concern and cooperation.

Good Shepherd School has an obligation to all students and their parents to provide a safe and orderly school environment that will enable the individual student to progress at a rate commensurate with his or her own ability. The rights of an individual must always be carefully considered. While individual expression is encouraged, when such expression interferes directly or indirectly with the rights of others, the good order of the school or the educational mission of the school, appropriate steps will be taken.

Everyone at Good Shepherd School should be treated as Jesus would treat us. Students are expected to be respectful in speech and actions to teachers, school personnel, volunteers, visitors, and fellow students. Disciplined and courteous behavior is a major tool in achieving this objective.

Student Responsibilities:

1. Treat others the way Jesus would treat them
2. Be respectful in speech and actions to everyone
3. Observe the dress code
4. Respect the rights of others to learn & study
5. Do not bring any items to school that are not school related (e.g. video games, CD players, tape players, radios, cell phones, etc.)
6. For the purpose of safety, walk, not run throughout the school area
7. Attend all classes and be prepared for class with homework and supplies
8. Observe bus regulations
9. Follow the classroom rules established by the teacher
10. Bring school correspondence home to parents and/or guardians
11. Abide by proper rules of conduct when attending all school related activities

Any other action or conduct, which is deemed to be inappropriate behavior, will be subject to discipline by the school administration and faculty at their discretion.

Prior to any disciplinary action regarding inappropriate behavior, the parents/guardians will be informed of the behavior by the teacher directly involved, so parental measures can also be taken in an effort to correct the behavior.

The intervention of the Principal and/or Pastor will be required for repeated inappropriate conduct. Even relatively mild infractions will be viewed as more severe if there is no apparent effort on the part of the student to change the behavior. Detention, suspension or recommendation for expulsion may all be used in these cases. Every effort to avoid these measures will be attempted by meeting with the student and parents to devise a plan of positive corrective measures.

If a student chooses to ignore his/her responsibility to the school, teachers, and fellow classmates, he/she must be prepared to accept the consequences of his/her actions.

Consequences for not following school responsibilities are:

1. A written warning (Conduct Referral Form) will be sent home to inform parents of inappropriate behavior and of the action taken. Parents are to sign these forms and return them the following day.
2. Three (3) Conduct Referral forms within a trimester will result in detention.
3. Any subsequent misconduct referrals will result in automatic detention.
4. Three detentions within 90 calendar days will result in an in-school suspension.

Every effort will be made by the faculty and school administration, to work together with the parents and students in achieving appropriate behavior so that each student may experience success.

Please note that certain unacceptable behavior may automatically result in a detention. Out of school suspension and/or expulsion may be used as further disciplinary measures for repeated offenses and serious infractions.

Infractions:

The following are categories of misconduct which may result in an automatic detention, in-school suspension, suspension, or expulsion from Good Shepherd School. These categories are general in nature and are not deemed to be all-inclusive.

1. Matters relating to public and private property:

Examples: Theft; trespassing (unauthorized presence in a building); and willful, malicious destruction of another person's or school property (restitution of damages will be required.)
Please Note: Parents shall pay the costs of items, which are broken or destroyed by students either due to accidents or vandalism.

2. Matters pertaining to good citizenship:

Examples: Violation of State laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience; use of profane and obscene language; possession of weapons* or explosives; possession, selling and/or use of drugs, narcotics and/or controlled substances, tobacco, cigarettes or alcoholic beverages; engaging in immoral conduct; physically threatening and/or actually abusing any student or staff member; **cheating; extortion; persistent disobedience; gross behavior; possession of pornography; sexual harassment; falsification of signatures and dishonesty on tests and homework; dishonesty in conversation.

* Weapons or Threats of Violence - Any situation in which a student brings a weapon of any kind onto school property or to any school-related function will result in the immediate notification of local law-enforcement officials. The student will then be suspended from school with the possibility of expulsion. The school administration reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Threats and/or acts of violence, on school property or at any school-related activity, may also result in expulsion and can be subject to immediate notification of local law-enforcement officials. Specific procedures will be followed with any student who threatens to inflict violence on another person. Such threats must be taken seriously for the protection of all other students and should not be dismissed as joking. Our Diocesan Policy #5137.5 calls for 1) immediate reporting of threats to law enforcement officials; 2) immediate suspension with the possibility of expulsion if there are extenuating circumstances and 3) informing the Superintendent of anyone accused.

**Cheating is a form of stealing, an act of injustice. Some examples of cheating that are not tolerated are: copying homework, using notes during a test, receiving answers from another student, copying information verbatim from the Internet and other resources.

3. Bullying

A student is being bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more students. Negative actions can be carried out by words (verbally), for instance by threatening, taunting, teasing, and calling names. It is a negative action when somebody hits, pushes, kicks, pinches or restrains another, by physical contact. It is also possible to carry out negative actions without the use of words or physical contact, such as by making faces or inappropriate gestures, intentionally excluding someone from a group, or refusing to comply with another person's wishes.

Examples of bullying include, but are not limited to, name calling, aggressive physical behavior to another student, tampering with student's property, unauthorized intrusion into student's personal belongings, and repetitive targeting of one or more persons.

Incidents of bullying behavior should be directly reported to the principal. A "fact finding" meeting will then be held with the parents/guardian of both the aggressor and the victim either together or separately, as deemed appropriate by the principal. If it is then determined that a student's behavior is of a bullying nature, disciplinary action will be taken as follows:

- Incidents of "Bullying" behavior will result, at a minimum, in detention and will require a parent/guardian meeting with the school administration. The length and terms of the detention will be presented at the mandatory parent meeting.
- A second incident of bullying behavior by the student will result, at a minimum, in a one-day in-school suspension and a second mandatory parent/guardian meeting with the school administration. The student will also be required to attend appropriate school approved counseling. In addition to the one-day in-school suspension the school administration will formulate appropriate measures deemed necessary to address the repeated bullying violations. (Some examples of these additional measures include, but are not limited to, community service activities, a letter of apology, suspension from participating in extra-curricular school activities and additional detention).
- A third or subsequent incident of bullying behavior will result, at a minimum, in an out-of-school suspension. The length and terms of the suspension will be determined by the school administration (to include conditions for the student's return to school). The student will be banned for the remainder of the school year from participating in extra-curricular school activities.
- While this policy sets forth a disciplinary scheme of increased penalties for multiple violations, the pastor and principal, in a joint decision, may expel a student for "bullying" behavior at any level if they deem it necessary to maintain a safe and educationally conducive school environment.

4. Matters pertaining to attendance:

Examples: Violation of compulsory attendance laws; persistent tardiness; failure to attend school regularly; failure to serve detention.

Procedures:

In-School Suspension, Suspension or Expulsion of a Student

The principal of the school, with the pastor, has the authority to suspend or expel a student from the school. The student and parents will be informed of the in-school suspension, suspension or expulsion, the length of the suspension and the reason for the suspension or expulsion.

Students are expected to conduct themselves inside and outside of school and at school-sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Failure to do this may result in disciplinary action, including expulsion. [Policy #513 1]

Good Shepherd School reserves the right to amend, revise or otherwise modify the rules and regulations of the school at any time when such is necessary to protect the interests of the school and its students. The administration has the right to review and investigate each case on an individual basis and to determine procedures to follow based on any extenuating circumstances and in accordance with the regulations of the Diocesan Board.

Notice: It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act of offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

[This policy reflects our commitment of the Safe Schools Act of 1997.]

Definition of Terms:

Conduct Referral Form

In order to facilitate communications between parents and teachers, a conduct referral form is used to inform parents about behavior problems. Reasons for the referral and the action taken are delineated on this form.

A reprimand for willful and/or repeated violation of school regulations will be the responsibility and prerogative of the classroom teacher. Additional reprimands, which may

result from continued or more serious offenses, will involve the student's parents and school principal. The specific disciplinary step is to be determined by the school administration. Every effort is made to counsel students and parents so that drastic measures, such as in-school suspension, suspension or expulsion, may not be necessary. However, occasions may arise when such action is in the best interest of all.

Detention

For violation of a school policy or for unacceptable behavior, students may be detained during lunch recess or **will receive a detention**. Advanced notice of a detention will be given to the student. It is the responsibility of each student to notify his/her parents when served with a school detention. Parents have the responsibility for arranging transportation for a school detention.

Students must serve detention on the date given. If changes need to be made, a note from the parent must be sent to the school before the detention date. Another detention date will then be assigned. If the student does not have a note and does not serve detention, he/she must make up the missed detention and will receive an additional detention. If the student is absent on the day assigned for detention, the detention must be made up on the next scheduled detention day that he/she is in school.

Suspension –

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, bullying, fighting, theft, use of alcohol or drugs, etc.). The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. [Policy 5114.a]

Expulsion –

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

Parents/Guardians may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parent/guardian chooses not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special Review Board. The expelled student cannot attend classes during the appeal process. [Policy 5114.b]

Appeal Process for Expulsion:

Parents/guardians have the right to appeal the expulsion of their student to the Review Board. The Review Board shall consist of a committee of the Board of Education.

Conflict of Interest Policy: Members of the Review Board hearing the appeal shall not have any direct involvement in the case; e.g., the Pastor, Principal, teacher or relative of the student.

The task of the Review Board is to hear both sides of the case, via the administration and the student's, and render an impartial judgment whether or not the proper procedures and policies were followed in expelling the student.

The following points should be noted regarding an appeal of expulsion:

1. The parents/guardians have ten days from the receipt of the expulsion notice to request an appeal.
2. The request must be made in writing and is to be addressed to the Principal, who shall advise the Pastor and Superintendent of Schools of the request for an appeal.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted for the purpose of ascertaining the facts in the case and rendering an impartial judgment that proper procedures and policies were followed.
[Policy 5114.c]

Harassment

All students are required to abide by the Diocesan policies on Harassment and Sexual Harassment, which are quoted here.

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its employers, employees, students and volunteers a working and educational environment which is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment of or by employers, employees, students or volunteers. Any student who experiences some form of harassment should report it to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees or students. Sexual harassment is defined as: 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are

given; 2) promising favorable benefits for sexual favors; 3) conduct or suggestions of a sexual nature which would be offensive to a reasonable person. Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances.
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings or gestures including derogatory and/or sexually oriented materials.
3. Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile or offensive working or academic environment.
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some other loss and offer of benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report sexual harassment.

Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

Field Trips

Planning field trips to supplement class instruction is desirable and most worthwhile; however, concern for student safety remains our guiding principle. It is the policy of the diocese that all student field trips have a clearly defined and appropriate educational value. Each class is permitted trips to educational settings each year. **Off-Site Educational Experience** forms must be completed by the parent for each child going on the field trip. The form will describe the trip, its location, and any special considerations surrounding the trip. The principal's signature will be included on the form, indicating the school's review of and permission for the trip. Whenever possible, both parents should sign and date the permission slip. No student will be given permission to participate in a field trip without a signed Off-Site Educational Experience Permission form.

A faculty member, assisted by other adults, must accompany the children on any field trip. Children who are not permitted on a field trip, either by their parents or by the teacher, must report to school as that day is not a school holiday. Arrangements will be made for the student's schedule and supervision.

Field trips are a privilege afforded to students, not an absolute right. A student may be denied participation in a field trip based upon any serious misconduct.

Library

The Good Shepherd Library is an important part of our school's curriculum. Library materials are accessible to all our children from Kindergarten through Grade 8. Each class is scheduled to visit the library once a week.

All parents are asked to share the responsibility of caring for borrowed library books and to be aware of the date on which these books are due. Parents are also asked to aid the teacher encouraging the children to grow in love for good reading. Through dedicated services of library volunteers, our students are taught formal library skills in the middle and upper grades. Assistance is given to students doing research assignments. Enrichment materials are also compiled for teachers working on a particular area of curriculum.

Safety Patrol

The Good Shepherd Safety Patrol pledges itself to the safety, protection and service of every child in the school. The members are chosen for qualities of responsibility, dependability, and the desire to serve. Parents and teachers should instill in the children a sense of respect and obedience for the Safety Patrol who sacrifice their time for the safety of our children.

Members of the Patrol must earnestly pledge to:

- Perform their obligations faithfully
- Strive to prevent accidents, always setting a good example
- Report dangerous practices of students

Violation of one of these regulations could lead to suspension from the Patrol.

Student Council

In order to develop leadership and responsibility in our students, a Student Council is part of the activities of our school. Students in grades 4-8 are eligible to be members of the Council. Service to the school and community and service to one another through respect and courtesy are emphasized by our Student Council. Members of the Council are expected to set a good example at all times.

Parent Teacher Organization

All Good Shepherd parents are encouraged to participate in all the activities initiated by the Parent Teacher Organization. PTO meetings are held periodically throughout the school year. The monthly school calendar will note all PTO functions.

The purpose of this organization shall be:

1. To develop those skills which are essential in the fulfillment of the responsibilities in the proper training of children.
2. To give parents and teachers the proper and necessary means of contact for the benefit of the child, the school, and the home.

3. To help all parishioners learn more about education at the local, state and national levels so that they may judge and act more intelligently in these important matters.
4. To offer opportunities for all concerned to understand the Good Shepherd program.
5. To offer the services and talents of the parish to the pastor and the school principal to aid and assist in the educational process.

Volunteer Services

The Good Shepherd volunteer personnel are paraprofessionals who assist the teacher in working with the students. Volunteers also devote their time to extra-curricular activities, office duties, and playground management. **Volunteers with access to pupil and teacher personal information must maintain confidentiality with regard to the records and reports they handle.**

Volunteer services include:

<u>Supervising Aides</u>	Assist on the playground, in the lunchroom and help on educational field trips.
<u>Library Aides</u>	Assist the children in the library or help with clerical work.
<u>Computer Aides</u>	Help students under the direction of the teacher to master computer based instructional materials using the computer either in the lab or in the classroom.

Student Support Services

Through the use of State funds, Good Shepherd School shares in certain special services under Act 89, The following services are provided for our students through the Capital Area Intermediate Unit:

- Speech and Language Therapy provided within the school.
- Educational/Psychological Evaluation provided within the school.
- Remedial Math/Reading, provided on school grounds in the CAIU van.
- Guidance Services, provided within the school.

Grading Policies

Good Shepherd School follows the guidelines outlined by the Diocese of Harrisburg. Report cards are issued three times a year. Grades are based on a number of factors including class work, homework, class participation, extra projects and test results.

Promotion and Retention Policies

Satisfactory completion of each grade is to be expected of every student; however, some children may experience difficulty in mastering the academic phases of the school program and will profit more if retained one grade. Retention of students should be rare and is appropriate where it is intended to enable a student to gain future developmental, emotional and/or educational maturity and success. If retention should become a possibility parents, teachers, administration and support personnel will confer before any final decision.

Please note that any student who fails a developmental subject or subjects (e.g. Math, Reading) may be required to attend summer school and/or be tutored by a school-approved tutor until he/she is able to meet the requirements for the succeeding grade.

For promotions and retentions, all final decisions for pupil assignments rest with the school.

Access to Records

All parents have a right to view their child's records maintained in the school. Parents may submit a written request to the Principal giving 48 hours notice of the intent to view the records. Parents must come in to the school office to view the records.

In Closing

Ultimately, each student will gain from school according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

God, home and school form a trinity in ministry. Good Shepherd counts on parents' support and encouragement to help the school maintain its goal of communicating Christian values to its students.

We all want the best for the children, but we are not enough. You, the parents, are the primary educators of your children; therefore, you are encouraged to reinforce study habits and skills learned in school. Your encouragement, your hugs, your interest and your involvement are vital!

Furthermore, parents' attitudes toward the school and its teachers are reflected in the attitudes of the children and ultimately in their behavior; therefore, parents are asked to maintain a "united front" with the school on matters pertaining to school policy and discipline. Obedience, respect and service can be learned through the teachings of God reinforced and taught at home and at school.

Parents should not hesitate to contact the school if they need clarification of anything about Good Shepherd School. **KEEP LINES OF COMMUNICATIONS OPEN. CALL YOUR CHILD'S TEACHER.**

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