

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
2011-2012

*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
School Fax – 761-4673
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

Kindergarten

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.

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, mental, or emotional 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 (no email messages accepted) signed by the parent or guardian the day the student returns**

unexcused

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.

guardian in the Student Log Book. Upon the student's return, he/she must report to the school office. The parent or guardian **MUST**

may not

require

Parents are requested to NOT plan vacations during the school term as this is disruptive to the class as well as to the student

an arranged vacation/absence. For prolonged illnesses, special arrangements may be made.

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 9:00 AM, the school office will contact parents.

Tardiness

Philosophy-

with his/her class when the morning bell rings at 7:50 AM. is not in the gymnasium

7:50 AM

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.,
_____ Students who leave school for an appointment and do not return must also submit a note from the doctor, dentist, etc., upon their return to school the following day. Failure to do so results in the student's absence being unexcused.

Unexcused~ all other reasons for tardiness:

- **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.**
- **_____ unexcused tardiness will NOT**
- **Following eight (8) occurrences of non-medical tardiness in a calendar year, parents will be called in for a conference with administration.**

Truancy

any absent day following the first two days will be considered unexcused absences.

Illness or Injury During School Hours

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

7:30 AM to 3:10 PM

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.

dismissal to pick up children.

Parents are requested not to come to the office at

accepted)

by 1:30 PM (no email messages

After School Care

day until 5:30 PM. This program is open to kindergarten 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 and on-line.

Bicycles

The office telephone is to be used to transact school business only. Students may not use the telephone during school hours except with permission of the teacher or the principal. _____
_____ A teacher will return a phone call at his/her convenience.

The parents of our children have a financial obligation to the school. 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. Once the tuition agreement is signed, this obligation must be honored. Tuition must be paid promptly. All tuition must be paid according to the payment schedule chosen by each parent. 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 _____
_____. 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 _____
_____ a meeting will be scheduled with the pastor and/or the principal to discuss future arrangements.

* Please note:

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**

Custody of Children

must **It is**
imperative that the school has a written copy of the court order, which outlines custodial rights.

Change of Address and Telephone Number

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.

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 _____ 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.

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. _____ **ion 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.**

with you _____ smissal. 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
-
-
-

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 entering school for the first time (i.e., kindergarten or first grade original entry).

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).

The following vaccines administered after 12 months of age:

2 doses of live Measles Vaccine for students entering school the first time (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 _____

7th grade in 2011-12

—

—

_____ 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 Policy

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

Before any medication may be administered to or by any student during school hours, the school shall require written request from the parent/guardian, giving permission for such administration and relieving the school and its employees of liability for administration of medication, and the written order of the licensed prescriber.

All medications shall be administered by the school nurse.

All medication must be brought to the nurse's office, or the main office, preferably by the parent/guardian. Medications may not be kept in desks, pockets, backpacks, lunch kits, lockers, etc. All medication will be stored in their original pharmacy container with the label intact and labeled with the student's name.

All medication must be accompanied by the completed licensed prescriber medication order and a parental request and authorization form, or other written communication from the licensed prescriber and shall include the following:

1. Date
2. Student name

3. A statement requesting and authorizing the administration of the medication which includes the name of the medication, dosage, and time interval
4. Licensed prescriber's name
5. Medication, dosage, how administered, time schedule, and length of time to be administered in school
6. Possible side effects and contraindications
7. Any curtailment of specific school activity
8. Listing of any other medications taken by the student
9. Licensed prescriber's signature and phone number
10. Parent/guardian signature and date

Medication must be in its original package labeled with the student's name.

Students on long-term medication may maintain a supply of medication at school. All medication shall be stored in a locked cabinet. All medication must be labeled by the student's primary care provider or pharmacist. The label must include:

1. Student's name
2. Name of licensed prescriber
3. Date of prescription
4. Name and phone number of pharmacy
5. Name and dosage of medication
6. Frequency of administration

The student shall be responsible for going to the nurse's office for his/her medication. If a student does not come, every reasonable attempt will be made to locate the student. Unused medication shall be removed by the parent/guardian or it will be discarded.

Students with chronic conditions such as diabetes or severe allergy who need to carry insulin or epinephrine may do so only with physician, parent/guardian and nurse permission. There must be a written physician order on file in the nurse's office. The nurse may revoke permission if the student does not show a responsible attitude. These situations will be handled on an individual basis and be part of an individual health plan of care.

Students with asthma may possess and use asthma inhalers in accordance with state law and written physician order.

Several nonprescription medications listed on the emergency card may be administered through a standing order from the school physician and with parental written agreement on the card.

Student Self-Administration of Emergency Medications

Prior to allowing the student to self-administer emergency medication, the following should be in place:

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.

3. An Individual Health Plan including an Emergency Care Plan
4. The nurse will conduct a baseline assessment of the student's health status.
5. The student will demonstrate administration skills to the nurse.
6. The student and nurse will have periodic assessment of the student's self management skills.
7. The student will notify the nurse after each use.
8. The student must demonstrate a cooperative attitude in all aspects of self-administration of medication, and privileges will be revoked if school policies are abused or ignored.
9. It is the responsibility of the student to have the emergency medications with them.

Administration of Medication During Field Trips

Planning for school-sponsored activities should start early in the school year.

In accordance with the Nurse Practice Act, the school nurse may not delegate non-medical personal to give medications and may not repackage medications. A parent may make arrangements with a chaperone but the nurse may not be part of that equation.

Considerations when planning for medication during school-sponsored programs and activities include the following:

1. Consider assigning school health staff to be available.
2. Utilize a licensed person from the school district's substitute list.
3. Contract with a credible agency which provides temporary nursing services.
4. Utilize licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Address with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Arrange for medications to be provided in an original labeled pharmacy container with only the amount of medication needed.
7. Ensure security procedures are in place for the handling of medications.

In the case of emergency medications, such as an inhaler or epi-pen, the school nurse may show someone how to use/administer the medication.

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 _____ 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

Emergency Card

Use of School Grounds

7:30 AM to 3:00 PM

Lunch

cost of \$.30 per drink. The cost of a drink is NOT included in the cost of hot lunch. For convenience, please pay for milk/water by the month.

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. **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 onto the playground or the bleachers.
- ... 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.
- ... 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 (no tackling).
- ... not play dodge ball.
- ... 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 his/her 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.

_____	Grade K	11:05 AM to 12:05 PM
	Grades 1 to 3 -	11:10 AM to 12:05 PM
_____	Grades 4 to 8 -	12:10 PM to 12:55 PM

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 19).
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.

:

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

Curriculum

Homework

Interim Reports

Special Testing

Books and Bookbags

Computers

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.

Student Code of Conduct

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:

- 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
- respect for school property and the property of other classmates
- 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:

- 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

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:

Purpose: Good Shepherd School 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 School is committed to providing for its students an environment that is free from physical, psychological, sexual or verbal harassment.

Good Shepherd School prohibits any form of direct or indirect bullying or cyber bullying of or by students, on or off the school premises.

Definition of Bullying: The word _____ hereafter will include direct, indirect, and cyber bullying. **Bullying** shall mean unwelcome verbal, written (hard copy or electronic) or physical conduct directed at a student or group of students over time by another student(s) that has the intent and effect of one (1) or more of the following:

1. Physical, emotional, or mental harm to a student.
2. Damaging, extorting or taking a student's personal or academic property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
6. Systematically and intentionally excluding a student from activities with peers.
7. Spreading false information about a student or attempting to influence others to exclude a student.
8. Using relational aggression, which is defined as "behaviors that harm others by damaging, threatening to damage or manipulating one's relationships with his/her peers, or by injuring one's feelings of social acceptance." These behaviors may include but are not limited to: purposefully ignoring someone when angry (giving the "silent treatment"); spreading rumors about a disliked classmate; or telling others not to play with a certain classmate as a means of retaliation.

_____ includes, but is not limited to, a negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing and calling names.

includes, but is not limited to, making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's demands.

includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of Good Shepherd School by sending or posting inappropriate or derogatory e-mail messages, instant messages, digital pictures or images, web site postings (including blogs, Facebook, Twitter) or breaking into an e-mail or similar account to send vicious or embarrassing material. All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School or a student's ability to progress, offenders shall be subject to appropriate discipline as noted in this policy.

Guidelines for Reporting Bullying: Any student who experiences any form of bullying should immediately report it to the Principal, his/her teacher(s), the school guidance counselor, or other school employee, or volunteer supervising school-sponsored activities. Teachers, school employees, volunteers and parents/guardians to whom an incident of bullying has been reported or who have observed acts of bullying at Good Shepherd School must immediately report the bullying to the Principal who will investigate the matter.

The investigation by the Principal may include meetings with students, parents/guardians, teachers, school employees, volunteers and a review of student records and other reasonable efforts to better understand the facts surrounding a reported incident.

Consequences/Discipline: If it is determined that a student's behavior is of a bullying nature then disciplinary action will be taken as follows:

- Verified incidents of "bullying" behavior will result, at a minimum, in detention and will require a parent/guardian meeting with the Principal. The length and terms of the detention will be presented at the mandatory parent/guardian meeting.
- A second incident of "bullying" behavior by the same student will result, at a minimum, in a one-day in-school suspension and a second mandatory parent/guardian meeting with the Principal. The student will also be required to attend appropriate school approved counseling. In addition to the one-day in-school suspension, the Principal 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/school service activities, a letter of apology, suspension from participating in extra-curricular activities (associated with the school) and additional detention. This information will be provided in written format and presented by the Principal to the student and his/her parents at a conference. Once presented, the student, the parent(s) and the Principal will be asked to sign this written document.

- 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 Principal (to include conditions for the student’s return to school). The student will be restricted for the remainder of the school year from participating in extra-curricular activities (associated with the school) and parish sports programs.
- While this policy sets forth a disciplinary scheme of increased penalties for multiple violations, the Principal and Pastor, 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.

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 to the Safe Schools Act of 1997.]

_____:

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 . 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. Detention will take place on Thursdays, from 7:00-7:40 AM. After the detention is served, the student will immediately report to the gymnasium.

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 interfere with an individual's work or academic performance or which create 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. Our students are taught formal library skills and research skills. 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

To offer the services and talents of the parish to the pastor and the school principal to aid and assist in the educational process.

Good Shepherd School volunteers must obtain a clearance through the Diocese of Harrisburg. Volunteers must register at the school office upon entering the building. Security is our utmost concern; unless you are a scheduled volunteer or at a scheduled school event, we do not expect anyone to be in the school.

Volunteer services include:

- _____ Assist on the playground, in the lunchroom and help on educational field trips.
- _____ Assist the children in the library or help with clerical work.
- _____ 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.

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.

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. Grades percentages are as follows:

A – 93-100

B – 85-92

C – 75-84

D – 70-74

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.

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 into the school office to view the records.

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. **LINES OF COMMUNICATIONS OPEN. CALL YOUR CHILD'S TEACHER.**

Parent's Code

- I will ensure that we pray daily as a family and attend Mass as a family on weekends.
- I will have my child in school on time every day with the necessary school supplies and appropriate dress.
- I will monitor my child's telephone, computer, and television use, as well as, movies and magazines my child views or sees.
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech and behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless what I may think of their actions or say to them in private.
- I will never lie to the pastor, the principal or the teachers to protect my child from the consequences of his/her behavior.
- I will stop rumors. I will go through the proper channels when I have a problem.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is a disagreement.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.
- I will follow the school's rules, calendars, deadlines, and expect my child to do the same even when I may disagree.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at Good Shepherd School.

With the example of the Holy Family and the help of God, I will abide by this code of conduct while my child is enrolled at Good Shepherd School.

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