

# **Good Shepherd School**

3400 Market Street  
Camp Hill, PA 17011

Student and Parent Handbook

**2018-2019**

August 2018

Dear Good Shepherd School Parents,

This is a monumental year for Good Shepherd, as we celebrate our 65<sup>th</sup> anniversary! We owe much to the Immaculate Heart of Mary Sisters who had the foresight to help establish our school in 1953, offering Camp Hill and the surrounding areas an outstanding, Catholic education. Since 1953, Good Shepherd School has built a rich tradition of Catholic-based educational excellence by partnering with our school community: parents, students, teachers, grandparents, alumni, and parishioners. While we reflect on our history and success, we eagerly look forward to the future. We hope that you have enjoyed the summer and are ready for the 2018-2019 school year, which begins next week!

Our Student-Parent Handbook is a pivotal document that establishes the roadmap for our daily success. It outlines the procedures for the academic, spiritual, social, and physical development of our children. The Student-Parent Handbook is not set in stone; rather, it undergoes alterations and updates each year to best fit the needs of our school community and address new technology and safety concerns. We provide the handbook for each family, so that new Good Shepherd families can become acquainted with our guidelines and returning families can review and recommit. Changes for the 2018-19 school year include:

Arrival and Dismissal (6-7)	Dress Code (38-40)
Class Parties (6)	When to Keep Your Child at Home (24-26)
Lunch Times (9)	Lice Policy (27-28)
Student support Services (16-18)	Tuition (4-5)
Academic Differentiation (18-19)	Attendance and Absences (43-44)

I pray you will take time to review the Mission and Core Values of our school each year. These statements reflect the foundation upon which we build the faith formation of our students and curriculum. The Mission and Core Values hold true to the time-tested educational ideals set forth by the Immaculate Heart of Mary Sisters in 1953. Thank you in advance for taking the time to review the Parent-Student Handbook. Please join me in praying for an exceptional 65<sup>th</sup> year for our school. Go RAMS!

*In Christo,*

Stephen M. Fry, Ed. D  
Principal

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.

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## **ABOUT GOOD SHEPHERD CATHOLIC SCHOOL**

### **MISSION**

It is the mission of Good Shepherd to provide our students with a high quality, Catholic education in which students grow academically, spiritually, and socially to meet their fullest potential.

### **CORE VALUES AND BELIEFS OF GOOD SHEPHERD SCHOOL**

We believe:

- Parents/guardians, teachers, and students must work together to ensure the best available education for our students.
- Good Shepherd parents/guardians and teachers are messengers of God's love who shepherd students through their faith formation.
- Good Shepherd teaches students to respect all people and form healthy relationships with one another and the world around them.
- Children learn best in a safe, supportive environment, surrounded by caring adults.
- Children learn best through a variety of educational and social experiences.

### **SCHOOL HISTORY**

Good Shepherd Parish was established on June 12, 1951, by Bishop George L. Leech under the leadership of Father Thomas J. Simpson. There was almost no history of Catholicism. Since that time, Good Shepherd has had four pastors: Father Simpson, Father Frederick R. Bradel, Monsignor Vincent J. Smith, Father Paul C. Helwig and the present pastor Rev. Philip G. Burger.

Before ground was broken for the original Church and School on July 23, 1952, the congregation gathered for Mass in various homes, and in the Hill Theater on Market Street in Camp Hill.

On June 8, 1952, a contract was signed between the Sister Servants of the Immaculate Heart of Mary and the Good Shepherd Parish. The Church and School opened September 1, 1953, with 121 students, 4 rooms and 4 Immaculate Heart Sisters.

As Good Shepherd School grew, in 1961, ground had to be broken for 8 new classrooms, a kindergarten and library.

The IHM Sisters staffed the school until the spring of 1992. Good Shepherd School continues the tradition of excellence in Catholic education, which began under the direction and guidance of the Immaculate Heart Sisters.

The original structure was replaced with the current Good Shepherd Education Center, which was opened in August 2007.

## 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.

## ADMISSIONS

No child will be denied admission on the basis of color, race, religion 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.
- All students regardless of religious affiliation are required to complete coursework associated with religion classes as well as participate in any religious activities.

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.

## ENROLLMENT PROCEDURE

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

- Pre-registration form filled out by parents or guardian and registration fee.
- 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.
- Signed records request for previous school academic records (transfer students).
- Establish a FACTS account for tuition payments

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.

All children **must** be five years of age by September 30 of the year they will enter Kindergarten. Pre-Kindergartners must be age three or four by the first day of school of the year they will enter PreK.

The school must be made aware of any physical, mental, or emotional limitations of the child prior to enrollment.

#### 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.

#### PARENTS CODE

As my child's most important educator, I understand that I teach my child best by own example of reverence, responsibility, and respect. I ask Good Shepherd School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness:

*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 each day with the necessary supplies and appropriate uniform.*

*I will monitor the appropriateness of my child's internet, telephone, video game and television use, as well as any printed materials my child views or sees.*

*I will set a good example in my own speech and behavior. I will not tolerate vulgar, sarcastic, or rude language from my child or bullying, violent, or aggressive speech or behavior.*

*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 and go through the proper channels when I have a problem or concern.*

*I will communicate respectfully and with kindness and courtesy to school personnel and other parents in front of students, especially when there is a disagreement.*

*I will not post material on social media that reflects negatively towards school personnel or other parents.*

*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 respectfully 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.

## 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 appear on the school website and 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.

## SCHOOL ADVISORY BOARD

The Good Shepherd School Advisory Board is consultative to the Pastor and Principal. It recommends local policies for the school and provides support for the Principal and Administration.

## TUITION

The parents of our children have a financial obligation to the school. Each year, you will be asked to complete a tuition agreement. Once the tuition agreement is signed, this obligation must be honored and paid promptly. All tuition must be paid by the payment schedule chosen by the parent. School tuition provides the vast majority of the operating funds to pay faculty and staff salaries and run the school.

Outstanding debts may be addressed in the following ways:

- a.) students will not be permitted to attend classes if their account is 90 days or more past due

b.) students will not be permitted to receive final grades until all financial obligations are met. Transcript or records will not be released to other schools. Eight grade students will not receive their diplomas.

c.) no student will be permitted to begin the next school year until the prior year's financial obligation is paid in full.

d.) families who do not pay their entire balance will have their account forwarded for further collection efforts. Parents will be responsible for any and all collections fees (currently 30% of the unpaid balance), legal fees, filing fees, service costs and discernments incurred as a result of collection efforts.

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 for receiving instruction in the teachings of Christ. Consequently, the payment of 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.

#### PARENT/TEACHER COMMUNICATION

The principal and the faculty of Good Shepherd School are eager to discuss pupil progress with parents. We ask that the parents adhere to the following procedures when scheduling meetings to discuss their child:

1. If a question should arise concerning your child's 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 fastest possible solution to your problem with feedback from the teacher involved to address your questions or concerns.

At the first sign of a concern parents should contact the teacher and request an appointment by email or by calling the school. Conferences with the teacher will be held before 7:50 AM or after 3:00 PM. In most cases a contact with the teacher will answer a question or remedy a concern.

2. If the problem, however, cannot be resolved through the teacher, the opportunity to discuss the issue with the principal should then be requested. Parents should call the school office or email the principal to schedule an appointment with the principal.

## DAILY PROCEDURES

### DAILY SCHEDULE

School begins each day at 7:50 AM. Dismissal begins at 2:50 PM.

### ARRIVAL AND DISMISSAL

Upon arrival, parents are asked not to enter the school with their children. Students are supervised from 7:30 AM to 3:15 PM by school personnel on days when school is in session. Please note: The safety and well-being of your child are priorities. All students must be supervised at all times. 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.

Children who go home by car are dismissed from the school auditorium after the buses leave. 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, **the school office must be notified by phone by 1:30 PM. (no email messages, dojo messages, blooms to the teacher, etc...)**. 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 prior to pick up.

Children in the car line who are not picked up by 3:15 PM will be checked into the After School Program. There will be a charge for attending the After School Care Program.

### FIRE/LOCKDOWN DRILLS

**Fire/lockdown** drills are required by law and are an important safety precaution. Fire and lock down drills are held periodically through the school year to insure that each student is aware of fire/emergency exits, alternate exits, and emergency plans. Emergency plans and exit routes are posted in each classroom. Students are instructed in proper procedures to insure their safety.

### CLASS PARTIES/INVITATIONS

**Due to food allergies and in accordance with the guidelines of the Harrisburg Diocese Wellness Policy (please see <http://www.harrisburgdiocese.org/catholic-schools/wellness-policy>), students and their families may not send in/bring food items to share with classmates for student birthdays or for any other reason except those food items approved for class parties. Homeroom parents will coordinate any party plans and activities with the classroom teacher. Students are not permitted to distribute personal party invitations in the school unless the entire homeroom is invited, all the girls in the class or all the boys in the class. To prevent dangers associated with**

food allergies, sharing and trading of food is not permitted at any time.

## 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 need to be covered with clear contact paper to 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. Gym bags should not be used to carry books. If a book is lost, mutilated, or destroyed, the parents assume the cost. For safety concerns, bookbags with wheels are not permitted. Due to the BYOD policy, students in Middle School are expected to carry backpacks throughout the day to protect computers.

## 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.

## EMERGENCY CARD

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.

## CUSTODY OF CHILDREN

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

### Non-Custodial Parents

Good Shepherd School will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that no information be provided, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## LUNCH

Students are to provide their own lunches or may take advantage of the 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 \$.35 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. Lunches must be left at the school office. 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. 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.

During the lunch period, each student will:

- respect and obey the teacher, principal, staff, and parent volunteers at all times.
- bring the proper clothing needed for the outdoors to the lunchroom. (During the winter months a hat, gloves and coat are requested. Keep in mind the children will play outside unless the wind chill temperature is below 28°F.
- sit at their assigned table.
- remain seated until dismissed, using a conversational tone of voice.
- treat others with dignity and respect.
- raise his/her hand if help is needed. (Permission must be obtained from the teacher on duty if there is a reason to leave the lunch room.)
- not take food or drink on 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.

Regarding recess, each student will:

- treat others with dignity and respect.
- remain in the appropriate section of the play area if one is assigned.
- refrain from throwing any objects except the balls provided by the school.
- not bounce balls of any kind off the school building or play dodge ball.
- not trespass on anyone's property.
- 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, volunteer or staff member may determine if any activity should cease or warrant a warning or a time out. Inappropriate conduct may result in a detention. Dangerous or persistent misconduct will result in a student having to remain inside during recess. In the event of serious offenses, immediate consequences will result.

The following times do not reflect recess time; this is actual eating time.

<u>First Lunch Period</u>	Grades PKB, KA, KB	11:00 AM to 11:30 AM
	Grades PKA, 1, 2 & 3	11:30 AM to 11:55 PM
<u>Second Lunch Period</u>	Grades 4 & 5	12:20 PM to 12:40 PM
	Grades 6 to 8 (M-TH)*	12:40 PM to 1:00 PM
<u>Friday Schedule (4-8)</u>	Grades 4 & 5	12:00 noon to 12:20 PM
	Grades 6 to 8	12:20 PM – 12:40 PM

### LOCKERS

Students in grades 6-8 will be assigned a locker at the beginning of the school year. All lockers are property of Good Shepherd School. Students are to use their lockers exclusively for storage of classroom supplies, grooming aids, and lunches. Students are responsible for using a lock to secure the contents of their lockers. Students must provide their advisor with either a key for their locker or the combination so that the advisor or other school personnel can access the locker if necessary. Students are responsible for the contents of their locker and should never share a lock key or combination with other students. Replacement cost for a lost lock will be \$6.

Students are permitted to decorate or personalize the interior of their lockers as long as the decorations are in accordance with the Catholic principles of Good Shepherd School. Administration has the right to final approval of all student locker decorations. No tape, glue, or other sticky substances are permitted to attach decorations. Only magnetic items may be used to attach objects to lockers. Students may not deface lockers with makers, pencils, or other items.

### LOST AND FOUND

Items lost throughout the year are held for a reasonable length of time in the Lost and Found Cabinet at the bottom of the lower level stairs across from the church pews. Lost articles can be claimed by proper identification. To avoid losses, especially of uniform articles, students' clothing should be clearly marked. Good Shepherd School is not responsible for lost or stolen property.

### MONEY

Money sent to school must be in an envelope and labeled with the student's name, homeroom, and the money's purpose (field trip, book fair, lunch, etc.).

### ELECTRONICS

Laptops, netbooks, iPad/tablet devices, and other electronics have the potential to be useful educational tools for students when used under the guidance and supervision of their instructors. Students in grades 6 – 8 are required to bring such a device and a charger to school each day to allow for the integration of technology into their curriculum.

All students are expected to treat all technology on campus (both school owned and privately owned) with respect. Families of students who are found to have purposely or maliciously damaged or broken an electronic device will be required to pay for the repair or replacement of the item damaged.

Students do not have permission to use cell phones, music players, video games, iPods, or other electronic devices without the permission of their supervising teacher during school hours (7:30 – 3:15). If items are seen being used without teacher permission or being used for a purpose not approved by the teacher (games, email, etc...), items will be confiscated and given to the school office. Students going to After School Care will need supervision from an adult to use cell phones.

Parents will be called to retrieve devices. If there is a second offense, parents will be called to retrieve the item and the student will serve a morning detention. Students who complete an acceptable use form for e-readers may use these devices during the school day under teacher supervision.

#### SCHOOL NOTICES

Communications from the school will come home primarily via our school management program phone calls and emails. Please ensure that the phone numbers and email addresses that you prefer to have these alerts received by are up to date.

Communication will also come home via your youngest child in the Parent Communications Folder. Please remove the entire contents of the Communications Folder and sign the front of the folder, indicating that you have received the enclosed material.

#### SCHOOL TELEPHONE

The office telephone is to be used to transact school business only. Students may only use the telephone during school hours with permission of the teacher or the principal. A teacher will return a phone call within 24 hours of receiving the message.

## TRANSPORTATION

### 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 school grounds. 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.

### 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	506-3310
East Pennsboro	732-3601
Mechanicsburg	691-4517
West Shore	938-9577 x243
Susquenita	957-6000 option 5
Susquehanna Township	657-5100 x50162
Harrisburg	703-4055
Northern York	432-8691 x1106
Central Dauphin	545-4703 x281
Middletown	948-3300 x3010

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. 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 of people who reside at or near the bus stop.
4. Enter the bus in an orderly manner and take your seat. Bus drivers may assign seats.
5. Bus conduct should be the same as classroom conduct.
6. Remain in your seat at all times except when boarding and unloading.
7. Keep your hand, head and feet inside the bus at all times.
8. Be courteous to fellow students and the bus driver.
9. 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 total cost of repair.
10. Keep the aisle clear except when entering or exiting.
11. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol, tobacco, flammable liquids, fireworks, firecrackers, smoke bombs, radios, balls, water pistols, spray bottles, pea shooters, sling shots and any item too large for students to hold safely on their laps.

12. No child shall change buses or go on another bus for family's or friend's convenience. The districts 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 should review these rules and appropriate bus etiquette with their child

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

## EMERGENCY CLOSINGS 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. In addition, we will send alerts through our school phone and e-mail system.

### Closings

Any time that there is a possibility of an emergency closing, parents are requested to listen to the radio or television for information. There will be alerts sent through our school management system also. 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 appropriate 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. 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.

### CAR DISMISSAL SIGNS

Parents who will be picking up children in the car line must have a car sign visible in their front window. There will be two signs provided in the beginning of the school year. Best practice is to always have your sign with you during dismissal. If you are going to need additional signs, please let the office know. Place the car sign on the rear view mirror when picking up your child.

Parents who wish to walk their PreK children to the building may park in the parking lot (behind the Ark) to drop off and pick up their children. Faculty will be outside assisting students at pick up and drop off each day.

### CAR LINE/WALKERS PROCEDURE

All children will be dropped off along the sidewalk that runs next to the gym for drop off in the morning. The opening bell rings at 7:50 am. Students can exit cars from that point back to the main entrance to the school. Students will proceed directly into the gym through the gym doors. All children will be on the sidewalk and there is no need for parents to walk their children into school. When you drop them off, the teachers are fully prepared to take care of your children.

If your child is taking a bus home and is in Kindergarten, first or second grade, a bus patrol (7th or 8th grader) is assigned to your child. After closing prayers, the bus patrol will go to your child's classroom to retrieve them and escort them to the cafeteria. Busses leave before the car line begins. Students that walk home from school will be escorted to the corner of 34th Street and Walnut Street.

For dismissal, car line will pick up along the sidewalk that runs next to the gym. Please do not attempt to enter the parking lot until after all busses have left. This means that cars will not be able to enter the lot until 2:50 pm or later, so plan accordingly. Your child will then be escorted to your car.

## ACADEMICS

### 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. (<http://www.hbgdiocese.org/catholic-schools/diocesan-elementary-curriculum/>). Guidelines for specific curriculum areas and lists of approved texts and materials for implementation of the courses are regularly prepared and disseminated through the Harrisburg Diocese Department of Education.

### 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, projects, quizzes and test results. Grade percentages are as follows:

A – 93-100

B – 85-92

C – 75-84

D – 70-74

### HOMEWORK

Homework, which includes both written work and time spent studying, is intended to reinforce learning concepts already presented in class. Assuming the responsibility of completing homework is part of the maturing process of the students. In the early grades, the parent accepts responsibility for the duration of homework. However, as the child matures beyond the primary level, he or she should begin assuming greater personal responsibility until full responsibility is accepted by the child. This development never precludes parental care and interest.

Students who are absent may have one day to do makeup work for each day they missed. Make up tests will need to be scheduled with the child's teacher.

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

Grades 1 and 2	10-20 minutes per day
Grades 3 and 4	40-60 minutes per day
Grades 5 and 6	50-60 minutes per day
Grades 7 and 8	70-80 minutes per day

## HONOR ROLL

The following are the requirements for Honor Roll for students in grades 5 through 8:

### For grades 5 and 6:

Principal's Distinguished Honor Roll	All A's in the 5 core subjects* E or P in specials, Christian Values and Work Habits
First Honors	3 or 4 A's in the 5 core subjects* No grade below B E or P in specials, Christian Values and Work Habits
Second Honors	2 A's in the 5 core subjects* No grade below B E or P in specials, Christian Values and Work Habits

\*Core subjects are Religion, Language Arts (Grammar and Literature), Math, Science, and Social Studies.

### For grades 7 and 8:

Principal's Distinguished Honor Roll	All A's in the 5 core subjects* No grade below B, including cultural arts E or P in Christian Values and Work Habits
First Honors	3 or 4 A's in the 5 core subjects* No grade below B, including cultural arts E or P in Christian Values and Work Habits
Second Honors	2 A's in the 5 core subjects* No grade below B, including cultural arts E or P in Christian Values and Work Habits
Honors Medal	

A student earns an Honors Medal for the year if the student has qualified for the honor roll in all three marking periods.

## INTERIM REPORTS/REPORT CARDS

Progress reports will be available at the midpoint of each marking period to inform parents of a student's progress in the elementary grades. Report cards will be issued at the end of each marking period. If the progress report indicates that a problem exists, there is still time to recover before the end of the marking period when the report card is issued. A failure can still result if grades drop significantly before the end of the marking period. Progress reports should be signed and returned to the school. You may be contacted by phone or by email if the signed form is not returned by the date noted on the form. Trimester report card envelopes are signed and returned to the school for use in the next marking period except for the final report card issued at the end of the year.

Parents are reminded that they can view their student's grades at any time via the Parent Portal in MMS.

### 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 within the school.
- Guidance Services, provided within the school.

### Learning Support at Good Shepherd School

Good Shepherd School works hard to establish a comprehensive plan to meet the learning needs of our students so they may reach their fullest potential. Classroom teachers and a number of learning specialists work together for the betterment of our students.

While Good Shepherd School's learning support program is described and defined, it should be noted that most students do not require learning support outside of the classroom and have their academic needs met by their classroom teacher. With our commitment to small class sizes, Good Shepherd School teachers know their students' learning needs well and are able to support them effectively in the classroom. When a student demonstrates below grade level or significantly above grade level skills, learning support is provided as an extra resource to better meet the needs of a student.

Below is a description of the learning support providers at Good Shepherd School and how they help to meet the needs of our students.

### Good Shepherd School Learning Support Teacher

Good Shepherd School employs a full time learning support teacher to help meet the learning needs of our students. Our learning support teacher works with students both by

entering the classroom to co-teach with the classroom teacher and by working with students individually or in small groups. Learning support assistance is focused on mathematics and language arts skills.

Our learning support teacher assists students who may be behind in their basic skills as well as students who demonstrate a need for enrichment. Students qualify for small group or individual sessions through a combination of teacher referrals and standardized testing data (Dibels, DRA, or ITBS). Scores that place a student below grade level or at the 90<sup>th</sup> plus percentile qualify for support. Remediation or enrichment typically occurs one class period, one day per week.

Teachers will attempt to determine candidates for learning support no later than six weeks into the school year. Teachers will then reevaluate students every six weeks. Students participating in learning support must be active participants in the lessons and demonstrate a willingness to complete projects and activities.

If a parent, in consultation with their child's teacher, believes that a set of educational psychological testing may be helpful to check for a possible learning disability, our learning support teacher helps families coordinate the testing with the CAIU (Capital Area Intermediate Unit) or the family's home school district. Once testing results are calculated, the learning support teacher works with the classroom teacher to develop a learning plan for implementation in the classroom. Occasionally, the testing may indicate that a child has learning differences that would be better served by specialists in a given area.

### CAIU Reading Specialist

The CAIU provides a reading specialist who works with students in grades K-5 on their reading and mathematics skills. The reading specialist works with students who are behind grade level with their skills and need reinforcement of previously taught concepts to be more successful. The CAIU reading specialist also offers consultative services to parents and teachers.

### CAIU Speech Pathologist

The Capital Area Intermediate Unit provides a speech pathologist to work with students who need help with their speech development. The CAIU speech pathologist sees students based on referrals from Good Shepherd teachers. The speech pathologist is typically at Good Shepherd School one day per week.

### CAIU Guidance Counselor

The CAIU employs a guidance counselor who works with Good Shepherd School students three days per week offering whole class and individual guidance lessons. Students may also request one-on-one meetings for individual guidance. The guidance counselor also works with our teachers to identify topics and lessons that are meaningful for our students.

## Outside Providers

Good Shepherd School partners with families to allow outside special education providers in our classrooms to work with their child in support of a learning plan. These providers must have all necessary background clearances and be approved by the principal before classroom visits may begin. Special education providers will then coordinate a schedule with the child's teacher in advance of their visits.

## STANDARDIZED TESTING

A standardized testing program is administered each spring 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 parents.

## ACADEMIC DIFFERENTIATION IN MIDDLE SCHOOL

At the conclusion of the 5<sup>th</sup> grade year, students take a math placement test that is used with their ITBS scores, teacher recommendation, and (5<sup>th</sup>) math grades to differentiate students into honors and traditional math placements for 6<sup>th</sup> grade. Double homeroom grades are split into two classes. For a single homeroom grade, the students will be taught together with the teacher differentiating assessments based on the aptitude of their learners. In either case, the students are challenged appropriately to meet their learning needs. Math placement is again assessed at the end of the 6<sup>th</sup> and 7<sup>th</sup> grade year to ensure students are being challenged appropriately. Eighth grade students are offered Honors Algebra I or Math 8 (a mixture of pre-algebra and Algebra I concepts).

Good Shepherd School offers students who demonstrate exceptional mathematics ability the opportunity to take Algebra II as an 8<sup>th</sup> grader. In order to qualify for this course, students must demonstrate outstanding math ability, earn a teacher recommendation, and achieve 95%+ scores on both their ITBS and end of year placement tests in 6<sup>th</sup> grade. The students then are challenged with completing extensive pre-algebra coursework prior to taking Algebra I as 7<sup>th</sup> graders. The 8<sup>th</sup> grade Algebra II course is offered via distance education or online course for our students.

Good Shepherd School offers honors language arts classes for our 8<sup>th</sup> grade students. Students earn placement into honors English through their ITBS scores, teacher recommendation, and language arts scores from the previous year. The honors course allows students to take honors level grammar and literature courses. Double homeroom grades will be

divided into two classes while single homeroom grades will be combined with ongoing, accelerated assignments provided for honors students.

All students have an opportunity to challenge themselves academically in middle school. Students may enter a number of writing contests that are available to our students. Good Shepherd School students historically do very well in these competitions. Eighth grade students are invited to enter projects into our regional science and engineering fair. Finally, students may elect to enter projects in our local History Day competition.

We find that Good Shepherd School students perform quite well on the Trinity placement tests that our 8<sup>th</sup> graders take each February. Trinity students earn placement into basic, academic, or honors placements in mathematics, science, and English. Trinity reports that around 20% of their students enter 9<sup>th</sup> grade in the various honors courses. Good Shepherd School routinely places a much higher percentage of our students into these freshman year honors courses.

## 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 key concepts of the school program and may profit more if retained one grade. Retention of students is 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 is made.

Please note that any student who fails a core 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 next grade. All final decisions for pupil assignments rest with the school.

## COMPUTERS/iPADS

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 and/or iPad hardware and software (no You Tube). 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 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.

## PROGRAMS AND SERVICES

### AFTER SCHOOL CARE

An after school care program is offered each full day of school. It is in session from the end of the school day until 5:30 PM. This program is open to PK through 8th grade. Children are accepted into the program on a pre-registered basis. Scheduling is very flexible and drop-ins are welcome. Registration forms and rate sheets are available in the office and on-line at <http://www.gsschpa.org/after-school-care>.

Please note there is no After School Care available if we have a scheduled or weather related early dismissal.

### CHAPERONES

Good Shepherd is blessed to have many chaperones to help support our students and faculty. Chaperones are frequently utilized to provide supervision of students on field trips and at other school activities. All chaperones must be at least 21 years of age and must have and wear their approved Diocesan Youth Protection volunteer badge while chaperoning. The use of tobacco products, alcoholic beverages, or controlled substances is NOT permitted by chaperones during any school-related activity. We also ask, so that your full attention can be to the safety of our children that cell phones be turned off while chaperoning. Chaperones should remember that all school rules apply during any school-related activity; any violations of school rules should be reported immediately to the supervising teacher. Details of the Diocesan Youth Protection volunteer badge program can be found at [www.hbgdiocese.org](http://www.hbgdiocese.org).

### 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. 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 serious misconduct or failure to return emergency contact information card and student health information form.

The teachers will determine the number of parents needed for chaperoning any off campus trips. We often receive more volunteers than we can accommodate. Chaperones will be selected on a first come basis.

## 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).

4 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 for attendance in all grades.

All children entering 7<sup>th</sup> grade need the following:

1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years have 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.

The Pennsylvania Department of Health has changed school immunization regulations effective with the start of the 2017-18 school year. The regulations are intended to ensure that children attending school in the Commonwealth are adequately protected against potential

outbreaks of vaccine preventable diseases. In accordance with Pennsylvania School Immunization requirements (28 Pa.CODE CH.23), unless the child has a medical or religious/philosophical exemption, a child must have the above vaccines or risk exclusion. For some vaccines this could occur as soon as the first day of school.

## 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 medications will be stored in their original pharmacy container with the labels 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
- 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 nurse and with parental written agreement on the emergency card. Written authorization from a parent/legal guardian will be required for the school to administer non-prescription medications for a period not to exceed three (3) consecutive days. Authorization to administer beyond three (3) consecutive days must be provided by a primary care physician.
- While we have epi-pen on hand for unanticipated emergencies, if it has been determined that your child requires epi-pen, whether it be for food-related reactions or reactions to bee stings, etc., he/she will need to provide his/her own here at school. Because the student's health, safety, and well-being are our first priority, a student will be asked to refrain from participating in off-site experiences if emergency medications are not provided as the absence of such poses a risk for both student, teacher and chaperone.

### 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 him/her.

## Administration of Medication During Field Trips

Planning for school-sponsored activities should start early in the school year. Any student needing medication on a field trip should have emergency medicine and an action plan for that trip.

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 agreement.

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

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

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

## WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

### Ill Students

To protect students who are well and to prevent sick children from developing secondary infections, please adhere to the following policies:

### Fever

Fever is a symptom of illness and not an actual diagnosis. It usually indicates the body is battling an infection. A child with a fever greater than 100 ° F needs to stay at home until they are fever-free for 24 hours without fever-reducing medicine.

### Common Cold

A cold is generally characterized by irritated throat, congestion, sneezing, coughing, and general body discomfort. If the child is fever free, they may attend school unless symptoms, such as frequent coughing, are serious enough to interfere with their ability to function and learn. If thick yellow or green mucus is draining from your child's nose, please keep them home at least 24 hours until the drainage has cleared. Very few younger children can effectively blow their

noses and wash their hands afterward. A child with the above symptoms will quickly spread the illness to other children.

### Diarrhea and Vomiting

A child who is vomiting, with or without diarrhea, needs to stay home from school. Loose stools and vomiting needs to have subsided for at least 24 hours and your child needs to have returned to normal eating without stomach upset before returning to school. However, there are sometimes other causes for an upset stomach such as anxiety, sinus drainage, motion sickness, some medications and even hunger.

### Pink Eye/Conjunctivitis

2 types - Viral and Bacterial. Both are contagious and have symptoms of red eyes, matted eye lashes, itchy, burning feeling to eyes. Viral has watery discharge; the child should remain at home while discomfort and watery discharge are at worst stage. Bacterial conjunctivitis has a pus like discharge and does need to be seen by a doctor who may prescribe an antibiotic. If prescribed an antibiotic, the child should remain home from school until receiving a full 24 hours of antibiotic therapy. If not prescribed, stay at home as described above for viral.

### Ear Infection

When to see a doctor for ear discomfort: pain lasting 2 days, ear discomfort with temperature above 100.4 ° F, discharge of blood or pus from the ear, or if taking an antibiotic for ear infection and no improvement is seen in a few days of beginning the antibiotic or symptoms worsen. Students can be in school if fever free and comfortable enough to participate in school all day (7 hours).

### Rashes

Many rashes will resolve spontaneously and are no reason alone to keep a child home from school. However, any rash associated with symptoms such as trouble breathing or swallowing, fever, or ill appearance should be evaluated by your physician. A rash that is spreading, itching, scaly, and causing discomfort should be evaluated by your physician and diagnosed as non-communicable before returning to school.

### Sore Throat

Children can attend school with minor sore throats as long as no other symptoms are occurring. Any child with a sore throat associated with fever, vomiting, abdominal pain, or difficulty swallowing should be evaluated by a doctor before returning to school. Any child with a diagnosis of strep throat needs to stay out of school until on antibiotics at least 24 hours.

### The Use of Cough Drops/Throat Lozenges

Because they pose a choking hazard to younger children, cough drops are not permitted for prekindergarten children.

Hard candy, balloons, chewing gum, and coins are also not permitted in preschool.

Students in grades K through 3 may bring cough drops to school which must be kept in the nurse's office. This protocol permits the monitoring of their use, along with assessing the student for any symptomatology which needs to be addressed.

Students in grades 4 through 8 may keep cough drops on their person. Please encourage your student to visit the nurse's office to be assessed at any time.

### Communicable/Contagious Diseases

A student with skin rashes, inflamed eyes, sore throats, fever should not be sent to school until he/she 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 is measured annually. A BMI index is done and the results are sent to the parents.

### 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 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 abrasions, 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,

In the event of a serious injury, every effort will be made to contact parents at home or work or any authorized person listed on the school emergency form. For this reason, it is essential that emergency forms distributed at the beginning of the school year are returned promptly and that any new information (e.g., change of address or phone number) be sent to the school office.

If no authorized person on the emergency form can be reached, the school will seek the care needed, and parents will be responsible for any expense incurred. Unless a child's life is obviously in danger and/or immediate emergency first aid is necessary, the parents of the student will be consulted before any definite treatment or disposition is arranged. If an emergency exists, the student will be taken to the hospital by ambulance or automobile, and efforts to contact the family will continue.

### Lice Policy

Our intent in notifying parents in a class about head lice, whether it be a possible or a confirmed instance, is never to cause alarm. Head lice are not a sign or poor hygiene and anyone can get them. While head lice do not pose health risks, it is associated with a certain level of anxiety among parents, which is completely understandable.

Control of head lice depends on a timely diagnosis and effective treatment. That forms the basis for reaching out to parents to inspect their child(ren) throughout the course of the school year for the presence of head lice.

Although it is possible that classrooms can be a source, evidence-based data shows that the highest risk of getting lice occurs outside of the classroom...in the home, at sleepovers, at overnight camp, etc., where there is direct, head-to-head contact with an infested individual and where the potential for the sharing of personal items such as combs, brushes, and towels... also coats and hats...is the greatest. As is our practice here, we also urge you to advise your children not to share these items with others to prevent the transmission of head lice.

It is our position, in conjunction with the National Association of School Nurses, the CDC, the American Academy of Pediatrics and Harvard School of Public Health, that the management of lice shall not disrupt the education process.

1. Children found with live head lice will be referred to parents for treatment.
2. On the day of diagnosis, the school nurse will contact the parent/guardian, informing them of the presence of live lice and ask that their student be picked up from school.

3. The American Academy of Pediatrics recommends consulting with your pediatrician or primary care provider for treatment options and guidance.
4. Students should receive treatment and be lice free before returning to school.
5. The school nurse will check each returning student to determine whether he/she is lice free and may remain in school.
6. If it is confirmed that a child has head lice, any siblings or other children living in the home who attend Good Shepherd School will be assessed.

## Nits

Nits are the eggs that are laid by live head lice. They adhere to the hair shaft.

1. Nits may persist after treatment but successful treatment should kill crawling lice.
2. Many nits are more than ¼ inch from the scalp. Such nits are not viable after treatment and very unlikely to hatch to become crawling lice; in fact, they may be empty shells or “casings.”
3. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other students.

Good Shepherd School’s head lice policy is a conservative one. It is unjustified to screen entire classrooms for lice and nits.

1. The school nurse will partner with parents in monitoring/examining students who have been treated for head lice.
2. Because no disease process is associated with live lice, students may return to school when nits remain after appropriate lice treatment.
3. If your child contracts head lice, it is important to let the school nurse know. It is also encouraged that families notify close friends should there be an occurrence in your family, especially if the possibility of close contact existed.
4. Though parents should be checking their child’s hair at least once a week throughout the course of the school year, should a confirmed instance of head lice in a classroom be reported, parents will be alerted. Divulging any additional information is unjustified and is a violation of confidentiality.

Please refer to the following links for evidence-based rationale in the management and treatment of head lice in the home and in the classroom setting.

Centers for Disease Control and Prevention and American Academy of Pediatrics  
<http://www.cdc.gov/parasites/lice/head/index/html>

National Association of School Nurses  
<http://pediatric.aapublications.org/content/135/5/e1355.full.pdf>

Harvard School of Public Health  
<http://www.hsph.harvard.edu/richard-pollack/sites-of-note/>

## Volunteer Tuberculin Skin Test Requirements as of July, 2007

According to the Pennsylvania Department of Health, Division of School Health, 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.

### 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.

## LIBRARY

The Good Shepherd Library is an important part of our school's curriculum. Library materials are accessible to all our children from PK 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 5-8 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.

## USE OF SCHOOL GROUNDS

Students on school grounds are supervised from 7:30 AM to 3:15 PM the days school is in session. Athletic practices and other activities are the responsibilities of the heads of these organizations.

## EXPECTATIONS

### 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 are expected to model Christian living in the home.

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.

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 following 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 others
- 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. Follow the classroom rules established by the teacher
4. Observe the dress code
5. For the purpose of safety, walk, don't run, throughout the school area
6. Attend all classes, and be prepared for class with homework and supplies
7. Abide by proper rules of conduct when attending all school related activities

## INFRACTIONS

The following four categories of misconduct 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 or 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, 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, e-cigarettes, vaping, juuling or alcoholic beverages; engaging in** immoral conduct; physically threatening and/or actually abusing any student or staff member; cheating (examples of cheating are: copying homework, using notes during a test, receiving answers from another student, copying information verbatim from the Internet and other resources); extortion; gross behavior; possession of pornography; sexual harassment; falsification of signatures; 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.

3. Bullying:

Good Shepherd 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 bullying 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.
6. Systematically and intentionally excluding a student from activities with peers.
7. 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.

Direct bullying 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 using hurtful language.

Cyber bullying 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, website postings (including but not limited to Facebook, Twitter, Instagram , Snapshot) or breaking into an e-mail or similar account to send inappropriate 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.

Indirect bullying 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.

#### 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.

#### Bullying 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.

- Further incidents 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. This information will be provided in written format and presented by the Principal to the student and his/her parents at a conference for all to sign.
- If bullying persists even after the preceding plan has been implemented, the student will be suspended. 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.

### ANTI-HAZING POLICY

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students (Diocesan Policy #5136 C).

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could

adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.” (From Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law.

## DISCIPLINE

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.

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

Whenever possible, 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 partner with the school in an effort to correct the behavior.

The intervention of the Principal and/or Pastor will be required for repeated or severe 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. Parent signatures do not imply agreement with the referral or the consequences that result. Your signature only acknowledges that you have received and read the referral form.

2. Three (3) Conduct Referral forms or three (3) Uniform Referral forms within a trimester will result in detention before school.
3. Any subsequent referrals in a trimester will result in an additional detention.
4. Three detentions within 90 calendar days will result in an in-school suspension.

#### Procedures Regarding 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 [Diocesan Policy #5131].

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 Regarding Consequences for Unacceptable Behavior:

##### 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 further measures, such as in-school suspension, suspension or expulsion, may not be necessary.

## Detention

For violation of a school policy or for unacceptable behavior, students may be detained during recess or 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 detention. Detention will take place on Thursdays, from 7:00-7:40 AM in the homeroom of the designated teacher residing over detention for that date. After the detention is served, the student will immediately report to the gymnasium.

Students who come in for detention spend their time helping teachers clean in the classrooms or tidying up the building. This provides a way for students to give back to the school during their detention time.

Students must serve detention on the detention date indicated on the detention slip. If changes must be made to a detention date, 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, obscene language, 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 [Diocesan 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 [Diocesan Policy 5114.b]. Further information on the appeal process can be found in Diocesan Policy 5114.b and 5114.c on the Diocese of Harrisburg website.

## 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 teachers or the principal will not be authorized. Complete uniforms are to be worn by all students every day except when specified by the principal. An explanatory note from a parent is required when it is impossible for the student to observe the regulations. Adherence to the dress code will be observed by the teachers every day with random uniform checks. See additional regulations and gym uniform (page 35).

Consequences to not adhering to Good Shepherd dress code is a written warning (uniform notice form) for the first infraction. For the second infraction, students will be sent to the office to contact parents for appropriate clothes. Third uniform infraction warrants a detention.

**Good Shepherd Dress Code Grades Kindergarten – 3**

<p><u>Boys Uniform (August-October and April-June)</u>          Navy blue Flynn and O’Hara dress pants          (Optional) Navy blue Flynn and O’Hara walking shorts          White long or short sleeve Good Shepherd polo shirt          (Optional) Navy blue Good Shepherd cardigan sweater</p>	<p><u>Boys Uniform (November-March)</u>          Navy blue Flynn and O’Hara dress pants          White long or short sleeve Good Shepherd polo shirt          (Optional) White turtleneck with Good Shepherd on the collar          (Optional) Navy blue Good Shepherd cardigan sweater</p>
<p><u>Girls Uniform (August-October and April-June)</u>          Blue Flynn and O’Hara plaid jumper          White peter pan collar blouse with long or short sleeves          (Optional) White polo shirt with Good Shepherd logo with long or short sleeves          (Optional) Navy blue cardigan sweater with Good Shepherd Logo</p>	<p><u>Girls Uniform (November-March)</u>          Blue Flynn and O’Hara plaid jumper          White peter pan collar blouse with long or short sleeves (may be worn year round)          (Optional) White polo shirt with Good Shepherd logo with long or short sleeves          (Optional) White turtleneck with Good Shepherd on the collar          (Optional) Navy blue cardigan sweater with Good Shepherd Logo</p>

**Good Shepherd Dress Code Grades 4 – 8**

<p><u>Boys Uniform (August-October and April-June)</u>          Light blue long or short sleeve Good Shepherd polo          Khaki Flynn and O’Hara dress pants          (Optional) Khaki Flynn and O’Hara walking shorts          (Optional) Navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo</p>	<p><u>Boys Uniform (November-March)</u>          Light blue button down oxford shirt with long or short sleeves          Red/navy/gold/red striped tie          Navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo          Khaki Flynn and O’Hara dress pants          (Optional) White turtleneck with Good Shepherd on the collar</p>
<p><u>Girls Uniform (August-October and April-June)</u>          Navy blue Flynn and O’Hara skirt or kilt          (Optional) Navy blue Flynn and O’Hara walking shorts          Light blue long or short sleeve Good Shepherd polo          (Optional) Navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo</p>	<p><u>Girls Uniform (November-March)</u>          Navy blue Flynn and O’Hara skirt or kilt          White button down oxford shirt with long or short sleeves          Navy blue with white trim v-neck vest or pullover sweater with Good Shepherd logo          (Optional) White turtleneck with Good Shepherd on the collar</p>

### Girls Dress Code Regulations:

- jumper, skirt, shorts, or kilt length no shorter than the top of the knee
- no oversized sweaters
- shirts must be tucked in at all times
- socks: solid black or navy blue socks or navy blue tights with feet. No no-show socks. No leggings with uniforms.
- solid brown, solid black, solid tan, or solid navy dress shoes with a non-marking sole in the following styles – oxford, loafer, Mary Jane, or boat shoe. Shoes must be leather, leather type, or suede. Shoes must be of a single color and free of patterns, designs, or other embellishments. No boots of any kind, except snow boots. No clogs, sandals, flip-flops, high heels, or sneakers (except on gym days)
- no more than two post earrings per ear (no dangling or hoops)
- no fad haircuts, fad hairstyles, coloring or dye
- coats, jackets, hooded sweatshirts, sweatshirts, and zipped sweatshirts worn over the uniform are prohibited during classroom hours
- hair accessories must be simple and a solid color found in the school uniform (jumper pattern is okay for girls in grades K – 3). Examples of appropriate hair accessories are simple barettes, flat headbands, and simple pony-tail holders. No cat ears, no bunny ears, tiaras or large flowery, sparkly, or polkadotted, etc...bows are not permitted except on dress down days.
- clear color nail polish
- body piercing or body art (including drawing on oneself) is not permitted
- as a consideration for those with allergies, students are asked to refrain from wearing strongly scented products (perfumes, body and hair spray, hand sanitizers, lotion, etc...)

### Boys Dress Code Regulations:

- no oversized pants or sweatpants
- belt must be worn if pants have belt loops with the exception of Kindergarten boys
- shirts must be tucked in at all times
- socks: solid navy or solid blacks which cover the ankle. No no-show socks.
- solid brown, solid black, solid tan, or solid navy dress shoes with a non-marking sole in the following styles – oxford, loafer, or boat shoe. Shoes must be leather, leather type, or suede. Shoes must be of a single color and free of patterns, designs, or other embellishments. No boots of any kind, except snow boots. Sneakers are only to be worn on gym days.
- hair: styled so it does not hang in the eyes, should not go beyond the collar; no fad haircuts, shaved heads, no hair coloring or bleaching
- earrings are prohibited for boys
- coats, jackets, hooded sweatshirts, sweatshirts, and zipped sweatshirts worn over the uniform are prohibited during classroom hours
- henna, tattoos, body piercing or body art (including drawing on oneself) is not permitted
- as a consideration for those with allergies, students are asked to refrain from wearing strongly scented products (perfumes, body and hair spray, hand sanitizers, lotion, etc...)

### Gym Uniform (Kindergarten through Grade 8)

Good Shepherd gym uniforms (shorts, t-shirt, and running suit) must be purchased through Flynn and O'Hara and are to be worn by students on their gym day each week. Gym

shorts must be longer than the fingertips when arms are extended down along the leg. Solid black or white socks and sneakers need to be worn for gym class.

The PE t-shirt and shorts remain the same style for students in all grades. The Flynn and O'Hara sweat pant or sweat shirt may be worn for grade K if the child cannot fit into the running suit. Grades 1-8 have an updated sweat pant and jacket that will need to be ordered prior to the fall of the 2017-2018 school year.

Cold weather PE clothing is to be worn November 1 through March 31. Cold weather PE clothing is optional gym day attire during the warmer months.

#### DRESS DOWN DAY ATTIRE

On designated Dress Down Days, students may NOT wear tight clothing, Spandex, leggings or jeggings, ripped/torn jeans, midriff tops, tank tops or sleeveless shirts, or clothing with inappropriate sayings or graphics. Skirts may be no shorter than two inches above the knee. Shorts (no shorter than two inches above the knee) may be worn August-October and in May and June. No clogs, slides, flip-flops or any other backless shoes may be worn. High heels may not be worn. Students in violation of the dress down attire policy will lose the opportunity to dress down for the next dress down day.

#### 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.

### TARDINESS

Academic success is directly correlated to consistent attendance. Administrators, teachers, students, and parents must work together to make sure students are present and on time to each class of the day.

A tardy student will be defined as a student who is not in the gymnasium with his/her class when the morning bell rings at 7:50 AM.

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 at school between 9:00 AM and 10:55 AM will be considered one-half day absent. One-half day absence without a doctor's note will be considered unexcused. Arrivals after 12:35 PM 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. For students leaving school after 1:00 PM, the time is forgiven.

Any student who wishes to participate in an athletic or any school-related, extra-curricular activity that day or evening, must be in school no later than 11:30 AM. Students sent home by the nurse due to illness may not attend or participate in extra-curricular activities.

#### Students not attending school

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 for appointments. 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: overslept, traffic, etc., will be unexcused.

Chronic, irregular tardiness for which the parent reports the student had been ill may result in the administration requesting a physician's statement regarding the general health of the student.

The tardy policy will start at the beginning of each trimester.

- Students will be permitted three (3) unexcused days of being tardy per trimester without penalty. After the third unexcused day of being tardy, a warning notice will be issued.
- Students who are tardy four (4) times per trimester will receive a detention.
- Students will receive a detention for each subsequent unexcused tardy.
- Any student who accrues three (3) or more unexcused tardies for the calendar year will NOT be considered for perfect attendance.
- Following eight (8) occurrences of non-medical tardiness in a calendar year, parents will be notified and/or called in for a conference with administration.

### **ATTENDANCE/ABSENCE**

Daily attendance at school is not only vital to the child's learning and educational success, but is also mandated by the laws of the Commonwealth of Pennsylvania. Schools in the Diocese shall abide by the regulations of the Commonwealth governing school attendance (Diocesan Policy 5013). Parents and guardians, by law, are responsible for the regular attendance of their children between eight and seventeen years of age. Schools shall monitor attendance, and when children have unlawful absences, take appropriate measures.

#### Excused Absences

As per Diocesan Policy 5130, in accordance with the attendance policy for the Commonwealth of Pennsylvania, parents and guardians must provide a written excuse explaining why their child was absent. Excused absences may be for matters such as illness of the student, family emergencies, a death in the family, authorized school activity, medical/dental appointments, court-defined appointments, educational travel with prior approval, or other reasonable matters as determined by the principal.

For every absence, a written excuse must be received by the school **on the day the student returns.**

#### Extended Absences

An absence of three (3) or more consecutive days due to illness requires a doctor's excuse.

## Unlawful Absences and Truancy

Absences that are not excused, either because of the nature of the absence or the failure of the parents or guardians to provide the school with a written/mailed excuse explaining the reason for an absence, will be treated as unlawful. Parents/guardians and students shall submit the required excuse in the following ways:

1. Written note signed by parent/guardian; or
2. Email sent to [rasken@gsschpa.org](mailto:rasken@gsschpa.org) from parent/guardian's email account

In addition to any disciplinary action deemed appropriate by the school due to an unlawful absence, the student is required to complete all work missed as a result of the absence. State law requires the reporting of any child who has been absent three (3) days without lawful excuse. Illegal absence (unexcused absence) is the absence of a pupil due to parental neglect or truancy. Failure to provide a physician's statement for three (3) or more consecutive absent days due to illness constitutes unlawful absence.

## No Written Excuse

If no written/mailed excuse for the absence is received on the day the student returns to school following an absence, parents/guardians will receive a notice via email or mail of their student's unlawful absence requesting the written excuse.

When a student has three (3) days of unlawful absences in one (1) school year, the principal will notify the student's public school district of residence. Subsequent consequences may result in fines by the local district justice through the affected public school district. Following five (5) absences a trimester, parents may be called in for conference with administration. Chronic, irregular absences may result in the administration requesting a physician's statement regarding the general health of the student.

## Reporting a Student's Absence

Parents are required to notify the school by 9:00 AM each day their child is absent. Please **DO NOT email, DOJO, etc., your child's teacher informing them of your child's absence.** The school office must be notified directly, either by phone or by email sent to: [rasken@gsschpa.org](mailto:rasken@gsschpa.org) or [hkantes@gsschpa.org](mailto:hkantes@gsschpa.org). When a student is absent and parents have not called, the school office will call the parents to ensure their child is properly accounted for. The placing of a phone call does NOT release the parent/guardian from the obligation of submitting an absentee note.

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. For prolonged illnesses, special arrangements may be made.

## VACATIONS

Parents are requested to NOT plan vacations during the school term as these are disruptive to the class as well as to the student. When you remove your child for a vacation during school, you accept the consequences which can include a condensed make-up period for missed work, including tests. A vacation/trip form, obtainable in the school office, must be submitted to notify the child's teacher and the administration at least 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.

## VISITORS

We ask that you keep in mind the educational needs of all students when visiting. When visiting the school, please enter through the main entrance at 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.

As a safety precaution, students are not permitted to open school doors for anyone.

## VOLUNTEER SERVICES

Good Shepherd School volunteers must obtain a clearance through the Diocese of Harrisburg. Volunteers must register at the school office upon entering the building. Safety 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:

Supervising Aides

Assist on the playground, in the lunchroom and help on educational field trips.

Computer Aides

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.

Volunteers in any of our school programs are required to have Pa. State Police check, DPW child abuse check papers, and Diocesan YPP certification on file with the Diocese of Harrisburg and have a signed Computer End User Policy on file in the office before they can work with or around children. This includes anyone who accompanies the children on field trips. Opportunities to volunteer on a regular basis are presented with the contract upon registration. All volunteers must wear their Diocesan Youth Protection Program Volunteer badge. Details of the Diocesan Youth Protection volunteer badge program can be found at [www.hbgdiocese.org](http://www.hbgdiocese.org).