

GOOD SHEPHERD SCHOOL MISSION STATEMENT

Good Shepherd School is an integral part of the teaching ministry of the Good Shepherd Catholic Parish community.

The mission of Good Shepherd School is to “Shepherd the Flock” in a safe, faith-based environment where our students are encouraged to achieve their personal best.

The educational journey we provide meets the individual needs of each learner, promotes life long learning, builds their positive self-esteem, prepares them for the challenges of the future, and encourages them to become active Christians practicing the Catholic faith.

PARENTS AS PARTNERS

As partners in the educational process at Good Shepherd School, we ask parents:

To support the religious and educational goals of the school

To treat teachers with respect and courtesy in all discussions

To inform the school of any special situation regarding the student's well-being, safety, and health

To support and cooperate with the discipline policy of the school

To complete and return promptly to school any requested information

To see that students pay for any damage to school property or books due to carelessness or neglect on the part of the student

To send your child to school ready to learn by being

- Nourished
- Rested
- Prepared for class with homework, books, and supplies
- Punctual to arrival
- Dressed appropriately in accordance with the uniform policy and weather conditions

PERTINENT SCHOOL INFORMATION

Good Shepherd School is accredited by the State of Indiana, Department of Education. Good Shepherd is a K – 8 school offering a full-day kindergarten program. Good Shepherd is located at 2301 N. Stockwell Road in Evansville, Indiana.

Good Shepherd School is supported by Good Shepherd Catholic Church. The financial burdens of the school are met by all of the parishioners’ commitment to the Sunday contribution to the Church. All members are asked to tithe.

Good Shepherd School is an asbestos free facility.

NON-DISCRIMINATION POLICY

Good Shepherd School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs. Because Good Shepherd School is a Catholic school, it may discriminate on the basis of religion, in that preference is given to Catholic students first.

GOOD SHEPHERD SCHOOL ENROLLMENT STATEMENT

The ministry of Catholic Education at Good Shepherd School is an integral part of the ministry of Good Shepherd Parish.

Good Shepherd Parish stewardship supports Good Shepherd School providing Catholic Education for “actively participating families” (parent or parents) who desire this help to fulfill their responsibility before God to hand on the Catholic Faith to their children.

An “actively participating family” demonstrates a commitment to their Catholic Faith and to the life and ministry of this particular Christian community by praying with the Good Shepherd Parish community at Eucharist each weekend. In addition an “actively participating family” contributes their time, their talent, and their proper financial support to the ministry of Good Shepherd Parish.

Should it become necessary to limit enrollment, children from “actively participating families” with other children already enrolled would be enrolled first. After that, children would be enrolled beginning with those whose families have the longest consistent history of being “actively participating families” of Good Shepherd Parish. “Active” members have priority over simply “registered” parishioners.

Good Shepherd Parish allows the enrollment of children from families which are not members of Good Shepherd Parish.

The Principal is responsible to the parish for making a thorough investigation to determine that there are no issues which would make the enrollment counter productive to the ministry of Good Shepherd School.

SUPPORT OF GOOD SHEPHERD SCHOOL POLICY STATEMENT

Good Shepherd School exists in order to assist parents in passing on their Catholic Faith to their children. Catholic School Education is a prime way to fulfill Jesus’ command to “TEACH ALL NATIONS”. No student of an “actively participating family” of Good Shepherd Parish will be denied a Catholic School Education if the following faith stance is lived fully.

Good Shepherd Parish is able to meet our parish budget for our many ministries through the tithing and sacrificial giving of ALL of our people. Parishioners are encouraged to tithe 10% of their gross income: 1% to CPC, 4% to Good Shepherd Parish, and 5% to favorite charities.

As this pertains to families with children enrolled in Good Shepherd School the following has been determined.

In addition to the required tuition, families are expected to support Good Shepherd’s ministries by giving of their time, talent, and treasure. An actively participating family attends Mass regularly, is involved in the life of Good Shepherd Parish (e.g.: P.T.O., Bingo, Summer Social, various ministries in the Church) as well as contributes financially to the Good Shepherd Parish over and above the stated tuition requirements.

God has assured us that when we PUT GOD FIRST, we will not only have enough time, talent, and treasure for ourselves, but enough to help others as well. We can never outdo God in generosity. If a family has financial problems as a result of tithing, Good Shepherd stands ready to assist. If tuition relief becomes necessary, application for assistance will be made through Private School Aid Service to determine an appropriate amount. Applications are available in the school and parish offices. Further appeal may be made through the Good Shepherd Tuition Assistance Committee.

SCHOOL BOARD

The Good Shepherd School Board consists of the Pastor, the Principal, and nine discerned representatives of the Parish. The functions of the School Board include policy-making, policy review, and budget setting.

All School Board meetings are open and are usually held on the first Wednesday of each month.

(A copy of the School Board By-Laws may be obtained at the School Office.)

BOOK/SUPPLY/TECHNOLOGY FEE POLICY

The Book/Supply/Technology Fee for 2010-2011 is \$300. \$100 is due at the time of registration. The remaining \$200 balance may be paid at \$25 per month per student from September to April. Payment is due the first of the month. The balance of the Book/Supply/Technology Fee is due by May 1. A minimum of \$100.00 is non-refundable.

If these terms cannot be met, special arrangements for payment must be made in writing, prior to registration. This can be done by contacting the Pastor or the Principal. Registration cannot be completed unless this procedure is followed.

It is not the intent of these policies to deny any student an education at Good Shepherd School. The purpose of these policies is to insure that all families capable of providing financial support to the school and parish do so.

The \$100 fee that Kindergarten and new families pay at the time of registration is deducted from this total, leaving a balance of \$200, which may be paid at \$25 per month from September to April. Payment is due the first of each month. The balance of the Book/Supply/Technology Fee is due by May 1.

PARENT MEETINGS

A Kindergarten and New Families Meeting will be held the week before school starts.

Meet and Greet the Teachers night will be held the first week of school. All parents are expected to attend. There will be a general session followed by time to visit classrooms and meet individual teachers.

PARENT TEACHER ORGANIZATION (P.T.O.)

The mission of the P.T.O. is to provide a forum for parents and teachers to meet and cooperate in stewardship activities intended to enrich their children's education. The P.T.O. is a self-funding organization run by elected officers that oversee the following major activities:

- Coordinate the GSS Volunteer Program
- Sponsor extracurricular activities such as assemblies and field trips
- Support and assist GSS teachers inside and outside the classroom
- Organize family centered events

A family membership fee of **\$15.00** is requested from all parents. This fee will include the cost of the Christmas ornament and Teacher Appreciation gift.

A copy of the P.T.O. By-Laws may be obtained upon request at the School Office.

DIOCESAN POLICIES

CRISIS/CONFRONTATION POLICY

The safety and well being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either have occurred, are underway or may occur absent of intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
- D. A student knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows, but fails to disclose to school authorities, that another students either:
 - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - (ii) has possessed, handled, concealed or transmitted any object that could have been used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or a parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

*****CATHOLIC DIOCESE OF EVANSVILLE*****
CODE OF CHRISTIAN CONDUCT COVERING STUDENTS, PARENTS/GUARDIANS

Good Shepherd School

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare cases, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of the parent/guardian's privilege to come on the campus grounds and /or participate in the parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

CODE OF CHRISTIAN CONDUCT
COVERING COACHES
OF THE DIOCESE OF EVANSVILLE

It shall be an express condition of coaching that the coach behave in a manner that is consistent with the Christian principles of the school as determined by the school and its discretion.

These Christian principles include, but are not limited to, the following:

1. Coaches are expected to work courteously and cooperatively with the league and school to provide a Christian environment for athletic competition.
2. Coaches may respectfully express their concerns about athletics. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for coaches include, but are not limited to, all school sponsored athletic events and practices.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the coach. Temporary suspension or permanent removal from coaching responsibilities may occur with repeated infractions. It is expected that the school will document any previous infractions and corrections.

The athletic director and school administration reserve the right to determine, in its discretion, which conduct is of such a severe nature as to warrant immediate action without warning.

Approved 12-1-05
Diocesan Athletic Board

INTERAGENCY AGREEMENT

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of the discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture has verified that all schools, including private schools, which participate in the national School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. The Good Shepherd Wellness Plan is posted on the school website.

CATHOLIC DIOCESE OF EVANSVILLE
INTERNET USE POLICY AND AGREEMENT

We are pleased to bring Internet access to Good Shepherd School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

STUDENT AGREEMENT

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Good Shepherd School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. **Electronic Mail ("e-mail").** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.

7. **Copyright.** I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

PARENT AGREEMENT

As the parent/guardian of _____, I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to the attached Agreement while supervised at school.

H:\Catholic Diocese\Internet Policies\Internet Use Policy - 2007.doc

DISCIPLINARY PROCEDURES

To remain eligible as users, a student's use of the Internet must be in support of and consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville. Access is a privilege, not a right. Access entails responsibility.

Misuse of the Internet will not be tolerated. Use of the Internet in school by a student for other than school or educational purposes is misuse. Other examples of misuse include:

- * exposing others to stalking, harassment or danger of any kind;
- * exposing the school to liability for harm done to others;
- * exposing others to inappropriate material;
- * contracting computer viruses;
- * plagiarism, copyright and trade secret violations;
- * damage to computers or computer programs; and
- * any interference or disruption of school purposes or school activities.

Any violation of the policies of Good Shepherd School concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary action, including:

- * loss of computer privileges and Internet access for a length of time to be determined by the School;
- * detention or suspension; and/or
- * expulsion from school.

YOUTH PROTECTION/SAFE ENVIRONMENT

Good Shepherd School complies with the Safe Environment Program written by the Diocese of Evansville. The complete program may be found in the school office. The following page outlines the Best Practices for adults working with youth.

Any adult who plans to have contact with youth must complete the Youth Protection/Safe Environment Training and have a criminal background check. This policy affects those who plan to chaperone field trips, read to students, help with classroom activities, etc. If you have questions, please contact Mark Schuler, Youth Protection Coordinator.

BEST PRACTICES FOR ADULTS WHO WORK WITH YOUTH

Following is the text of Best Practices published in the Safe Environment Program: Framework for Youth Protection, published by the Diocese of Evansville in September 2003.

Two-Deep Leadership

Two approved ("approved" means that the Pastor knows the person and approves him or her AND the person has submitted to a criminal history background check.) adults leaders or one approved leader and a parent of a participant, both of whom must be 21 years of age or older, are required for all parish sponsored youth activities. The parish is responsible for ensuring that sufficient leadership is provided for all activities.

No One-on-One Contact

One-on-one contact between adults and youth is not permitted. In the rare situations that require personal conferences, the meeting is to be conducted in view of other adults and youths.

Note: Professional Mental Health Counselors, who are required to follow the Ethical Code of their professional discipline, State licensing requirements, and State legislation regulating professional conduct, may conduct one-on-one private counseling sessions.

The term Professional Mental Health Counselor, as used herein, means a person with a master's degree in a recognized mental health discipline, who is licensed, or supervised by a licensed professional, and is employed by Catholic Charities of the Diocese of Evansville or is officially approved by the Catholic Education Office to provide services on school premises.

Respect of Privacy

Adult leaders must respect the privacy of youth and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Separate Accommodations

When staying overnight, no youth is permitted to sleep in the room of an adult other than his or her own parent or guardian.

Proper Preparation...

...for high adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, competent supervision, and safety measures.

No Secret Organizations

The Diocese of Evansville does not recognize any secret organization as part of its program. All aspects of the youth program are open to observation by pastors, parents, and leaders. Even in cases of closed membership (i.e. Knights of Columbus Squire Circles, tec.) parents and pastors **MUST** be admitted at any time to observe the program.

Appropriate Attire

Proper clothing for activities is required. Modest dress is always required. Guidelines for appropriate attire for a given activity should be written and stated before all youth functions.

Constructive Criticism

Discipline used in youth ministry, educational, and catechetical ministry should be constructive and reflect the Church's values. Corporal punishment is never permitted.

Hazing is Prohibited

Physical hazing and initiations are prohibited and may not be included as part of any activity. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that diocesan policies are followed.

RELIGIOUS EDUCATION PROGRAM

DAILY INSTRUCTION

Good Shepherd School is very proud of the Religious Education provided by the faculty. It is a blend of traditional values and skills necessary to cope in a modern society.

Daily religious instruction includes: Sacred Scripture, theology, morality, church teachings, Christian living, prayer, worship, and Liturgy preparation.

Students also have the opportunity to participate in the Prayer Services, Way of the Cross, and the Living Rosary.

LITURGIES

Students attend Mass as a school usually on Wednesday at 7:40 a.m. Students attend liturgies on holy days. Birthdays for the month are usually celebrated on the first Wednesday of the month. Parents are always welcome to attend school liturgies.

Students are given the opportunity to plan, prepare and participate in school day liturgies as well as special feasts.

SACRAMENTS

First reception of the Sacraments of Reconciliation and Eucharist are celebrated in Grade 2.

The sacrament of Confirmation is celebrated at the high school level.

ACADEMIC PROGRAM

ACCREDITATION

Good Shepherd School is accredited by the State of Indiana. Good Shepherd School is in compliance with the same standards as that of public schools. Good Shepherd is ranked as an exemplary school by the State of Indiana.

CURRICULUM

Good Shepherd School follows the Curriculum Guidelines established by the Diocese of Evansville and by the Indiana Department of Education. All textbooks and supplementary materials are current and have been recommended by the Diocesan Textbook Committees in accord with the State of Indiana adoptions.

The Computer Lab has 30 Compaq computers and the Compass Learning Program. Students work in the lab 2 times per week integrating their class work with their lab work. Each classroom has a computer that is networked to the Computer Lab. Internet access is available in the lab and classrooms.

Good Shepherd School has a mobile computer lab with 24 lap top computers. The mobile lab is accessible to all grade levels.

Our library is computerized and books are checked in and out using a scanner and bar codes. The multi-media library is also networked with the computer lab.

The present Academic Program for grades K – 8 includes the following:

Art	Journal Writing	Reading/Literature
Computer	Mathematics	Religion
English/Grammar	Music/Band	Science
Geography	Phonics	Social Studies
Handwriting	Physical Education	Spelling
Health	Practical Arts	Vocabulary
Indiana History		

Good Shepherd School is on the same textbook adoption cycle as the public schools in the state of Indiana.

Good Shepherd School also takes advantage of the many cultural activities of Evansville and the Tri-State.

The Accelerated Reading Program and Accelerated Math are used in several classrooms.

ELIGIBILITY POLICY

The Athletic Eligibility Policy was adopted by the Evansville Diocese April 6, 2006 and applies to students in grades 3 – 8.

The athlete must not be failing any classes. Grades will be reviewed as report cards are issued whether that be on a 6 or 9 week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day the report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for three more weeks. After the second fifteen school day play and practice suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

Students who are academically ineligible at the end of the school year will be able to participate on sports teams but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

Students on all teams must be enrolled in and a current student of Good Shepherd School. Students must have parents' permission to participate in any sport.

ACADEMIC

- Students are expected to attend all classes. A student absent from classes will not be able to participate in practice or game on the day of the absence. Exceptions to the rule must be approved by the principal.
- For every two (2) detentions received during an extra-curricular season, one game/event will be missed (the first game/event following the date the second detention is issued; this does NOT include practices).
- All detentions (academic, behavior, and tardy) affect eligibility status.
- Students in kindergarten to grade 2 are expected to adhere to these same academic rules.

BEHAVIOR

- A student who serves an in-school suspension or an out-of-school suspension is ineligible to participate in extra-curricular activities for fifteen school days. A re-evaluation will then take place.
- For every two (2) detentions received during an extra-curricular season, one game/event will be missed (the first game/event following the date the second detention is issued; this does NOT include practices).
- Appropriate punishments for misbehavior at games or practices will be issued at the discretion of the coaches and reported to the principal.

HOMEWORK

Homework provides for practice of skills and applications of principles based upon work begun in the classroom. Homework should enrich school experiences and promote an interest in life-long learning, as well as stimulate individual initiative, personal responsibility, and the use of good study skills.

While the school encourages students to complete as much of their assigned school work as possible during the regular school day, some degree of assigned homework is essential. Parents are urged to *help* rather than *do* the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed.

An average amount of homework is assigned by individual teachers, and students are given some study time while at school. However, if your student spends an excessive amount of time on homework, it may be that good use of time at school is not being made. If you have any questions about homework, a call or a conference with the teacher is recommended.

Students should not wait until the last minute to complete a typed assignment. Students should not rely on school computers to print assignments that are processed at home and brought to school on a computer disk. If a student does not have access to a computer or printer outside of school, the student should contact the individual teacher assigning the work.

KINDERGARTEN

The school calendar for kindergarten will correspond with the regular school calendar. Good Shepherd School offers a full-day kindergarten program. Book/Supply/Technology fee for Kindergarten is the same as for grades 1 – 8.

Kindergartners wear the school uniform. Please read pages 24-26; should you have any questions, please call the school office.

Kindergarten students take part in a variety of field trips to enhance educational and social development. They also attend and take part in school liturgies and other religious celebrations.

A child **MUST** be five years old by August 1 to enroll in Kindergarten. This is in accordance with the 2005 law established by the Indiana General Assembly.

Registration in Kindergarten is complete when the following forms are on file in the school office and the \$100 pre-registration fee has been paid:

- | | | |
|------------------------------|----------------------------------|------------------------|
| 1) Registration form | 4) Copy of Baptismal Certificate | 7) Immunization record |
| 2) Emergency card | 5) Physical form | 8) Ethnicity form |
| 3) Copy of Birth Certificate | 6) Dental form | |

PARENT-TEACHER CONFERENCES

Each year Parent-Teacher Conferences are scheduled in October after the first quarter. Some parents need or want more than just this one formal conference during the year. An appointment may be made with the individual teacher.

PROMOTION POLICY and RETENTION POLICY

Advancement to the next grade level at Good Shepherd School is based on a student’s daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level.

Promotion to the next grade level and acceptance at Good Shepherd School depends on the successful completion of all subject areas. The administration may recommend the repetition of a grade level, tutoring, or summer classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade level. Any tutoring or summer classes will be at the parents’ expense.

Retaining a student in a grade level for the sole purpose of improving the student’s ability to participate in extracurricular athletic programs is not permitted.

REPORT CARDS

Report cards are issued four times during the school year. They will be given every nine (9) weeks, or two (2) times each semester. The Grading System has changed for the 2010-2011 school year. It will be consistent with other diocesan schools.

- 94% - 100% = A**
- 85% - 93% = B**
- 78% - 84% = C**
- 70% - 77% = D**
- 0% – 69% = F Failure**

A Mid-Term Progress Report is sent to every student in grades K-2. Grades on-line provide an ongoing report to parents.

Report Cards are to be returned within one week from being issued.

A Gold Rating and/or a Green Rating may be earned by students in grades 6-8 at the end of each quarter.

Gold Rating - Academic Honors

- High Honors All A’s**
- Honors Any combination of A’s and B’s**

An F in any subject will disqualify a student from the Honor Roll.

Green Rating - Good Conduct

To receive a Green Rating a student may not receive a behavior notice or detention notice during the nine-week grading period.

SCHOOL RECORDS

It is important that records be kept during the school career of each student. These records are used to ensure one’s just and legal privilege of obtaining an education and they must be maintained in a manner that protects the individual’s rights and privacy.

The responsibility for development, maintenance, and security of the student’s records falls to the combined efforts of students, parents, and designated school employees. The Office of Catholic Education of the Diocese of Evansville in compliance with the “Family Education Rights and Privacy Act of 1987” (Federal P.L. 93-380) has established a policy regarding Student Records for the Catholic Schools of the Diocese.

You, as the student's parent or legal guardian, have the right upon written request to inspect your child's records. If in your opinion, you find the records inaccurate, misleading, or otherwise in violation of the rights of privacy or other constitutional rights of your child, you shall have the right to a hearing to challenge the contents of the record in question.

TESTING PROGRAMS

Diocesan Testing Program

All students in grades 3 - 8 will take the ISTEP+ (Indiana Statewide Testing for Educational Progress) – the standardized test used by the Diocese of Evansville and the State of Indiana. In order to be accredited by the State of Indiana, we must comply with the same testing requirements as the public schools. ISTEP testing is administered during two separate sessions in the spring.

High School Explore Exam

This test is administered to the 8th grade students in January at Memorial High School. Results from this test, as well as teachers' recommendations, may be used for placement purposes in the freshman year of high school.

Individual Testing

Students with suspected learning disabilities or learning problems may become part of the education intervention process, which may result in testing by the Evansville-Vanderburgh School Corporation. The public school system provides limited services for GSS students who qualify with learning disabilities.

EXTRA CURRICULAR ACTIVITIES

BAND

Junior High Band is available for students in grades 6 – 8. This is a program offered in affiliation with the band program at Memorial High School. Junior High Band is an alternative to the general vocal music classes.

BOY SCOUTS

There is a round-up held at the beginning of each school year.

BROWNIES AND GIRLS SCOUTS

Information for Brownies and Girl Scouts is sent home at the beginning of each school year.

CHURCH CHOIR

Choir is available to students in grades 3-8.

CONCERT CHOIR

Concert Choir is available for students in grades 6-8.

SAFETY PATROL

The Safety Patrol program is available for students in grades 5 – 7. Students are selected on the basis of punctuality, dependability, responsibility and interest.

The Safety Patrol is monitored by the Evansville Police Department.

Many students involved in the program attend a special summer training camp sponsored by the Evansville Police Department at Camp Carson.

SPEECH TEAMS

Good Shepherd School participates in the Junior High Speech League for students in grades 6-8. Four meets and a tournament are held in October and November.

SPORTS/ATHLETIC PROGRAMS

Each student will pay a \$25.00 participation fee per sport sponsored through Good Shepherd School. This nonrefundable fee will be due at the time of registration for each individual sport. Programs offered through Memorial High School may have additional fees. It is the policy at Good Shepherd if the fee presents a hardship to the family, a scholarship may be requested through the principal.

BASKETBALL

Basketball is available for boys and girls in grades 3-8 in the winter (Oct.-Jan.)

CHEERLEADING

Cheerleading is available for girls in grades 5-8 during basketball season.

CROSS COUNTRY

Cross country is offered through a Memorial Middle School program in the fall (Aug-Oct).

FOOTBALL

Football for boys is sponsored by Good Shepherd School for grades 1-2 (flag), 3-4 (tackle), and 5-6 (tackle) in the fall (Aug-Oct). A cub football program is conducted through MHS for boys in grades 7-8.

SOCCER

Girls' soccer is available for grades 3-8 in the fall (Aug-Oct).

Boys' soccer is available for grades 5-8 in the spring (March-April).

SOFTBALL

Softball is available for girls in grades 1-4 in the spring (March-June).

TRACK AND FIELD

Track and field is available for boys and girls in grades 5-8 in the spring (March-May).

VOLLEYBALL

Volleyball is available for girls in grades 5-8 in the fall (Aug-Oct).

WRESTLING

Wrestling is available for boys through Good Shepherd for grades K-6. Boys in grades 6-8 wrestle on the Memorial Junior High Team.

Other athletic opportunities are offered by several community organizations. Good Shepherd School will provide information on those through the Thursday envelope.

ATHLETIC GUIDELINES

The Good Shepherd Athletic Committee has enacted guidelines regarding “game playing time” for students participating in sports at Good Shepherd School.

Girls Sports Playing Time Guidelines

Basketball

- 3rd and 4th Grade
Equal playing time during the regular season
During tournament, all players must play at least one quarter and sit one quarter
- 5th and 6th Grade
Minimum of one quarter or equivalent of 6 minutes
During tournaments all players must play at least 3 minutes
- 7th and 8th Grade
Playing time is at discretion of the coach

Soccer

- 3rd and 4th Grade
Equal playing time
- 5th and 6th Grade
Minimum of one quarter for each player
- 7th and 8th Grade
Playing time is at discretion of the coach

Softball

- 1st – 4th Grade
Equal playing time during the regular season
During tournament, all players will play at least 2 innings

Volleyball

- 5th and 6th Grade
Minimum of one game per match
- 7th and 8th Grade Reserve
Minimum of one game per match
During tournament, playing is at the discretion of the coach
- 7th and 8th Grade Varsity
Playing time is at discretion of the coach

Boys Sports Playing Time Guidelines

Basketball

- 3rd and 4th Grade
Equal playing time during the regular season
During tournament, all players must play at least one quarter and sit one quarter
- 5th and 6th Grade
Minimum of one quarter or equivalent of 6 minutes
During tournament, all players must play at least 3 minutes
- 7th and 8th Grade
Playing time is at discretion of the coach

Football

- 1st and 2nd Grade flag
All players must play at least 10 plays
- 3rd and 4th Grade tackle
All players must play at least 10 plays
- 5th and 6th Grade tackle
All players must play at least 10 plays

Soccer

- 5th and 6th Grade
Minimum of one quarter for each player
- 7th and 8th Grade
Playing time is at discretion of the coach

Track and Field for boys and girls

Players must attend at least one weekly practice to participate in the meet that week

STUDENT COUNCIL GUIDELINES

- Students in grades 5, 6, 7, and 8 will comprise the Student Council of Good Shepherd School.

One (1) representative will be elected from each grade in grades 5-8. Grade level elected representatives may be nominated by another student or themselves. The candidates will present a brief campaign speech to their grade level and elections will take place by secret ballot. Once the grade level representatives are elected, the students will reconvene for nominations for the ten (10) representative-at-large positions. Candidates will prepare a campaign speech and present it to the student body the following week. Elections will follow, with each student in grades 5, 6, 7, and 8 casting six (6) ballots for the candidates of his/her choice. Four (4) additional representatives will be appointed by the faculty. Once these representatives are selected, the Student Council will meet to elect its officers for the school year. Each representative will be a voting member of the Student Council and will be expected to attend the monthly meetings.

- The Student Council advisors will be teachers. The principal will attend meetings when requested.
- Student Council representatives will elect a President from the elected eighth grade representatives, and a Vice-President and Secretary from the remaining representatives.
- Once elected to Student Council, students must demonstrate responsibility, have assignments in promptly, and always represent our school to the best of their ability. They must not fail any classes and receive no more than two detentions in a year. The third detention will result in automatic removal from Student Council.
- Student Council meetings will be held once a month or more frequently, if necessary. These meetings will be conducted during the school day.
- Members must be punctual for meetings and functions. If a member is unable to attend a meeting or function, he must give a written note to the advisor in advance of the meeting or function. Two unexcused absences are reason for dismissal from Student Council.
- Eligibility rules will apply to representatives on the Student Council.
- The agenda for Student Council meetings will be set by the Student Council officers and/or advisors.

(Revised: April, 2003 and approved by Student Council)

THEATRICAL PRODUCTIONS

Christmas and Spring Programs offer opportunities for theatrical performance.

VARIOUS OTHER ACTIVITIES

Students may have the opportunity to participate in these additional programs/activities:

Accelerated Math	Lego Robotics Club	Project Business
Accelerated Reader	Liturgical Ministries	Serra Club Vocations Project
Art Contests	(choir, lector, server)	Service Projects
Catholic Schools Week	Living Rosary	Solo and Ensemble
Disabilities Awareness	Math Bowl	Speech Team
Drug Awareness Week	New Voices Newspaper Articles	Spell Bowl
Fire Prevention Poster Contest	Newspaper in Education	Spelling Bee
Fire Safety Program	Officer Friendly Program	Student Council
Fire Wardens	Poetry Contests	Writing /Essay Contests
Geography Bee	Professor Popcorn	Young Authors
Junior Achievement		

GENERAL INFORMATION

ATTENDANCE

ABSENTEE HOMEWORK POLICY

K – 5 When a student goes home sick or is absent for the day, homework will be sent home at the discretion of the teacher.

Grades 6 – 8

A student who arrives after first period is responsible for turning in assignments to the teacher(s) whose class(es) he has missed.

A student in grades 6-8 who leaves for any portion of the school day will be responsible for requesting a homework sheet from the teacher whose class he is leaving. The student must turn in assignments which are due that day to the teachers or office staff before leaving. Failure to do so may result in loss of credit or a notice.

A homework sheet will be prepared for every student who is absent. The student is to check with the homeroom teacher to receive the homework sheet the day following his or her absence. Students will be given a day to complete make-up work for each day absent. The student is encouraged to call a classmate to know assignments before returning to school. If the student is absent for more than one day, please contact the homeroom teacher.

If the student is absent multiple days, a reasonable amount of time, not to exceed five school days, will be given to have the missed work completed. The time will be at the discretion of the teacher. The time allotted for taking a missed test will be given at the discretion of the teacher. Tests and projects are announced well in advance, so a student may be required to take the test or turn in projects on the day of his return to school.

VACATION POLICY

Good Shepherd School STRONGLY encourages parents NOT to take family vacations while school is in session. We feel it is very difficult for a student to miss extended days of school and still keep up with studies. Although written work can be made up, the value of time spent in class cannot be recovered.

Written notice of impending missed days should be given to the principal and teacher at least two days prior to the leave.

Please do not expect the teacher to have work **AHEAD OF TIME**. The teacher may be able to give some assignments ahead of time, but the student must realize that he/she will have work to make up when he/she returns. Any work given before the vacation is due the day the student returns. Tests that will be missed must be made up at a time that meets the discretion of individual teachers. Projects due during the time away must be submitted at the discretion of individual teachers. Failure to turn in completed work may result in the lowering of a number grade for each day the work is late. Any exception may be at the discretion of the teacher.

ABSENTEE REPORT

To ensure the safety of the student, the school is to be notified **before 8:00 a.m. in the event of absence.** **To report absences, please call the automated attendant line: 469-2904 and press 2.** When a student has missed three (3) consecutive days, a written excuse from the doctor or in some instances the parent or guardian, is required. If parents do not call on the second consecutive day of absence, the Dean of Students will call you. All absentees will be recorded for each student.

An excused absence is granted to students for

- ◆ dental and medical appointments
- ◆ funerals
- ◆ when a parent calls the school office before 8:00 a.m.

If a student comes to school before 10:00 a.m., he is listed as tardy. After 10:00 a.m. a student is recorded as absent for one-half day. Students who leave school after 11:00 and do not return to school are recorded as absent for one-half day. Students who leave after 12:00 noon receive a full-day credit. A student who arrives after 7:30 a.m. must be accompanied to the office by a parent to sign him in. Although tardiness is not considered absenteeism, it disrupts the scheduling for the individual room and activities. To be “on time” is training in responsibility for the student and ensures good school order.

Excused and unexcused tardies will be indicated on the report card. Excused tardies do not affect Perfect Attendance.

ARRIVAL

The first bell will ring for all grades at 7:25 a.m.; and classes will begin at 7:30 a.m. ANY STUDENT ARRIVING IN HIS/HER CLASSROOM AFTER THE 7:30 A.M. BELL WILL BE MARKED TARDY.

School doors are opened at 6:55 a.m. Good Shepherd School cannot be responsible for students before that time. Supervision will be provided in the cafeteria and parish hall. Students will be dismissed to their classrooms beginning at 7:10 a.m.

Good Shepherd School clocks are set automatically from a satellite. PLEASE SET YOUR WATCHES AND HOME CLOCKS IN ACCORDANCE WITH SCHOOL CLOCKS.

BUS TRANSPORTATION

Good Shepherd School does not use bus transportation.

DISMISSAL PROCEDURES

Dismissal will begin at 2:30 p.m. All students are dismissed to the front lot. This will be done in an orderly fashion with the help of faculty and the Safety Patrol. Walkers go to the cafeteria along with the After-School Day Care students.

Students in K-2 and grades 6-8 who are picked up in the front parking lot are dismissed by the gym at the east end of the school. Students in grades 3 –5 are dismissed through the front doors. At dismissal students are to immediately go to their cars. If their rides are not in the parking lot, the students are to return to the sidewalk area by the gym entrance. Once students are in their cars, the teachers will direct the cars to begin leaving the parking lot. No cars should leave the lot before that time. Once all the cars have left the parking lot, the remaining students will be walked to the main entrance of the school. **Please be prompt with pick up as a courtesy to the staff. Students should be picked up by 2:50 p.m. or they will be sent to After School Care.**

**** If a student needs to be picked up for an appointment or parents need to get other children at Memorial High School, a request form must be on file in the school office. The student may then be dismissed to the small parking lot at the west side of the church. ****

Walkers cross Theater Drive and Stockwell Road with the Safety Patrol. It is very important that walkers respect the authority of the Safety Patrol, as these streets are very busy. Students, who do not do so, will be disciplined accordingly.

For the safety of your child, students leaving with or going home with another student MUST have a written permission from the parent. This permission must be given to the homeroom teacher.

Bicycles are dismissed with walkers. All riders must obey the Safety Patrol and use the same crosswalks as the walkers. We call to your attention that the school is not responsible for any vandalism or theft of bicycles. Bicycles should be parked in the lot behind the cafeteria. Skates and skateboards are not considered appropriate means of transportation to and from school and therefore will not be allowed.

Students are expected to leave the building in a timely manner following the dismissal bell. Students are not allowed in classrooms unless a teacher is present.

Students are not to eat any item or chew gum during dismissal times.

Students may not play in or throw snow or ice.

EARLY DISMISSAL

A student becomes the responsibility of the school once he or she enters the building until he or she leaves at the close of the school day. A child may not be dismissed early from school without the consent of the parent or guardian and communicated directly to the office. If possible, this request should be received by the office the day before the anticipated early dismissal.

TARDY POLICY

Tardies will be tracked with their own notice form.

3rd Tardy = NOTICE

4th Tardy = NOTICE

5th Tardy = DETENTION

6th Tardy = NOTICE + Parent Contact

7th Tardy = NOTICE

8th Tardy = DETENTION

Notices only accumulate during a single grading period.

DISCIPLINE POLICY

The accent on discipline at Good Shepherd School is on the positive. Students are praised and rewarded for good behavior. We expect all students to follow rules and to behave appropriately. Unfortunately, students do not always choose to do so. When students choose inappropriate behavior, we believe that they also choose the consequences that go with that behavior.

All generally accepted forms of discipline can be expected, namely oral reprimands, deprivation of pupil privileges, constructive written assignments, notices, detentions, parental consultation, suspension, and in extreme cases, expulsion. It is the responsibility of the parents not only to be acquainted with the Discipline Policy of Good Shepherd School and support it but also to encourage their children to conform to acceptable behavior patterns.

PARENTAL ROLE

Discipline is a cooperative effort between parents, teachers, teacher aides, and the school administration. Parental involvement is imperative in maintaining appropriate behavior. Parent support of school policies and actions is vital.

If parents have a problem, please contact the teacher first and make an appointment to discuss the matter. If after this discussion, satisfaction is not obtained, then the principal should be contacted.

BULLYING

Bullying is an intentional act of aggression causing embarrassment, pain or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms:

- Physical (hitting, kicking, shoving, spitting)
- Verbal (taunting, teasing, degrading social or sexual comments, rumor spreading)
- Non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message)

Bullying may constitute grounds for detention, suspension, or expulsion.

Our school embraces the following as school rules against bullying:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

DISCIPLINE POLICY

- Each teacher has the right to determine the regulations (consistent with school policy) to be followed in his/her classroom.
- The consequences for violations of classroom and/or school rules may vary according to the seriousness of the behavior, grade level of the student, repetition of the behavior, and attitude of the student. Possible consequences may include but are not limited to the following:
 - 1) Verbal warning
 - 2) Written assignment dealing with the infraction
 - 3) Job assignment
 - 4) Loss of recess
 - 5) Lunch period restrictions
 - 6) Behavior/academic notice
 - 7) Detention
- **A behavior notice, academic notice, or detention is a communication to the parents that a student has acted inappropriately.**
- The principal and/or staff have the right to opt for a lesser punishment.
- The principal and/or staff have the right to pass over one punishment for a more severe one, such as a behavior/academic notice or detention.
- The principal and/or staff may write a behavior notice or detention to any student in any grade during school or any school function.

NOTICES

Academic Notices only accumulate during a single grading period

Academic Notice

- failure to come prepared for class (books, notebooks, homework, etc.)
- missed assignment
- failure to have a “parent sign”
- failure to bring gym clothes
- any other infraction related to academics

Behavior Notices only accumulate during a single grading period

Behavior Notice

- rudeness/disrespect/defiance
- excessive talking/disruptive behavior
- damaging or defacing school property, materials, equipment
- stealing
- cheating
- use of inappropriate language or gestures
- gum/candy on school grounds without permission
- uniform violations (3)
- other behaviors judged inappropriate by school personnel

It is the responsibility of the student in grades 6-8 to return signed notices to the Dean’s office by 10:00 a.m. on the day following the issuance of the notice.

DETENTION

- After 3 Academic Notices in a single grading period, an Academic Detention will be issued and served at the next scheduled detention session.
- After 3 Behavior Notices in a single grading period, a Behavior Detention will be issued and served at the next scheduled detention session.
- After the 5th Tardy in a single grading period, a Detention will be issued and served at the next scheduled detention session. (Please refer to the Tardy Policy on page 20)
- **If an infraction is serious, a detention may be issued immediately without 3 notices.**
- Detention should be served from dismissal until 3:30 p.m. on the Thursday following the issued detention.
- Absolute silence must be observed in detention.
- The student serving detention will not be allowed bathroom or drink privileges.

- During Detention the student will be required to write something constructive and deemed appropriate by the teacher monitor.
- Detention will not be used as study period.

Failure to comply with any of the stated rules will result in another detention.

Any student not picked up after detention will automatically be sent to After School Day Care.

All detentions affect eligibility status.

The ELIGIBILITY POLICY (p. 11), states that, “For every **two (2) detentions received during a quarter, an extra-curricular game/event will be missed (the first game/event following the date the detention is issued; this does NOT include practices).”

CONFERENCES

Any student accumulating two (2) detentions during the school year will have a conference with the teacher(s) and/or teacher assistant(s) who has/have issued the detention notice(s), the Dean of Students, and the principal.

Any student accumulating three (3) detentions during the school year will have a conference with the teacher(s), the Dean of Students, the principal, and the student’s parents.

IN-SCHOOL SUSPENSION

A student may be subject to an “in-school” suspension for the fourth detention served during the school year or for other offenses. “In-school” suspensions are at the discretion of the principal. The student will receive credit for assignments and tests completed while serving an “in-school” suspension.

OUT-OF-SCHOOL SUSPENSION

An “out-of-school” suspension may be issued in rare circumstances and at the discretion of the principal. On the day the student is “out,” he/she will receive an “F” for any schoolwork missed and will not be allowed to make up the work.

**The ELIGIBILITY POLICY (p. 11), states that, “A student who serves an in-school suspension or an out-of-school suspension is ineligible to participate in extra-curricular activities for a three-week period.”

PROBATION

If a student receives an “in-school” or “out-of-school” suspension at any time during the school year, that student will then be on probation for the remainder of the year. Some behaviors may warrant immediate suspension or expulsion; this will be left to the discretion of the principal and the Dean of Students.

SUSPENSION AND EXPULSION

Decisions concerning suspension and expulsion will be made through a consultation of teachers, the Dean of Students, and the principal. The following types of student behavior MAY constitute grounds for IMMEDIATE suspension or expulsion:

- Using violence, force, coercion, threats, intimidation or other similar conduct and thereby interfering with school purposes. (The school liaison officer will be called if a student threatens anyone, even if the student says he is kidding.)
- Doing or threatening physical harm to any person in authority or a fellow student.
- Knowingly possessing, using, transmitting, or being under the influence of mind-altering drugs and/or tobacco products.
- Knowingly possessing, handling, or transmitting any weapon or object that can be considered dangerous or harmful to another. (Indiana law makes it illegal for students to possess alcohol, tobacco, and handguns.)
- Engaging in any unlawful activity (e.g. stealing, defacing property, gang activity).
- Repeatedly defying or disobeying anyone in authority.
- Sexual harassment.
- Violating the Diocesan Code of Christian Conduct or Crisis/Confrontation Policy.

The principal makes the final decision in all serious disciplinary situations. Such decisions will be made in accordance with due process procedures.

DRESS CODE

CASUAL DRESS

The first Friday of each month (unless announced differently), will be a CASUAL DRESS DAY for students. Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste. CASUAL DRESS does NOT include the following:

biker shorts	short shorts	mini skirts
sundresses	net shirts	torn or frayed jeans
bandanas	kerchiefs	hats or caps
hip hugger pants		flannel pants
writing across the seat of shorts or pants		hoop earrings larger than a quarter

Shorts and skorts are not permitted from December 1st to March 31st.

Shoes should follow the regular uniform policy. Socks must be worn.
Shirts and dresses must have sleeves with no underarm showing.
Shirts must cover the midriff even when arms are raised above the head.

The length of shorts should be determined when arms are held at the side. There should be no skin of the fingers touching the skin on the leg.

Special attention should be paid to the tightness of the shirts, shorts, or pants. If these stipulations present a problem, the uniform should be worn.

NOTE: Anything deemed inappropriate for school will be handled on an individual basis. Parents may be called for a change of clothes, or students may be required to change to uniform attire from the office.

P.E. UNIFORM

All students in grades 4-8 will be expected to “dress out” for Physical Education classes which are held twice a week. **THE P.E. UNIFORM MUST BE PURCHASED FROM SCHOOL.** It will consist of dark green mesh shorts and a gray t-shirt. Orders and payment will be taken in May. The uniform will be available at the start of the new school year. The previous light gray uniform t-shirt may be worn if the uniform is appropriate in size and neat in appearance. **For safety reasons, earrings may not be worn during P.E. class.**

SPIRIT DAY

Every Monday (and only on a Monday) the diocesan theme shirts, Catholic Schools Week, Youth Ministry, Teen Power, Memorial or Good Shepherd t-shirt or sweatshirt may be worn in place of the uniform shirt. The approved shirts are to be worn with the uniform bottom.

UNIFORM POLICY

All students are expected to observe the ordinary rules of neatness and cleanliness in dress. The school reserves the right to send home any student whose dress is deemed inappropriate for school. This includes items of apparel considered disruptive or gang related. A uniform violation will be given for infractions of the Dress Code. A Behavior Notice will be issued after three (3) violations of the Dress Code in a grading period.

**DARK GREEN ITEMS MUST BE PURCHASED FROM THE APPROVED SUPPLIERS:
ARTEX and LAND’S END**

**KHAKI, NAVY, AND WHITE UNIFORM ITEMS MAY BE PURCHASED
FROM OTHER SUPPLIERS. THESE ITEMS MUST MEET THE STYLE, QUALITY, COLOR, AND
MATERIAL REQUIREMENTS OF THE APPROVED SUPPLIERS.**

Shorts and skorts may not be worn from December 1st to March 31st.

BOYS

- Belts:** Belts must be worn with pants and shorts in grades 1-8.
Belts must be plain navy, black, or brown.
- Hair:** Hair should be kept clean and properly styled.
Hair should be no longer than the collar in the back, no longer than the bottom of the ear lobe on the sides, and no longer than the eyebrows.
Haircoloring in sharp contrast to the natural color is not permitted.
Designs shaved in the hair are not permitted.
Hairstyles or color bordering on the extreme will not be permitted. The decision will be at the discretion of the administration.
- Jewelry:** The **only** jewelry that will be permitted: a medical or religious bracelet, a simple watch, one (1) ring, and a religious medal or cross on a chain.
Body piercings and/or tattoos are not permitted.
- Pants:** The uniform pants are navy twill for **kindergarten through grade 5.**
Kindergarten students are permitted to wear pants without belt loops.
The uniform pants are navy twill or khaki twill for **grades 6-8.**
Cargo pants are not permitted.
- Pants may not be pegged, rolled up, or slit at the hem.
Pants should be worn at the natural waist.
Logos must be removed.
Navy must not be faded.
Khaki should be a medium color, not the very light shade.
- Shirts:** The uniform top may be one of the following:
1. a white long or short sleeved button-down oxford shirt
 2. a white or dark green long or short sleeved knit polo shirt
 3. a white or dark green turtleneck or mock turtleneck
 4. a white GSS knit polo shirt purchased through the P.T.O.
 5. t-shirts that are worn under the uniform turtleneck or polo shirt must be solid white with no lettering on the front or the back.
 6. shirts that are worn under the uniform shirt may not extend beyond the sleeve length of the uniform shirt
 7. sleeves on short sleeved shirts may not be rolled up
 8. shirttails must be tucked in at all times
- Shoes:** Shoes may be casual or athletic. All shoes must have a closed toe and a closed back.
Shoe laces must be tied. No Crocs are permitted.
- Shorts:** The uniform walking shorts or capris are navy twill for **kindergarten through grade 5.**
The uniform walking shorts are navy twill or khaki twill for **grades 6-8.**
Kindergarten students are permitted to wear shorts or capris without belt loops.
The length of the walking shorts is to be no more than two (2) inches above the knee.
Shorts or capris should be worn at the natural waist.
Navy must not be faded.
Khaki should be a medium color, not the very light shade.
Shorts are not permitted from December 1st to March 31st.
- Socks:** Socks must always be worn.
Socks will be white and visible above the top of the shoe.
No logos are permitted. No footies are permitted.
Tucking the sock under the heel is not permitted.

- Sweaters:** Navy, white, or dark green sweaters may be worn with the uniform. The sweater may be a plain cardigan, a plain long-sleeve pullover, or a plain pullover vest. Sweaters are not to be worn around the waist.
- Sweatshirts:** The GSS gray or dark green GSS sweatshirt may be worn instead of the uniform sweater. A uniform shirt, knit polo shirt, turtleneck, or mock turtleneck must be worn under the sweatshirt. The collar of the polo shirt must be visible. Hooded sweatshirts are not to be worn during the school day. Sweatshirts are not to be worn around the waist.
- Other:** A dark green quarter zip fleece pullover may be worn during the school day. This item must be purchased through the PTO.
- Extra:** Writing or drawing on the body is not permitted.

GIRLS

- Belts:** Belts must be worn with pants and shorts in grades 1-8. If the skirt has belt loops then a belt must be worn.. Belts must be plain navy, black, or brown with no extra decorations or designs.
- Blouses/Shirts:** The uniform top may be one of the following:
1. a white long or short sleeved blouse with a round or pointed collar. There should be no added lace, embroidery, or scallops.
 2. a white or dark green long or short sleeved knit polo shirt
 3. a white or dark green turtleneck or mock turtleneck
 4. a white GSS knit shirt purchased through the P.T.O.
 5. t-shirts that are worn under the uniform turtleneck or polo shirt must be solid white with no lettering on the front or back
 6. shirts that are worn under the uniform shirt may not extend beyond the sleeve length of the uniform shirt
 7. sleeves on short sleeved shirts may not be rolled up
 8. shirttails must be tucked in at all times
- Cosmetics:** Girls in **grades 6-8** may wear moderate make-up. – No eyeliner
No glitter make-up is permitted.
Clear nail polish and clear lip gloss are permitted.
Artificial nails, overlays, or extensions are not permitted.
- Hair:** Hair should be kept clean and properly styled.
A simple hair bow, ribbon, scrunchie, or headband may be worn.
Yarnbraids, beads, and glitter hairspray are not permitted.
All barrettes and clips must be kept to a minimum.
Haircoloring in sharp contrast to the natural color is not permitted.
Hairstyle and color bordering on the extreme will not be permitted.
The decision will be at the discretion of the administration.
- Jewelry:** The only jewelry that will be permitted: a medical or religious bracelet, a watch, one(1) ring, a religious medal or cross on a chain, one (1) small pair of post earrings for pierced ear lobes. Loops or dangling earrings, pins, buttons, or decorative jewelry are not permitted. Body piercings and/or tattoos are not permitted.
- Jumpers:** The uniform jumper is navy and may be no shorter than four (4) inches above the knee.
Tights are to be worn with the uniform jumper from December 1st to March 31st.

- Pants:** The uniform pants are navy twill for **kindergarten through grade 5**.
The uniform pants are navy twill or khaki twill for **grades 6-8**.
Polyester material is not permitted.
Kindergarten students are permitted to wear pants without belt loops.
Pants may not be pegged, rolled up, or slit at the hem.
Navy must not be faded.
Khaki should be a medium color, not the very light shade.
- Shoes:** Shoes may be casual or athletic. All shoes must have a closed toe and a closed back.
Shoe laces must be tied. No Crocs are permitted.
- Shorts/Capris:** The uniform walking shorts and capris are navy twill for **kindergarten through grade 5**.
The uniform walking shorts and capris are navy twill or khaki twill for **grades 6-8**.
Kindergarten students are permitted to wear shorts and capris without belt loops.
The length of the walking shorts is to be no shorter than four (4) inches above the knee.
Navy must not be faded.
Khaki should be a medium color, not the very light shade.
Shorts and capris are not permitted from December 1st to March 31st.
- Skirts:** The uniform skirt is navy twill and may be no shorter than four (4) inches above the knee.
Tights are to be worn with the uniform jumper from December 1st to March 31st.
- Skorts:** The uniform skort is navy for **kindergarten through grade 5**.
The uniform skort is navy or khaki for **grades 6-8**.
The length is to be no shorter than four (4) inches above the knee.
Skorts must be purchased at the approved suppliers.
Skorts are not permitted from December 1st to March 31st.
- Socks:** Socks or tights must always be worn.
Socks will be white and visible above the top of the shoe.
Navy or white knee socks or plain tights may be worn with jumpers or shirts.
Leggings are not permitted.
No lace or logos are permitted. No footies are permitted.
Tucking the sock under the heel is not permitted.
- Sweaters:** Navy, white, or dark green sweaters may be worn with the uniform.
The sweater may be a plain cardigan, a plain long-sleeve pullover, or a plain pullover vest.
Sweaters are not to be worn around the waist.
- Sweatshirts:** The GSS gray or dark green GSS sweatshirt may be worn instead of the uniform sweater.
A uniform blouse, knit polo shirt, turtleneck, or mock turtleneck must be worn under the sweatshirt.
The collar of the polo shirt must be visible.
Hooded sweatshirts are not to be worn during the school day.
Sweatshirts are not to be worn at the waist.
- Other:** A dark green quarter zip fleece pullover may be worn during the school day. This item must be purchased through the PTO.
- Extra:** Writing or drawing on the body is not permitted.

*****PLEASE PUT YOUR CHILD'S NAME ON ALL PIECES OF CLOTHING, ESPECIALLY SWEATERS, SWEATSHIRTS, GSS T-SHIRTS, AND JACKETS.*****

HEALTH and WELLNESS

HEALTH PROGRAM

Our volunteer nurse conducts the health program at Good Shepherd School. Health screenings and checks include:

1. Height and weight of all students at the beginning of the school year.
2. Vision screening of all students at the beginning of the school year
3. Hearing tests to students in grades 1, 4, and 7, and to any student who is referred by a teacher
4. Health records for all students. These are updated every year. Written documentation of a physical check-up by a physician is required for students entering KINDERGARTEN and entering 6TH GRADE. These are due by the first day of school. Physicals performed after January 1 are considered valid for the school year beginning in August of the same year.

Parents should notify the school when a health care provider makes a diagnosis of a communicable disease such as the flu, chicken pox, fifth disease, or strep throat.

Head Lice: Students may be subject to inspection for head lice when warranted. Parents will be notified should a case be diagnosed in their child's homeroom. Other precautionary measures include head checks of the students in the homerooms of siblings of the student diagnosed, bagging of pillows and stuffed animals in the classroom, wiping down the headsets in the computer lab, and notification of a locker partner. Before admittance to school after treatment, the student must be checked at the office. .

HOT LUNCH PROGRAM

The Hot Lunch Program of the school follows the federal and state guidelines governing this federal program.

The cafeteria uses the Meal Tracker Program. Your child /family will have an account which you may add money to at any time. Teachers will collect the lunch money in the classroom or you may bring it to the school office. Please put the money or check in an envelope. On the outside of the envelope, please put the child(ren)'s name and grade(s). Balance due notices will be sent home in the Thursday Envelope. **If the your account is in the negative, no extras including drink options will be permitted.**

Milk comes with the hot lunch. Water and juice are other drink options and purchased as extras.

NO SOFT DRINKS will be allowed at lunch time, either with a sack lunch from home or with the hot lunch. Please do not send anything in your child's lunch that needs to be microwaved.

Students may bring their lunch from home or eat the hot lunch. Lunches brought in from outside restaurants, such as McDonald's, are not permitted.

A student MAY NOT leave the school property over the noon lunch period unless accompanied by the parent or other authorized adult..

Forms for FREE or REDUCED lunches for families, who are on a limited income and who are eligible, are distributed to all families at the beginning of the school year and are available at the school office at anytime during the school year if a need arises.

A student on the free or reduced lunch program must pay for milk, water, or juice when bringing his own lunch.

ILLNESS

If your child becomes ill at school, you will be notified according to the information on your Emergency Card. The Emergency Card is completed at registration. It is very important that this card be kept up to date. Therefore, should you have a change of address and/or phone number during the school year, please notify the office immediately of this change.

IMMUNIZATION RECORDS & DENTAL CARE

Each child must present a written report from his/her physician concerning an updated report on all immunizations. The Federal Government is very strict in this matter and requires a summary report of these each year. Your cooperation in this matter is essential since this assures all children that communicable diseases are not spread.

All students entering Good Shepherd School must be immunized according to the requirements from the Vanderburgh County Health Department.

Indiana Law states that if proper medical forms and immunizations are not received by the first day of school, the student will be suspended from school until such time that these forms have been received.

Dental cards will be given out in the spring of each year and must be returned no later than the end of the third grading period. This gives ample time for appointments during the summer months and subsequent follow-up appointments.

MEDICATION

School personnel are authorized to administer medication to students ONLY if the following conditions are met:

- The parent or guardian of the student must deliver the medication to school in person. The prescribed medication must be in the original container bearing the original pharmacy label which includes the directions from the physician, the name of the medication, the date, and the student's name. The non-prescription medication must be in the original container with the date, the student's name, and written instructions from the student's parent or guardian. (Schools may not stock any non-prescription medications other than what a parent or guardian provides for the student.)
- The parent must sign the Authorization for Administration of Medication by School Personnel Form if prescription medication is to be dispensed on a daily basis. Medication (antibiotics, cough medicine, cough drops, eye drops, or any other medication) to be taken as needed also requires a note from the parent or guardian.
- The parent is encouraged to send limited doses of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day.
- The medication must be administered by the school employees designated by the school administration.
*** Students may carry a prescribed inhaler with them throughout the school day.**
- All medications are kept in the office in a secure location.
- At the end of the school year, **parents** must come to the office and take home all remaining prescribed medications.

WALKING PROGRAM

Students in grades K-8 are encouraged to participate in the GSS Walking Program. Students may walk in the parish hall on Tuesday, Wednesday, and Thursday from 6:55-7:15 a.m.

PROCEDURES AND POLICIES

AFTER SCHOOL CARE PROGRAM - (GAP)

Good Shepherd School provides After-School Care from 2:30 p.m. until 6:00 p.m. and operates every school day, including half days and early dismissal days. The cost is \$7.00 per child per day.

ANIMAL POLICY

Animals can pose a health risk to our students and may not be brought to school. A visit might be permitted on a rare occasion when pertinent to a lesson. In such cases, permission of the principal and classroom teacher must be obtained.

BACKPACKS

Decorative key chains on backpacks should be limited to one (1).

BIRTHDAY TREATS

Good Shepherd School is following the directive of the diocesan Wellness Policy. No birthday treats are permitted. In lieu of individual treats or gifts, a book may be donated to the library or an item may be donated to the classroom.

CLASS PARTIES

Room helpers assist the teachers with classroom parties for Christmas and Valentine's Day. Food and drink items must follow the Wellness Policy guidelines. Nutritional snacks are permitted. Each party should include no more than one food or beverage that does not meet nutritional standards.

DELIVERY POLICY

Deliveries for students from commercial vendors (i.e. cookie bouquets, balloons, candy, or flowers) will not be accepted. Such deliveries cause a disruption to the academic program, put undue pressure on the other students, and may cause a safety hazard to the student body.

ELECTRONIC DEVICES POLICY

Electronic devices including but not limited to TVs, radios, CD players, iPods, MP3 players, recorders, computer/electronic games, cameras, and laser lights are not to be brought to school.

Cellular phones must be "off" and remain in the backpack, purse, or locker. These devices should not be used on school property unless in a case of extreme emergency or with permission of a supervising adult. Students are not permitted to use the phones to call home for homework or other forgotten items.

Good Shepherd School is not responsible for any lost or broken items.

A teacher may give special permission for a student to read and listen to audio books. Permission to listen to an audio book in one class does not guarantee the same privilege in every class.

FIELD TRIP POLICY

Field trips are a privilege afforded to students; no student has an absolute right to a field trip. All field trips must be approved by the principal.

Students may be denied participation in field trips for the following:

- Accumulation of detentions both academic and behavior (Gr. 4-8)
- Consistent poor academic effort or poor behavior (K-3)
- Excessive absences or tardies
- In or out of school suspensions
- Multiple failing grades

Exceptions may be at the discretion of the principal.

Field trips must have an educational or cultural value, adequate chaperones, and employ licensed and insured carriers. Teachers will request chaperones on an as needed basis using the volunteer sign up sheets. Some trips may involve an expense.

In order to participate, students must submit the require permission form which has been signed by the parent(s) or legal guardian. Telephone calls or notes cannot be accepted. Parents have the right to refuse to allow their child to participate in a field trip.

GIFT EXCHANGES

Gift exchanges among individual students should be done outside of the school setting.

Invitations to individual parties may only be passed out a school if everyone in the class is being invited. If a select group is being invited, the invitations should be mailed from home.

HALL PROCEDURES

Students are expected to observe courtesy at all times when walking in the hallways.

- Students should walk in a single line and stay to the right of the hallway.
- Upper grade students should wait and allow lower grade students to pass if both groups are in the hallway during the same period of time.
- Lower grade teachers will hold their students briefly before entering the upper grade section when upper grade students are changing classes.
- Students should keep talking to a minimum, respecting those students having class.
- Students are to observe good manners and show respect to visitors at all times.

LOCKERS

Decorating the outside of lockers is not permitted. Names tags are provided by the homeroom teacher. Any other name tags must be with the permission of the homeroom teacher or principal.

LOST and FOUND

The student's name should be written on all clothing items and other belongings such as lunch boxes. Any items found in the school building or on the school grounds will be brought to the school office and put in the Lost and Found tub. During the first week of the month, items will be placed on a table in the school lobby. Items not claimed will be donated to charity.

PEST CONROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods. Pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

PLAYGROUND REGULATIONS

General Rules

- Students are never allowed to leave school property without being accompanied by the parent.
- Students are to ask permission of the teacher on duty to re-enter the building during the recess period if an emergency arises. (When using the restroom, enter the door by the school office.)
- Students are to stay away from the gas meters, electric boxes, and classroom windows.
- Students are to SIT on swings. Only one (1) student per swing. No standing on, jumping from, twisting, hand holding, feet joining, nor abdominal swinging while on the swings will be allowed.
- Students are to slide feet first on the slide. No standing up, no flipping on the bar before going down, and no climbing up the slide will be permitted.
- Students may cross the monkey bars with hands only. No sitting, standing, lying, nor hanging upside down on monkey bars will be permitted.

- Students are NOT permitted to play tackling games of any kind.
- Students are not permitted to dig in the dirt or lie on the ground at any time.
- Students are not permitted to retrieve balls that go into the street or in the trees. An adult on duty should be asked to help.
- Students are not permitted to use hard balls such as golf balls or baseballs.
- Students are not permitted to use obscene or distasteful language or gestures on the playground at any time.
- Students are to take their assigned places on the playground when the bell rings ending recess.
- Students are to enter the building quietly after recess.
- Students are NOT permitted to have food or chew gum on the playground, as well as in school during school hours, unless given permission by the teacher.
- Students are never permitted to throw rocks, sticks, tire pieces (from under the equipment), snowballs, ice, or any hard objects during recess, SRB, or dismissal.

Indoor Rules

- Students are not permitted to run, skip, throw any objects, or jump rope.
- Students will speak in a conversational tone of voice.
- Students are to ask permission of the teacher on duty to leave the classroom.
- Students are to obey any additional rules stated by the teacher.

SEARCH POLICIES

Student Searches

The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches

School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

SEVERE WEATHER

Good Shepherd School will follow the decisions of the Evansville-Vanderburgh School Corporation (EVSC) with regard to closing or delaying school due to inclement weather. In case of weather delays/cancellations or disaster emergencies, the public media will advise what the school situation will be for that day. If severe weather develops after the children have arrived at school and necessitates early dismissal, such dismissal will be announced via the public media. **Good Shepherd School uses School Reach, a school/home communication tool by which each family will be notified directly by phone or e-mail.**

When school is canceled or not in session due to weather, extra curricular activities and meetings will also be canceled.

Fire drills, disaster drills, and lockdown drills are conducted as required during the school year. The teachers and pupils are trained to know what must be done in the event of a particular type of drill or disaster. All students and adults in the building are expected to follow the procedures for the particular type of drill.

TELEPHONE POLICY

Students may use the phone ONLY in case of an emergency and with the permission of the administration or teacher. **Calling home for forgotten homework, lunch, gym clothes, etc. will NOT be permitted.** Students who forget their lunches may eat in the cafeteria.

Cellular phones are to be "off" and kept in the backpack, purse, or locker. **These devices are not to be used on school property unless in case of an extreme emergency or with the permission of a supervising adult.**

THURSDAY ENVELOPES

Thursday Envelopes are a means of communication between the school and home. Various information items are sent home each Thursday with the youngest child. Parents are to sign the envelope and return to school before the following Thursday. If the envelope is not returned, the parent must request the weekly information from the office.

VISITORS

In the interest of school security, ALL visitors MUST check in at the office through the main entrance of the school. The far west door at the main entrance is the only door accessible to visitors throughout the school day. Visitors should ring the buzzer on entering. After signing in, a visitor sticker will be issued.

The front doors are locked when students are present. Parents and others needing entry into the building after 3:30 are to go to the west door of the cafeteria off of Stockwell Road and ring the buzzer.

Unnecessary classroom interruptions disturb instruction. Accordingly, parents are to leave forgotten lunches, books, etc. at the office. Items will be delivered to the student at an appropriate time.

WEBSITE - www.gsparish.org

The parish/school website is the main communication tool for school information. Some of the items accessible online include:

Calendars Forms Lunch Menu Nutrition Nuggets Student Handbook
Teacher Websites Weekly Newsletter (Ram Gram)

If internet access is not available, hard copies of information will be supplied. Please notify the school office with the request.