

**The Good Shepherd School
Student and Parent Handbook
2024 -2025**



1839 Agriculture Street
New Orleans, LA
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Website: www.thegoodshepherdschool.org

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The following required forms must be completed and turned into the office by the end of the first week of school.

Required Forms for Signatures

- Computer/Internet Policy and Procedures Sign-off Form
- Discipline: Personal Conduct of Students
- Student Cell Phone Policy
- Photography Release Form
- Parent-School Mutual Agreement to Decrease Tolerance for Violence
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The Good Shepherd Nativity Mission School

School Year 2024-2025

Section One: Introduction

Catholic education is an expression of the mission entrusted by Jesus to the Church he founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action (To Teach as Jesus Did, November 1972). The policies and procedures contained in this handbook are a result of a concerted effort to provide guidelines and assistance to the students and parents of this school. This information has been carefully prepared to assist you in knowing and understanding the policies of *The Good Shepherd Nativity Mission School* and to solicit your continued support and cooperation. Education is a partnership made up of student responsibility, parent responsibility, and school responsibility, but a student's success in this school is directly related to his/her continued and consistent efforts. **Note: School leadership reserves the right to amend the Student Handbook at any time during the course of the school year with the approval of the Board of Directors.**

School History, Mission, Philosophy, and Goals

History

Responding to the needs of the poor in inner cities of large urban areas, the Society of Jesus (the Jesuits) began in 1971 to establish Nativity Schools across the United States. These schools are dedicated to providing a quality education for children of all faiths from families living below the poverty level in inner-city neighborhoods, with tuition paid by others. In New Orleans, Fr. Harry Tompson, S.J. and the community of Immaculate Conception Parish had the vision to establish the Good Shepherd Nativity Mission School in 2001. The school is based on the belief that all children are valuable and can achieve excellence, and that an answer to our city's web of violence, poverty, ignorance and racism is a community-based, community-driven school where the family, church, community and school are responsible for the education of the children and for the school's success. Father Tompson died four months before the school opened. Today there are over 60 Nativity-type schools throughout the United States. Since 2001, the school campus has occupied 353 Baronne Street. On August 1, 2018, The Good Shepherd School occupied 1839 Agriculture Street in a new, state of the art facility.

Mission Statement

The Good Shepherd Nativity Mission School seeks to help low-income, urban youth realize their fullest potential as productive members of society, by providing them with an extended day, year-round, quality education, integrated with personal, moral and spiritual development, and continued guidance during the students' further education.

The Judeo-Christian values, which have inspired the Nativity model, include a respect for the dignity and potential of each person, a responsibility to assist the poor and those in need, a strong sense of community within the one family of God, and obligation to promote a society characterized by social justice. In the Nativity model, students are enrolled without regard to race, color, religion, or ethnicity.

Philosophy Statement

The Good Shepherd Nativity Mission School believes that school is an essential institution in a child's life. The school is a form of community life conducive to the formation of desirable traits in children – spiritual, inquiring, social, and democratic. The school must be the center of equal participation and intelligent inquiry in the form of free, cooperative activities involving the solving of problems genuinely suited to the child's interests and capacities.

To this end, our school is an embryonic, Catholic community, permeated throughout with the spirit of service, and providing our students with the instruments for effective self-direction – spiritual, cognitive, and emotional – which will lead to the deepest and best guarantee of a more harmonious larger society.

School Goals

We believe that parents are the primary guides of their child's education. We encourage parents to adopt a consistent and positive dialogue with their child. In the spirit of oneness, we strive to maintain open communication among students, administration, faculty and parents, thereby fostering the growth of the community.

Spiritual: Good Shepherd seeks:

- ❖ To witness to students as living examples of Christian faith, trust, and love
- ❖ To provide religious instruction by means of classroom religion program along with daily prayer, prayer services, and monthly mass

Intellectual

- ❖ To provide opportunities for students to master basic skills, especially in Language Arts and Mathematics
- ❖ To foster good study habits and reverence to see a task through to completion
- ❖ To provide opportunities to experience learning through the Arts and Humanities
- ❖ To encourage an atmosphere of concern for the individual in recognition of each child's innate abilities and potential
- ❖ To use a variety of approaches in teaching so as to reach every child.

Social

- ❖ To promote an atmosphere conducive to self-acceptance and self-discipline
- ❖ To promote respect for all people through honesty and non-violent conflict resolution
- ❖ To encourage students and families to respond to the needs of others
- ❖ To foster concern for the environment and global awareness
- ❖ To inspire awareness of interdependence through cooperative learning activities.

Emotional

- ❖ To encourage students to develop positive self-images.

Physical

- ❖ To demonstrate good health habits as a means to a sound mind and body
- ❖ To provide opportunities for the development of coordination and motor skills for work and play.

Section Two: School Policies

Section Two: School Policies

Admission

The Good Shepherd School participates in the Louisiana Scholarship Program and does not discriminate on the basis of sex, race, color, national or ethnic origin, or disability, if with reasonable accommodation the applicant can meet the program requirements, in administration of its educational policies, admissions policies, athletic programs, or other programs. Confidentiality: Members of the school community commit themselves to maintaining professionalism and discretion with regard to any confidential information they receive.

If a student is seeking a transfer to GSS, after the scheduled placement round concludes or through a Student Tuition Organization (STO such as Arete, ACE, Aspiring Scholars, and/or Son of a Saint), GSS reserves the right to administer an assessment test, prior to admission, to determine the skill level of the student. Based on the results of the assessment test, prior academic performance, and/or prior LEAP scores (if applicable), GSS will determine whether or not the student will be granted admission.

This decision will be communicated to parents and acceptance of an offer of admission and/or recommended academic placement may be a condition of enrollment. This does not apply to students placed at GSS through the scheduled LA Scholarship process. Note that this only applies to students who are seeking to transfer after the One App process closes. In reviewing LEAP scores, it should be noted that the State of Louisiana states that mastery level indicates full readiness for the next grade.

Children with Special Needs

The Good Shepherd School will make every effort to assist students who have special needs within the reasonable resources of the school. However, the school **does not** have a Special Education Program. The only service available is speech therapy provided through **New Orleans Parish School Board**. Should the student require resources that the school is unable to provide (i.e. Small group teaching methods, 1:1 services, and/or any other expanded services), the school reserves the right to confer with the parent regarding the student's continued matriculation. The school will make every effort to assist the parent with determining a more appropriate and supportive school environment.

Admission Requirements

Admission

To enter Good Shepherd, K-7 parents must apply through the **application located on the Louisiana Believes website**

<https://webapps.doe.louisiana.gov/publicapps/scholarshipsonlineapp>.

In order to complete the online application, interested parents **must provide proof of residency, proof of income to school personnel or the LA Department of Education**, prior to the closing date of the application, in order to have the application verified.

Age, Residence, Lunch Program Requirements upon Admission

- Each child must meet the age requirement by **September 30** of the school year. All PreK4 students must be four years old by September 30. All Kindergarten students must be five years old by September 30.
- Parents / guardians must provide proof of residence in the state of Louisiana.
- Parents / guardians must provide proof of Income.
- Students must qualify for free or reduced lunch programs according to the Federal guidelines.

Agreement with School Policies

- Parents/guardians **must fully support and agree with** the stated mission and educational philosophy of the school. They must also agree, **in writing**, to abide by **all policies presented in this handbook**. In the event that parents refuse to follow all policies in the handbook, or are consistently abusive, to school personnel, either verbally or physically, they will be asked to immediately remove their children from the school.

Divorced Parents and Guardians

- The school will furnish information, records and report cards and will release the student only to the custodial parent or legal guardian. Parents or guardians must furnish a certified copy of the Court Order establishing custody or control. No visitation by the non-custodial parent shall take place on school grounds.

False Information

- Any evidence of the providing of false information regarding household income, or falsification of information, or intent to deceive through information furnished or withheld will be considered grounds for an immediate review of the student's enrollment and/or referral to the LA Department of Education's Scholarship Program authorities, if the child has been admitted prior to discovery of such evidence.

Interview

- All parents and/or guardians of new students are required to participate in an intake interview as part of the school's registration process. This interview may include but not be limited to academic records and conduct records of the student.

Louisiana Scholarship Program

- The Good Shepherd School participates in the Louisiana Scholarship Program. Parents who are awarded a state scholarship **must follow all the requirements of this program and must sign all required documents.** For all continuing students at Good Shepherd, parents **MUST PROVIDE Proof of income and proof of address annually as requested by the LA Scholarship program.**

If students are in a terminal grade (PreK4 or 7th), parents must complete an application through the:

- NCAP system - <https://enrollnolaps.com>
- LA Believes Scholarship Program <https://webapps.doe.louisiana.gov/publicapps/scholarshipsonlineapp>.

Other than those terminal grades, **no further application is needed.** Our office staff is available to assist parents in filling out the online application and/or responding to inquiries.

- For students accepted for admission beyond kindergarten, final report cards and/or LEAP scores from all prior grades completed are required for registration.
- For students applying for kindergarten, any and all records/report cards from preschool or day-care programs are required for registration.
- Verification of income and address as described and outlined by the LA Scholarship program must be provided at registration.
- Immunization records and/or Waivers of Immunization are required at registration.

Attendance

According to the State of Louisiana, *“Any student who is a minor and is habitually absent or tardy must be reported to the family or juvenile court as a truant child. Private school students are considered habitually absent or tardy when they have been absent or tardy for more than five days in any month without parental approval and the private school has filed a written report documenting the instances and the results of school contact with the home.”* **Good Shepherd School follows the attendance laws of the State of Louisiana.**

Absences

- **Students may not miss more than 20 days of school.** Any student missing more than 20 days of school **will be retained** in their current grade. **Failure to correct this problem could eventually result in the student’s dismissal from school.**
- Any (5) unexcused absences per quarter or ten (10) unexcused absences in a semester will result in a mandatory parent/guardian meeting **with the Administrative Team.**

- A student **must bring** an official document from a doctor's or dentist's office upon returning to school after an absence in order for the absence to be excused. For the absence to be excused, the note must pertain to the child. The note must contain the **dates the student was absent** and a **brief explanation for the absence**. If the student has been under medical care he/she must bring documentation from the doctor's office. If a student appears to exhibit the signs of a communicable disease, the school reserves the right to have a parent/guardian pick their student. The student must present a doctor's note stating they are able to return to school. **If the student was absent because of a communicable disease (pink eye, ringworm, chicken pox, etc.), she/he must present a doctor's certificate upon returning to school.**
- Parents/guardians **must email Ms. Ancar at cancar@gssnola.org before 9 am** to report their child's absence each day the child will not be in school.

*****PRE KINDERGARTEN ONLY - PREK 4 STUDENTS MAY NOT BE CHECKED OUT EARLIER THAN 2PM, UNLESS THEY ARE GOING TO A SCHEDULED PHYSICIAN'S APPOINTMENT. IF THEY ARE CHECKED OUT PRIOR TO 2PM, THEY WILL BE MARKED AS ABSENT FOR THE ENTIRE DAY, AS FULL DAY ATTENDANCE IS MANDATORY ACCORDING TO THE LOUISIANA DEPARTMENT OF EDUCATION.*****

Early Departure from School

- Occasionally, it may be necessary for the school to initiate early dismissal. When this occurs, the parent/legal guardian will be notified as soon as possible. If students will be leaving school early at the parent/guardian's request, the **Early Release Book** must be completed by the parent/guardian before leaving with the child. **ALL students must be signed out before leaving. Early departure is treated as an unexcused absence unless documentation is provided. (example, if there is a doctor appointment).**
- Withdrawing students early interferes with the required school day for Good Shepherd students, which begins at **7:30 a.m. and ends at 3:00 p.m.** (Monday thru Friday) and 4:00 p.m. during extended day schedule. An early withdrawal, which interferes with the school day will be treated in the same manner as a tardy and will follow the same procedure. See **Tardy Policy**.
- All students **must be signed out** if they are leaving school before the regular dismissal time. **In the interest of maximizing smooth transition times and an efficient dismissal, No student will be allowed for early dismissal after 2:30 pm. Doctor's notes will be needed to check out students after 2:30pm.**
- Children will be released only to individuals listed on the Emergency Card unless there is a written note notifying the school. Those picking up a student **will be asked to show identification**. If the person who is picking a student up is not on the pickup list; the student will not be released until we receive verbal permission from a custodial parent.

Tardiness/ Late Arrival

Tardies for students grade Pre-K through 7:

Students are required to attend school and classes on time each day. Punctuality is a measure of responsibility, and the Archdiocese of New Orleans and NOLA Public Schools deems it important that all students learn the value of being punctual.

Justification for tardiness is very limited. Tardies will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by the Archdiocese of New Orleans and NOLA Public Schools. Class participation is an integral part of students' learning experiences, therefore, parents/guardians and students are strongly encouraged to schedule medical appointments during non-school hours.

- **Punctuality is extremely important.** The Good Shepherd School day begins at 7:30 am. Students arriving after **8:05 a.m.** will be considered **tardy**. For students who are tardy, a parent or guardian of the student must sign their student in at the front office and receive a Tardy Admission Slip. Parents must sign in their student at the front office. Students are not permitted to enter the building alone when arriving tardy. This is an important safety precaution that all parents must follow. The school building opens at 7:30 a.m. for our scholars. Students may not be left unattended outside for safety reasons.

Tardies will accumulate during the school year. For each tardy that occurs within a school year, the following consequence(s) will apply.

Tardy five(5) times in any Quarter	Conference with student, Parent and Social Worker.
Tardy ten(10) times in a Semester	First Truancy letter sent home. Conference with student, parent, Social Worker and Assistant Principal. Referral to the School Academic Team (SAT).
Tardy twenty(20) or more in a year may result in the following actions	Second Truancy letter sent home, parent conference scheduled, and referral to Families in Need of Services (FINS). Referral to the juvenile justice system. Possible retention or expulsion.

School Academic Team (SAT): Attendance and tardies are monitored closely throughout the school year. Truancy letters and unexcused absences will result in a referral made to the Families in Need of Services (FINS) program. FINS will review the student's attendance history, interview the parents and student, and make various recommendations to which the parents and student must adhere. If these recommendations are not followed and the student continues to accrue unexcused absences and tardies, FINS can turn the case over to the district attorney's office for legal action. Students may also be referred to FINS for chronic discipline problems as well.

Withdrawal Procedures

- When a child withdraws from Good Shepherd Nativity Mission School, the school should be notified by the parent/guardian in writing as soon as possible. All textbooks and/or other materials loaned by the school should be returned to the school office, and **any money**

owed to the school must be paid before records are released. Parents may receive immunization and health records from the office, if requested. However, academic records will be mailed or faxed to the new school when the appropriate request form, from the new school, has been received by Good Shepherd.

General Information

School Supplies

Parents/guardians must provide school supplies. A list of required school supplies will be provided for each grade level. Parents/Guardians purchase the **school uniform** from Schiro's School Time and a durable **school bag**. It must be a backpack, no rolling backpacks are allowed.

Arrival and Dismissal Procedures

School Day Hours

- **7:30 a.m. to 3:00 p.m Monday thru Friday.**
- **7:30 a.m. to 4:00 p.m. Monday thru Thursday during extended day schedule.**
- **The side entrance gate and carpool line will close at 8:00 am**

The school will open at 7:30 a.m. Do not bring your child before this time. For the safety of your child and the carpool circle, we request that all children be picked up and dropped off at the New Orleans Street side entrance. Please **do not drop** your children off before **7:30 a.m.** and leave them unattended/unsupervised. This is a dangerous practice and Good Shepherd **will not accept responsibility** for students dropped off before the gate opens at 7:30 a.m. Please **do not** pull your vehicle into the faculty parking lot during arrival or dismissal.

Students **will not be released** to anyone other than the registered parent/guardian, or to another adult authorized in writing by the parent/guardian and listed on the student's information card on file in the office.

After the carpool gates are closed, all students must be signed in the front office. Students are not allowed to be admitted late at school without a parent/guardian sign in. Drop offs are not permitted.

Dismissal Times and Procedures

Parents/guardians **must pick up** their children at dismissal on time. **Dismissal Time is 3:00 p.m.** Monday thru Friday. (4:00 p.m. Monday thru Thursday **during Extended day schedule**). **Every Friday is 3:00 p.m. dismissal.**

A late fee will be assessed for any student not picked up by 3:20 p.m. (or 4:20 p.m. during the Extended day schedule). All students drop off and pick up will be done thru carpool circle on New Orleans Street. After the gates are closed, the parent/guardian must come and sign them out in the front office.

A late fee notice will be sent home with your student and all fees must be paid for the student to receive his/her report card at the end of the quarter. The fee is \$1.00 per minute after 3:20 p.m. or 4:20 p.m. during extended day. This fee is per child not per family. Please abide by all arrival and dismissal procedures. If any family has a recurring issue with dismissal procedures, administration will schedule a meeting with said family.

Birthdays

Birthday celebrations will be coordinated with the student's teacher via email or phone at least 72 hours in advance before the event takes place. Any coordination less than 72 hours will be denied by the Assistant Principal. Teachers must receive approval of the birthday celebration by the Assistant Principal/Principal prior to confirming with the parents. For safety and privacy reasons, parents / family members are not allowed to participate in the school birthday celebration. Only cupcakes, individual ice cream, possibly individual bags of chips and individual gift bags are permitted. Balloons are not permitted into the building.

Breakfast, Lunch and Supper Program

Good Shepherd School participates in the Federal Meal Program. There is no charge for breakfast, lunch or supper. **Breakfast will be served from 7:30 a.m. - 8:00 a.m. Students are allowed to bring a simple bag lunch that DOES NOT REQUIRE THE USE OF THE MICROWAVE. Example of a simple bag lunch would be a lunchable, a sandwich with fruit, small bag of chips, capri sun or juice that size. STUDENTS ARE NOT PERMITTED TO BRING IN OUTSIDE BREAKFAST. If you or your child chooses to not eat the school's breakfast options, they must eat breakfast before coming to school. Students IN PRE-KINDERGARTEN AND KINDERGARTEN ARE THE ONLY STUDENTS PERMITTED TO EAT BREAKFAST INSIDE OF THE CLASSROOM. ALL OTHER GRADE LEVELS WILL EAT BREAKFAST IN THE CAFETERIA. AS A REMINDER HOWEVER, BREAKFAST IS OVER AT 8:00 AM FOR ALL STUDENTS! Only breakfast and dinner are allowed to be eaten in the classrooms. Any snacks or drinks outside of lunch time will be confiscated and not returned to the student. This is a violation of the Federal Meal Program guidelines that GSS must adhere to at all times.**

Items absolutely NOT PERMITTED: Bottle drinks(plastic or glass), Takis or other excessively hot chips.

Custody

Custodial Parent

- Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the court order must be given to the school and will be kept on file with the student's records. In the absence of a legal document to the contrary, a child may be released to either parent.

Non-Custodial Parent

- The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Electronics/Cell Phone Policy

Electronic devices, including but not limited to cell phones, **headsets, games, etc., are not to be brought to school.** Students who violate this policy **will have disciplinary action** and will have their electronic device confiscated. Confiscated electronic devices **will only be returned** to parents after a conference has been held with the administration. See Cell Phone policy below.

****** No cell phone usage is allowed during the school day.******

EFFECTIVE IMMEDIATELY, ONLY STUDENTS THAT WALK HOME, RIDE PUBLIC TRANSPORTATION OR IS SIGNED UP FOR DISMISSAL VAN SERVICE ARE PERMITTED TO HAVE CELL PHONES ON CAMPUS. THESE PHONES WILL BE PICKED UP DAILY AS THE STUDENTS WILL HAVE TO SIGN THEM IN AND THEY WILL BE HOUSED IN THE OFFICE. NO OTHER STUDENTS WILL BE ALLOWED TO HAVE A CELL PHONE ON CAMPUS WITHOUT WRITTEN APPROVAL FROM THE PRINCIPAL/ASSISTANT PRINCIPAL.

STUDENTS THAT VIOLATE THE CELL PHONE POLICY WILL BE SUBJECTED TO THE FOLLOWING DISCIPLINARY ACTIONS:

- 1ST OFFENSE - Parent Conference
- 2ND OFFENSE - Saturday Detention and Parent Conference
- 3RD OFFENSE - SUSPENSION, BEHAVIORAL CONTRACT
- 4TH OFFENSE - EXPULSION

- NO ACTION BY THE SCHOOL WILL BE TAKEN IF A STUDENT BRINGS AN UNAUTHORIZED CELL PHONE TO SCHOOL IF LOST OR TAKEN.

Emergencies

Emergency Conditions Outside of School Hours

- In the event of severe weather or other conditions which may warrant school cancellation **WWL-AM (870) radio and television (Channel 4)** are the official news of school closings. The Good Shepherd School will be included in the Archdiocese listing of schools. An additional email alert from the school will be sent through ALMA. It is imperative that parents / guardians keep his or her phone number and email address up to date.

Emergencies Involving the Health and Well-being of Students

- Emergency information must be given to the school for each student and will be kept on file. If a child becomes ill during the school day, the parent or guardian will be notified. If the parent cannot be notified, other persons listed on the Emergency Card will be contacted. If there is a life-threatening event, the school will call **911**.
- **It is the parent's responsibility to notify the school of any changes on the emergency information card.** Please contact the office with any address, telephone number; emergency number changes as soon as they occur.
- Students with serious injuries or major health concerns (loss of consciousness, new onset of seizures, etc.) will be taken to the hospital via EMS for emergency medical care and the parent/guardian will be notified immediately. Parents of children with moderate to severe injuries (major cuts, bruises, etc.) will receive notification via phone and an Incident Report Form will be completed.

- Parent timely response to calls from nurse/front office

Drill / Process

- Fire Drill
- Tornado
- Active Shooter

Emergency Preparedness

- To anticipate various emergencies, the teacher will explain and practice the procedures for emergencies that might occur. An Emergency Preparedness Plan has been developed for the school.

Fire Safety

Fire drills are conducted on a regular basis throughout the school year. Prior notice need not be given. Students and staff are to follow the fire drill instructions when exiting the building and returning. Evacuation will be signaled by the fire alarm or by the intercom. Diagrams of evacuation routes are posted throughout the building. Students should familiarize themselves with alternate routes in the event fire blocks the regular route.

Severe Weather/Hurricanes/Tornadoes

In case of severe weather, such as tornadoes, students and staff are to move into designated areas in the classroom against the wall. Students must always follow the directions of the teacher/staff. Try to get as far away from windows as possible. Follow all procedures and safety precautions.

Field Trips

Yearly permission slips will be sent home for field trips and various monthly activities. It must be signed by the parent/guardian and returned to school by the designated date. **An updated emergency phone number must be provided on the permission slip.** If the written form is not received, the child will not be allowed to go on the field trip. **No verbal permission is allowed.** All school rules and policies apply on field trips. As the date for the field trip gets closer and you do not wish for your child to attend the field trip, there will be a form for you to complete for the option to not attend the field trip. **Only students in good discipline standing will be allowed to attend field trips.**

First Aid and Medication

First Aid

The teacher who observes an incident leading to an injury completes an accident report form. These forms are completed for incidents that result in cuts, bruises, or in which students are obviously hurt while in school. For all injuries that require care above and beyond basic first aid, the student will be brought to the school nurse for care of injuries. **The school nurse is on campus from 8:00 a.m.- 3:15 p.m. daily.**

Medication

GSS adheres to strict regulations regarding medications in our school. Our policies mirror those of Louisiana state policies for schools. Our policies are as follows:

- All medication in the school setting must be ordered by a physician or dentist on a Louisiana Medication Order Form. Parents must also sign an additional form agreeing to school medication policies and authorizing medication administration. These forms can be obtained from the front office or the school nurse.
- Medication must be in a container acceptable by pharmacy standards. Clear instructions for the administration of medication must be provided. **Medication that is ordered as a ½, ¼ tablet, etc. must be cut by the pharmacy. The school will not accept whole tablets that are not ordered as such.
- All medication which is to be administered routinely at school must be brought to the school office by a parent/guardian. All medications must be signed in and out by the parent and a school witness. All medications will be stored in the nurse's office.
- Forms must be filled out by both the parent and the doctor each year and a medication plan must be developed with the school nurse. **Students may not carry their own medication.**
- **Students in grades 3rd - 7th will be permitted to carry their inhalers on them with written consent from their parent/guardian. We strongly advise that parents in these grade levels sign the consent form.**
- Antibiotics and over the counter medications may not be brought to school by the student. However, parents or designees may come to the school to administer such medicines. Students will be called out of class to the office for a parent to administer the medicine.
- In the event of a short term illness, parents should keep their child at home or plan to come to school to administer necessary medication. Any questions on these policies should be directed to the school nurse.
- The first dose of any medication should always be administered at home so that parents can observe for adverse reactions.
- In compliance with Act No. 624 in Senate Bill No. 119, the school nurse and/or trained school employees are allowed to administer an auto-injectable epinephrine to respond to a child's anaphylactic reaction.
- If a student brings medication to school, the medication will be confiscated and kept locked in the nurse's office. If the child's parent does not retrieve the medication from the school within 1 week, the medication will be discarded.

Medication Labeling

1. Prescribed medications should be delivered to the school in the original pharmacy-acquired container which includes the following items:
 - Name, dosage, route, and time of medication that **matches exactly** the instructions from the Medication Order Form
 - Prescription number and date the prescription was dispensed
 - Name of student
 - Name, address, and telephone number of their physician.
 - Last name and initials of pharmacist
 - Cautionary auxiliary labels, if applicable

2. Pre-packaged (over the counter) medications must also have a pharmacy label with the information listed above. In addition to this information, the following must be visible on the bottle or the label:
 - Drug name, dosage, strength, and quantity
 - Name of manufacturer and/or distributor and Manufacturer's batch and lot numbers

Parental Responsibilities Regarding Medications at School

Parents are responsible for initiating the request to have medications administered during the school day. Medications may only be administered at school if they are ordered to be administered during school hours. The request for administering medication at school must include:

1. A signed physician or dentist Medication Order Form for each medication to be given
2. A completed and signed parental consent to GSS medication policies and authorizing the administration of each medication

Parents and/or legal guardians are responsible for supplying and delivering all medications and medication supplies (glucometer, etc.) to be given at school in the original containers which have been labeled and filled by a Louisiana-licensed pharmacist using acceptable pharmaceutical labeling standards. The medication and supplies must be delivered to the school nurse and signed in. Empty medication containers will **not** be sent home with students. This is to protect the student's health information in the event that the student misplaces their container. Parents must pick up empty inhalers for proper disposal at their pediatrician's office or pharmacy. Parents are responsible for medication pick up at the end of the school year. Any medication not picked up within 2 weeks of the last day of school will be disposed of.

Procedure for Sickness or Injuries during School

If a child becomes ill or injured during the school day, the parent(s) or legal guardian will be notified. If the parent/legal guardian cannot be reached, the next person on the Emergency Card will be contacted. An injured child requiring more than basic first aid will be sent to the nurse for assessment and care. An incident report will be completed by the staff member who witnessed the injury/accident. The school nurse will notify the parent if the injury is above and beyond a normal childhood scrape or fall, whether in written communication or a phone call. Parents will always be called and notified of a serious accident. If an injury or illness is life-threatening, the nurse or staff member will notify 911 and request EMS. The student's family will be notified immediately afterwards. Children with serious injuries or illnesses (ex: broken bones, fever >104 degrees) will not be sent home on the bus or in vans. If a parent or family member cannot pick the child up by the end of the day, EMS will be notified.

Student's with fever >100.4 degrees or multiple episodes of vomiting or diarrhea will be sent home and may not return to school until they have been fever/symptom-free **without medication** for 24 hours. Students who come to school with a suspected communicable condition (ringworm, pinkeye, etc.) **will be removed from the class**. This is for the safety of students and teachers. Parents of this child will be contacted to pick the child up and seek medical attention. The student may only return to school with a doctor's note verifying that the student is no longer contagious and may return to school.

Lice

Students must be lice/nit free to attend school. If your child is sent home with head lice, your child must be declared lice/nit free by the nurse before returning to the classroom. If you have any questions concerning treatment, the nurse has information available.

Required School Uniform for students

Pre-K 4 - Boys

- Green GSS polo shirt
- Navy blue shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black velcro tennis shoes (Mandatory)
- White or gray undershirt / t-shirt may be worn under school shirt

Pre-K 4 - Girls

- GSS smock dress
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black velcro tennis shoes (Mandatory)
-

Kindergarten - Boys

- Green GSS polo shirt
- Navy blue shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor velcro tennis shoes (Mandatory)
- White or gray undershirt / t-shirt may be worn under school shirt

Kindergarten - Girls

- GSS jumper
 - White button down blouse
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armor velcro tennis shoes (Mandatory)
 - White or gray undershirt / t-shirt may be worn under school shirt
-

1st grade - Boys

- Green GSS polo shirt
- Navy blue shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor velcro tennis shoes (Mandatory)
- White or gray undershirt / t-shirt may be worn under school shirt

1st grade - Girls

- GSS jumper
 - White button down blouse
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armor velcro tennis shoes (Mandatory)
 - White or gray undershirt / t-shirt may be worn under school shirt
-

2nd grade - Boys

- Green GSS polo shirt
- Navy blue shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor tie-up tennis shoes
- White or gray undershirt / t-shirt may be worn under school shirt

2nd grade - Girls

- GSS jumper
 - White button down blouse
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armor tie-up tennis shoes
 - White or gray undershirt / t-shirt may be worn under school shirt
-

3rd grade - Boys

- Green GSS polo shirt
- Navy blue shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor tie-up tennis shoes
- White or gray undershirt / t-shirt may be worn under school shirt

3rd grade - Girls

- GSS jumper
 - White button down blouse
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armor tie-up tennis shoes
 - White or gray undershirt / t-shirt may be worn under school shirt
-

4th grade - Boys

- Navy blue GSS polo shirt
- Khaki shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor tie-up tennis shoes
- White or gray undershirt / t-shirt may be worn under school shirt

4th grade - Girls

- GSS skirt
 - White oxford shirt with GSS logo
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armor tie-up tennis shoes
 - White or gray undershirt / t-shirt may be worn under school shirt
-

5th grade - Boys

- Navy blue GSS polo shirt
- Khaki shorts or pants
- Black or navy blue belt (Must be worn daily)

- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor tie-up tennis shoes
- White or gray undershirt / t-shirt may be worn under school shirt

5th grade - Girls

- GSS skirt
 - White oxford shirt with GSS logo
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armor tie-up tennis shoes
 - White or gray undershirt / t-shirt may be worn under school shirt
-

6th grade - Boys

- Navy blue GSS polo shirt
- Khaki shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor tie-up tennis shoes
- White or gray undershirt / t-shirt may be worn under school shirt

6th grade - Girls

- GSS skirt
 - White oxford shirt with GSS logo
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armortie-up tennis shoes
 - White or gray undershirt / t-shirt may be worn under school shirt
-

7th grade - Boys

- Navy blue GSS polo shirt
- Khaki shorts or pants
- Black or navy blue belt (Must be worn daily)
- White, Navy Blue, Hunter Green or Black crew socks
- Solid black or black and white Under Armor tie-up tennis shoes
- White or gray undershirt / t-shirt may be worn under school shirt

7th grade - Girls

- GSS skirt
 - White oxford shirt with GSS logo
 - White, Navy Blue, Hunter Green or Black crew socks
 - Solid black or black and white Under Armor tie-up tennis shoes
 - White or gray undershirt / t-shirt may be worn under school shirt
-

Please Note:

- **For safety reasons, high-tops, boots, $\frac{3}{4}$ high tops, crocs, slippers, and slides are NOT ACCEPTABLE.**
- Students may **only** wear the GSS sweater, GSS sweatshirt or jacket in class and inside the building. Other outerwear **will not be allowed to be worn inside the building which includes, but not limited to sweaters, sweatshirts, jean jackets, or any garment with or without a hood.**

- Students may only wear dark colored jackets/coats to school during the winter months. Any apparel with any other school logo or jackets with other types of logos are **NOT ACCEPTABLE**.

Uniform Notes/Violations

- **Grooming:** Cleanliness and neatness is expected of all students. The uniform must be kept in good condition. Shoes must be clean at all times. Blouses and shirts are to be kept clean, soil free, ironed, and mended throughout the school year as needed. Blouses and shirts must be worn inside of skirts and pants. Missing buttons are to be replaced.
- **Boys Hairstyles:** Student's hair must be groomed at all times. Students will not be allowed to attend school with hairstyles that are distracting to other students or have other exotic haircuts including, but not limited to such designs as: Mohawks, faux hawks, lines, strips, rows, logos, letters, etc. that are outlined in the hair. "Tails" or "V's" will not be permitted. Student's hair color must be their own natural color, no purple, green, blue or any other color in any section of the hair is allowed. No streaks, rinses, or dyes are allowed. No ponytails are allowed.
- **Girls Hairstyles:** Hair must be combed out (not wrapped). Students will not be allowed to attend school with hairstyles that are distracting to other students. Hair may only extend two inches up or out. **For safety reasons, any length beyond the shoulders must be pulled back.** Extreme stacks, fades, razor designs etc., hair glitter and extraordinary hair coloring are not appropriate for school and may not be worn. Hair fasteners should be simple and only the colors of the uniform (**white, blue, green, or black**). Hair ornaments are not allowed including beads, glitter or gold clips and accessories. Narrow headbands or ribbons may be used and only in the colors of the uniform (**white, blue, green, or black**). Headscarves, bandannas, studded headbands or hair rollers may not be worn to or from school. Student's hair color must be their own natural color, no purple, green, blue or any other color in any section of the hair is allowed. No streaks, rinses, or dyes are allowed.
- **Jewelry:** Ornate jewelry of any type (gold chains, bracelets, or rings) is forbidden. Girls may wear one pair of small stud earrings or hoops the size of a nickel or smaller. Due to safety concerns, no hoop danglings or earrings allowed. They may not wear straws in their ears. Boys are not allowed to wear jewelry such as earrings, nose rings, chains, or any other type of jewelry.
- As earrings are not permitted the only earring plugs for boys are the invisible clear plastic stud earrings.
- **No smart watches of any type are allowed.**
- Students wearing jewelry that is not allowed by the school will be sent to the school office to leave their jewelry there until the end of the day. The school is not responsible for the loss or damage of such items.
- **Labels:** All clothing **must be labeled** with student's first and last name.

Students **must strictly adhere** to the uniform policy.

- Girls (all grades) may **only** wear small stud earrings or hoops the size of a nickel or smaller. Boys (all grades) are not allowed to wear earrings or the invisible clear plastic stud earrings.
- Fingernails must be trimmed at all times and may not extend a quarter of an inch beyond finger or thumb.

- No perfume or cologne may be worn at any time.
- Boys must wear a belt at all times with properly fitting pants. Too tight, too short, baggy or oversize fitting pants are not permitted.
- Pick combs, chopsticks, and rhinestones may not be used in school. They will be confiscated and discarded.
- Body piercing of any part of the body other than ears (for girls) is not allowed. **Tattoos of any kind are not allowed.**
- Any student coming to school or any school function with any type of inappropriate or non-compliance hairstyle will be sent home until they return in compliance with school policy.
- **Make-up/fingernail polish:** Students are not permitted to wear make-up, nail polish (of any color), acrylic tips, overlays, false nails, lipstick, lip gloss, eyeliner or sculptured nails. The length of the nails may not exceed ¼ inch from flesh to tip.
- Students may not have gold/silver teeth. Only silver teeth are allowed if it involves dental work.
- **Student Dress Down Guidelines** - Dress down day participation is encouraged, but not required. Students who do participate in dress down days, however, are required to participate fully and in compliance with the established rules for that day. Students may not partially participate (e.g., wear regular uniform plus just tennis shoes). Students who choose not to cooperate will be asked to change or call home to receive appropriate clothes and shall forfeit the privilege of participating in future dress-down days for the rest of the school year.
- Dress-Down Days guidelines are as follows:
 - For grades PK 4 - 7. . .Shirts are specifically identified by the school such as (Sports, Holiday, etc...) with full-length blue jeans (no skorts, jeggings, tights or Capris; jeans may not be overly tight) Jeans cannot have holes, rips, slits, etc.
 - Shirts may not have any questionable writing, slogans, or pictures on them.
 - For safety reasons, no slides, sandals or crocs. If in doubt, wear the regulation school shoes. Grades who typically wear Velcro-fastened shoes should wear that type of shoe. Students who choose not to participate are to wear the full, regular school uniform.

Search

A school official may search a student's desk or belongings (including but not limited to handbag, book bag, and any kind of tote bag) if there is a reasonable belief that stolen and/or illegal objects or substances are being concealed. Likewise, a search may be conducted when there is a reasonable belief that a violation of a school rule, related to the maintenance of discipline in the school, has been committed.

1. The students are warned in writing (student handbook) or orally (before an assembly and in class at the beginning of the school year) that belongings will be searched periodically for neatness and/or for the purpose of maintaining discipline and order.

Visitors, Volunteers, Parents

All visitors must report to the office to sign in and obtain a visitor's name tag or badge, which must be worn throughout the visit and returned to the office at the end of the visit.

Section Three: Academic Life of Students

Students are instructed in the following core subjects daily: *Writing/Grammar, Reading, Math, Science, and Social Studies*. Students will also be instructed in *Religion, Art, Physical Education, and Spanish*. Intervention in Math and ELA will also be offered to students on a daily (or in some cases twice daily) basis. The Grading Scale used for students is as follows:

Grading Scale for Kindergarten-Seventh Grade:					
A+	98-100	A	96-97	A-	94-95
B+	92-93	B	90-91	B-	87-89
C+	84-86	C	80-83	C-	78-79
D+	75-77	D	72-74	D-	70-71
F	69-below				

Academics

Academic Awards

Principal's Honor Roll:

- An "A" average in all subject areas, including Conduct.
- A student that has a "B" in any subject **does not qualify**.

Beta Honor Roll:

- A "B" average in all subject areas, including Conduct.
- A student that has a "C" in any subject **does not qualify**.

Perfect Attendance: This award is given for perfect attendance for school days. Awards are given each quarter of the regular school year. Students with more than 5 tardies **do not qualify**.

Good Shepherd Spirit Award

This award is to recognize a 7th grade student that demonstrates the school's values. This student practices kindness, shows respect, acts safely and works responsibly in all they say and do. This student shows exemplary character and outstanding personal qualities through their behavior and actions towards all members of the Good Shepherd community.

Most Outstanding Good Shepherd Student Award

This is the highest award given to a 7th grade student at The Good Shepherd School. This is to recognize the student that exemplifies the highest academic achievements, exemplary character and personality traits.

Quarter-Based School Year

Good Shepherd School uses a quarter-based system that divides the school year into four parts. Report cards will be distributed at the end of each quarter. Progress reports will be distributed halfway through each quarter. Report cards and progress reports will be sent home through ALMA.

Middle School Exams

Students in grades 6th and 7th will take exams at the end of each quarter. Exams will take place during the regularly scheduled class period for each subject.

Curriculum and Instruction

Curriculum: Classroom and School Environment

Spiritual formation is primary. The classroom environment is to provide for a space that is both sacred and special to the student. The classroom environment reflects the Gospel Message through the Catholic character of the school, through the physical appearance of the classroom, and the interaction of the teacher with the students and the students between themselves. The classroom setting is to be conducive to learning. The teaching methods and demeanor of the teacher should provide an environment that encourages learning and affirms students.

Parent/Teacher Conferences

It is important for parents/guardians to attend scheduled (3) Parent/Teacher Conferences. Please refer to the school calendar for the exact dates of Parent/Teacher Conference Days. The parents of students that are in danger of failing **will be required** to attend an additional **scheduled mandatory conference**. An **Academic Plan of Action** for those students will be established at that time. A parent/guardian or teacher may also request a conference throughout the school year, as needed. ***However, parents cannot see teachers without an appointment and no discussions will be held at drop off or at dismissal.*** Conferences are **not allowed** while the teacher is teaching or on duty. Parents/guardians wishing to schedule a conference **must call the school** to make the necessary arrangements. **NO PARENTS ARE PERMITTED IN THE CLASSROOM** during class instruction.

Progress Reports and Report Cards

Progress reports are issued midway through each quarter. Report cards and progress reports will be emailed. Parents can request a hard copy to be sent home by calling the school office. Parents need to have an active ALMA account in order to receive academic reports. Please refer to the school calendar for exact dates of your child's progress report. Report cards will be discussed and given to a parent/guardian on Parent/Teacher Conference Days. The fourth quarter report card will be sent home with the student on the last day of school and emailed through ALMA. Families with outstanding balances will not receive final grades until all financial obligations are met. This includes any late fees, field trip fees, etc.

Academic Probation

If a student earns a D in one or more subjects during any grading period, they will be placed on academic probation. A conference with a parent or guardian will be mandatory.

504 Eligibility and Adjustments

The Good Shepherd School will make every effort to assist students within the reasonable resources of the school. However, the school does not have a Special Education Program. NOLA Public Schools will provide speech related services to qualified students. Referrals can be made for academic concerns to the Student Assistance Team (SAT) which will determine 504 eligibility and adjustments. Should the student require adjustments that the school is unable to provide, the school reserves the right to determine that the student's placement in the school is not appropriate.

Promotion/Retention of Students

After consultation with the teacher and parents/guardians, the final recommendation concerning the retention of a child rests with the school administration. If a student fails one core subject, they must do credit recovery during summer enrichment. If a student does not pass credit recovery, they will be retained. If a student fails two or more core subjects they will be retained. School

administration will review grades, LEAP scores, and all diagnostic data (NWEA MAP and LEAP 360 results) and discuss with parents when students are not progressing toward mastery. If the child's lack of progress seems due to behavior, academics and /or health problems that *The Good Shepherd School* is not equipped to address or to provide the necessary services for the students success, parents may be advised to choose another school with a program better suited for their child's needs.

Summer Session

Returning students in PreK4 thru 6 are **expected to attend** the summer program. Students will participate in a variety of academic, enrichment, recreational, and cultural activities. Specific details about the summer session will be communicated with parents/guardians separately at a later date. This includes those students who are required to attend credit recovery in order to fulfill their academic requirements at GSS.

Section Four: Discipline Policy

Code of Discipline

Good order is absolutely essential for active learning. Therefore, we will not tolerate any interference with a teacher's right to teach or with a student's right to learn. Any student who does interfere with either of these rights will be given consequences based on the ladder of consequences. See below.

The Good Shepherd School believes that one of the most important aspects of education is the development of *self-discipline*, which is the key to self-control, orderliness, and the formation of Christian character. In order to provide our students with a positive climate for learning, The Good Shepherd School will continue to emphasize the importance of self-discipline and expects all students to comply.

Good discipline begins in the home and is supported by the school. Parents are indeed the first teachers and are called to develop in the child good behavior and proper attitudes toward school.

Ladder of Consequences

Purpose

The purpose of this system is for teachers to use as a supplement as they attempt to reconcile situations with students as they administer consequences for negative behaviors. While there will be times when a teacher has to disregard the steps and simply call an administrator to take care of a situation, we want to intentionally use the system as we aim to be *firm, fair, and consistent*.

Level 1: Minor Infractions

The following offenses are considered minor offenses:

- Talking when asked not to
- Sleeping
- Uniform infraction that can be fixed immediately
- Getting out of seat without permission
- Off task

- On website that is not connected to the class

1st Offense = Redirect

2nd Offense = Official Warning

3rd Offense = After School Detention

4th Offense = Parent Conference

5th Offense = Saturday Detention

Level 2: Major Infractions

The following offenses are behaviors that warrant a Write-up

- Inappropriate language
- Lewd behavior
- Major disruption to the learning environment
- Disrespect/Defiance
- Uniform violation
- *Cheating

1st Offense = After School Detention

2nd Offense = Saturday Detention

3rd Offense = Assistant Principal's Office

Level 3: Major Infractions

The following offenses are behaviors that teachers should have administrators address immediately.

- Five or more Minor Offenses
- Fighting/Assault to a student or teacher
- Biting
- Continuous disrespect
- Continuous Defiance
- Possession of prohibited items
- Violate electronic contract
- Vandalism

All Level 3 Offenses goes to the Assistant Principal's Office

Behavior Contract

Once a behavior contract (or behavior intervention plan) is put into place for a student, the parent must sign the document before the student will be able to come back to school.

Dismissal Policy

Any student who is dismissed from The Good Shepherd School will have to wait one calendar year before he/she can apply to return. For example: a 2nd grader who is dismissed cannot come back until they are going into the 4th grade. Any parent who wishes to appeal a dismissal decision must contact Mr. Tommy Moran, President of The Good Shepherd School, at tmoran@gssnola.org

Expulsion Policy

Any student who is expelled from The Good Shepherd School is not eligible to return to The Good Shepherd School. Any parent who wishes to appeal an expulsion/dismissal decision must contact Mr. Tommy Moran, President of The Good Shepherd School, at tmoran@gssnola.org

Discipline: Forms of Abuse or Harassment

Abuse and Neglect of Minors

By law, school leaders and the teachers have a responsibility to report incidents of apparent child abuse or neglect and cooperate with authorities in relation to the situation. The teachers and/or staff will comply with this law and will report the information to appropriate authorities.

Sexual Harassment

Based on the teachings and moral principles of the Roman Catholic Church, The Good Shepherd Nativity Mission School seeks to provide a school environment, free from any and all sexual conduct deemed inappropriate. Should any student engage in any inappropriate conduct that violates the teachings and principles of the Church, the school reserves the right to take whatever disciplinary action it deems appropriate for any student. Sexual harassment includes behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with a student's school performance. Sexual harassment takes on different forms not limited to, but including, the following:

- **Verbal:** sexual innuendos suggestive comments, jokes of a sexual nature, threats, etc.
- **Non-Verbal:** sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- **Physical:** unwanted physical contact, including touching, pinching, brushing the body, and pushing.

Whatever form it takes, it is insulting and demeaning to the recipient and will not be tolerated. The nature and extent of any violation will determine the disciplinary action. Should such a situation occur the student is to report it to his/her teacher immediately.

Discipline: Other Expectations For Students

Hall Pass

- Students may leave the classroom only when in real need and with the permission of the teacher. When leaving the classroom, the student **MUST** carry a PASS with them for the entire time he or she is out of the classroom.

Personal Items

- Students assume the responsibility for the loss or damage to their clothing, equipment, books, etc. The school will make every effort to protect all personal property but we will not assume responsibility. **Large sums of money or articles of real value should not be brought to school.**

Purses

- No student is allowed to have a purse or handbag on them at any time. Purses or handbags must be kept in the student's book bag at all times.

Lunchroom/Cafeteria

- Students are to enter the cafeteria at your assigned lunch time. Students are allowed to use an appropriate noise level, monitored by the teacher on duty, sit in assigned seating areas and remain seated unless given permission by a faculty or staff member.

Playground/Recess time

- Students are to play in the designated areas. No Rough play is allowed as someone may get injured.

Restrooms

- Students may only use the school restrooms with the permission of the faculty/staff member and must have a pass unless students are in the cafeteria. Students are responsible for the care and cleanliness of the restrooms. The restrooms are not places to play, socialize or *"hang out."*

School Office

- Students are permitted to come to the school office with permission from a faculty/staff member and must have a pass. All students are to stop at the front desk to receive permission to go to any office beyond the threshold of the back offices.

Stairwell and Halls

- Students are to move up and down the stairwell and halls on the right hand side silently using appropriate behavior. Horseplay is not allowed in the building and particularly in the hallways and stairwell.

Telephone Use and Messages

- Students are permitted to use the school telephone before the instructional day begins and after school with explicit permission from a faculty/staff member.

Expectations

1. Follow faculty/staff directions the first time.
2. Remain on the playground unless you are escorted by a faculty/staff member.
3. When the bell/whistle rings - ALL play STOPS. Walk quietly to your line.
4. Recess is a privilege which is earned through making appropriate choices.
5. No physical contact of any kind. This includes pushing, kicking, hitting, biting, or play fighting. Absolutely NO FIGHTING - you will be sent to the Assistant Principal and your parents will be called. At The Good Shepherd School, we know how to solve our disagreements in a positive, peaceful, and respectful manner.
6. Snacks and lunch are to be taken and eaten at the lunch tables only - not the playground.
7. Always clean up after yourself. Keep our school looking clean.
8. No gum.
9. No playing or loitering in the restrooms.
10. Play in designated areas only.
11. Do not bring equipment from home(footballs, baseballs, etc).
12. Be a good sport. Everyone is welcome when playing games - No closed games.
13. Always use appropriate language. Name-calling, put-downs, threats and or slurs of any kind are not tolerated and are not a part of the Solana Ranch culture.
14. Play games that are safe - (faculty/staff discretion):

- Flag or touch football only.
 - Physical contact sports are not to be played.
1. Students are not allowed inside the school building unless accompanied by a staff member.
 2. Wash hands and sit at the assigned table.
 3. Do not share food, lunch cards, or purchase food for other students.
 4. Talk quietly while eating. Remember to be polite and use your manners.
 5. Raise your hand to use the restroom or get a drink.
 6. Table areas must be completely cleaned prior to being dismissed to your teacher.

PLAY STRUCTURE RULES: ONLY FOR STUDENTS IN GRADES PreK - 1ST GRADES

1. Pull-up/Monkey Bars - no sitting, standing, or flips off of bars. One direction on the bars; no chasing, tag jumping, or pushing others.
2. Slide - Slide down feet first only; no running or crawling up the slide or across the slide. One person at a time.
3. No throwing sand, wood chips or rocks.
4. Gymnastic activities are not permitted.

GAMES NOT ALLOWED:

1. Pushing and pulling on other students.
2. Games that involve tackling.
3. Handball against the school.
4. Hard baseballs or golf balls
5. Any game that endangers another student (faculty's discretion).
6. Any toys from home – i.e. cars, dolls, hand-held video games or electronics of any kind, including music devices, cards (baseball/trading), sticker albums, skateboards, or weapons of any kind, toy or real, are ever permitted. Do not bring anything that is unsafe or disrupts the learning process.

Computer and Internet Use: Policies and Guidelines for Good Shepherd Students

- Students are to use the Internet to access text or images only for school assignments given by a teacher.
- Students are not allowed to use personal web based email accounts on any computer at the Good Shepherd School.
- Students are not allowed to participate in chat rooms, discussion groups, or access newsgroups on the Good Shepherd School computers.
- Students may play educational games on school computers when given permission to do so by a teacher or school employee; however, students are not allowed to play recreational games on school computers. Any usage of an unassigned or unauthorized website will result in disciplinary action.

- Students are not allowed to register online for products or services, sign up for mail lists, join online clubs or groups, or participate in online contests.
- Students are required to use electronic networks appropriately for school assignments. Misuse of software and networks can come in many forms, but can be viewed as any information or messages sent or received that indicate or suggest pornography, violence, racism, sexism, unethical or illegal solicitation, or inappropriate language.
- Students are not allowed to modify default settings in web browsers to bypass security or inappropriate content blocking software.
- Students are expected to use computer equipment in a safe and proper manner, and to protect and preserve all school property.
- Students are to follow the instructions of their teachers, instructional aides, library and computer lab staff, and other school employees with respect to using computers, software or online networks.
- Parents must agree to adhere to the policies and accept the terms and conditions stated above.
- Students must understand that the Internet and computer software are to be used for educational purposes only. They must understand that any violation of the above provisions may result in disciplinary action, the revoking of their personal student user account, and any appropriate legal action. They agree that they will not hold their teachers or Good Shepherd School responsible for or legally liable for materials distributed to or acquired from the Internet. They agree to report any misuse of the Internet to the school authorities.
- Teachers will use the Internet and the computer network and software for educational purposes only. They will instruct the student on the acceptable use of computers and the Internet.

*** ANY VIOLATION OF THE COMPUTER AND INTERNET USE POLICY WILL RESULT IN A DISCIPLINARY ACTION THAT RANGES FROM SATURDAY DETENTION TO EXPULSION.**

In School Suspension/ Out of School Suspension

- The student will remain out of school for the period designated and may not participate in any school activity (including field trips, special events, etc.) The student will be removed from normal classroom activities but assigned schoolwork. When the suspension is over, **all ordinary activity will be resumed.** Any schoolwork missed during the period of suspension **must be made up by the student.** It is the student and parent's responsibility to contact the teacher through email to make up any work within the first week of the student's return from suspension.
- Any student that returns to school from Out of School Suspension must have a parent/guardian bring them back to school for a Mandatory Parent Conference with the Assistant Principal or a designee from the Principal.
- The student may be placed on disciplinary probation- this means the student is not allowed to participate in ANY outside school activities, sporting events, field trips, Fun Fridays, etc.
- Student Behavior contracts may be mandatory and consequences can range from suspension to expulsion.

- *Please note* As it pertains to Fighting, if any student throws a punch, regardless of the circumstances, this WILL result in out of school suspension. Also, if a student instigates a fight, he or she WILL be placed in out of school suspension.

Disciplinary Probation/Behavior Contract

A conference will be held to discuss specific expectations for improvement, which will include the student being placed on a **Behavior Contract**. Specific improvements will be outlined in the behavior contract. Follow-up conferences may be held to discuss improvements or lack thereof.

If significant improvement has not been noted within a set time limit or if another violation occurs, it will be necessary for the student to withdraw from *The Good Shepherd School*.

Expulsion

Expulsion is an extreme measure. It occurs when the school can no longer work with a student due to his/her conduct in school. Any student, who has continually committed discipline infractions, will be summoned before School Leadership with his/her parents to discuss the prospect of expulsion.

Students will be **automatically expelled for the following **Major** offenses:

- Any action deemed by the Assistant Principal or Principal to seriously endanger the health and well-being of students, school personnel/staff members, or any other person. This includes any form of behavior that is deemed as an assault or considered injurious to another. Law officials will be notified if necessary.
- Willful defiance of school rules or any other offense which is not in keeping with the philosophy, mission, and goals of the school, and which the Assistant Principal and school leadership deems to be sufficient cause for expulsion.
- Use of illegal drugs or alcohol or distributing of these on school campus or at any school activity.
- Possession of a firearm
- Misuse or unintended use of any electronic device, including but not limited to cell phones, ipads, ipods, laptops, etc. This includes pictures, videos taken on or off campus if you identified as representing The Good Shepherd Elementary School. This also includes communicating this to others or any social media or email platform.
- *Credible threat to any member of the GSS community- regardless of the intent or nature of the threat*, if a student communicates in any way (verbal, physical, drawing, social media) a threat to another, it is a serious matter and will result in immediate expulsion.

****Please be aware that all disciplinary infractions and consequences will be reviewed on an individual basis by school leadership of Good Shepherd School. Both the Assistant Principal and the Head of School have to sign the expulsion form in order for a student to be expelled. In order to appeal, you will need to contact Mr. Thomas Moran, our school's President.****

School Discipline: Code of Conduct for Parents

Parents are **expected** to contact the school when there is a problem that needs to be discussed and resolved. Parents are **considered** our partners and **will be given** the proper respect they deserve as

their child's first teacher. Parents are **expected to return** that respect to the teaching staff, school personnel, and administration.

Note: The kind of behavior that is considered counterproductive and the kind that goes against our mission **cannot** and **will not** be tolerated in our school. We will always try to resolve issues with our parents whenever disagreements occur, and we will do so respectfully. In our school, there is **absolutely** no room for inappropriate behavior whether verbal or physical. At no time will we yell at parents, grandparents, or guardians, or speak to them in a harsh way, and we expect to be treated in the same manner. In the event that the kind of behavior described here does occur by parent(s) or guardian(s), and it is determined by the school that a reasonable and amicable solution cannot be reached between home and school, at that time your child will be expelled from **The Good Shepherd School**.

School Discipline: Parent/Guardian Rights and Responsibilities

We regard parents and guardians as partners with the school in the education of their child. Therefore, a parent or guardian may always request an appointment for a conference with a teacher. The conference must be scheduled for a time other than when the teacher has classroom responsibilities.

When a teacher or administrator contacts parents or guardians to arrange a conference concerning their child, it is the parent/guardian's responsibility to be available to discuss the situation as soon as possible, so that any problems can be resolved quickly and satisfactorily. Without such cooperation, the school is hampered from doing its job effectively for all students and parents are unable to be fully informed about situations affecting their child's development.

Parental Involvement: Parents as Our Partners

At the Good Shepherd School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators. Therefore, it is your right and duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. A major part of your responsibility as a parent involves a commitment to helping your child recognize God as the greatest good in his/her life. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these ideals are nurtured by the example of good Christian morality and by an honest, personal relationship with God in your family life.

As partners in the educational process at **the Good Shepherd School**, we ask parents to set rules, times, and limits. We also ask parents to remain steadfast and consistent, so that your child will:

- Get to bed early on school nights
- Arrive at school on time and be picked up on time at the end of the day
- Be dressed in uniform according to the school dress code **daily**
- Complete **all** class assignments and homework assignments on time

We also ask parents to:

- Actively participate in school activities such as Parent-Teacher Conferences and special student holiday events. .
- Notify the school with a **written note from parent or doctor's certificate** when the student has been absent for several days/week
- Notify Ms. Ancar at cancar@gssnola.org by **9:00 a.m.** on the morning the student is going to be absent
- Notify the school office of any **changes of address** or **important/emergency phone numbers**
- Treat teachers and school staff with **respect and courtesy and in a professional manner.**
- Inform the school of any special situation regarding the student's well-being, safety, and health
- Complete and return to school any requested information **promptly**
- Read school notes, newsletters and any communication thru Alma system
- Ensure all required paperwork and financial balances are returned to school by the deadline requested.