

# **PARENT/STUDENT HANDBOOK**

**ACADEMIC YEAR  
2009-2010**

**Good Shepherd Catholic School**

**Rev. Robert Williams  
Pastor**

**Gail Richardson-Bassett  
Principal**

**214 South Garland Avenue  
Garland, TX 75040  
972-272-6533**

**According to the standards of TCCED some regulations may change. If, during the course of the school year, a situation arises that is not addressed in the handbook, the principal, in consultation with the pastor, is empowered to implement procedure that supports the common good of the school community. Good Shepherd Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.**

A poem from the book, *The Power of Positive Students*  
By Dr William Mitchell and Dr. Charles Paul Con  
~exemplifies the importance of the home/school relationship~

I dreamed I stood in a studio  
and watched two sculptures there.  
The clay they used was a young child's mind  
and they fashioned it with care.

One was a teacher ~ the tools she used  
were book, music, and art.  
The other, a parent, worked with a guiding hand  
and a gentle, loving heart.

Day after day, the teacher toiled with touch  
that was careful, deft and sure.  
While the parent labored by his side  
and polished and smoothed it o'er.

And when at last their work was done  
they were proud of what they had wrought.  
For the things they had molded into the child  
could neither be sold nor bought.

And each agreed they would have failed  
if each had worked alone.  
For behind the parent stood the school  
and behind the teacher, the home.

~ AUTHOR UNKNOWN ~

# Table of Contents

<b>IMPORTANT PHONE NUMBERS.....</b>	<b>8</b>
<b>MISSION STATEMENT.....</b>	<b>9</b>
<b>VISION STATEMENT.....</b>	<b>9</b>
<b>PHILOSOPHY.....</b>	<b>9</b>
<b>OBJECTIVES.....</b>	<b>10</b>
<b>PARENT CODE OF RESPONSIBILITY.....</b>	<b>10</b>
<b>SCHOOL CODE OF RESPONSIBILITY.....</b>	<b>11</b>
<b>CHRISTIAN CHARITY.....</b>	<b>11</b>
<b>ACADEMIC GUIDELINES.....</b>	<b>11</b>
<i>CONFERENCES.....</i>	<i>13</i>
<i>CURRICULUM.....</i>	<i>14</i>
<i>GRADING GUIDELINES.....</i>	<i>14</i>
Progress Reports.....	14
Report Cards.....	14
<i>GRADUATION.....</i>	<i>15</i>
<i>GUIDANCE PROGRAM.....</i>	<i>15</i>
<i>HOMEWORK.....</i>	<i>16</i>
<i>NATIONAL JUNIOR HONOR SOCIETY.....</i>	<i>17</i>
<i>PROMOTION AND RETENTION.....</i>	<i>18</i>

<i>ACADEMIC PROBATION GUIDELINES</i>	18
<b>DISCIPLINARY PROBATION GUIDELINES</b>	<b>18</b>
<b>PROMOTION GUIDELINES</b>	<b>19</b>
<b>CONDITIONAL PROMOTION</b>	<b>19</b>
<b>RETENTION</b>	<b>19</b>
<b>STUDENT ASSESSMENT</b>	<b>20</b>
<b>ADMISSION</b>	<b>20</b>
<i>ADMISSIONS REQUIREMENTS</i>	21
<b>COMMUNICATION</b>	<b>21</b>
<i>CHANGE OF ADDRESS OR TELEPHONE NUMBERS</i>	21
<i>DAILY FOLDER</i>	22
<i>FRIDAY FOLDER</i>	22
<i>TELEPHONE</i>	22
<b>CONDUCT AND DISCIPLINE</b>	<b>22</b>
<i>CONDUCT</i>	22
<i>STUDENT GUIDELINES</i>	23
<i>BEHAVIOR AT SCHOOL FUNCTIONS OUTSIDE THE SCHOOL DAY</i>	23
<i>CLASSROOM MANAGEMENT POLICY</i>	23
<i>CONDUCT CODE</i>	23
<i>DETENTIONS</i>	24

<i>ELECTRONIC DEVICES</i> .....	24
<i>HARASSMENT</i> .....	24
<i>LOCKERS</i> .....	25
<i>MIDDLE SCHOOL CONDUCT PROCEDURES</i> .....	25
<i>DISCIPLINARY PROBATION</i> .....	25
<i>SUSPENSION</i> .....	25
<i>SUSPENSION PROCEDURES:</i> .....	26
<i>EXPULSION</i> .....	26
<i>CHRISTIAN EXAMPLE</i> .....	26
<i>HONOR CODE</i> .....	26
<b>EXTRA-CURRICULAR ACTIVITIES</b> .....	<b>27</b>
<i>DETERMINATION OF INELIGIBILITY GRADES 5-8</i> .....	27
<i>ELIGIBILITY SCHEDULE FOR 2009 - 2010</i> .....	28
<b>FIELD TRIPS</b> .....	<b>28</b>
<b>MEDIA RELEASE</b> .....	<b>29</b>
• <i>UNIFORM GUIDELINES</i> •2009-2010 SCHOOL YEAR•.....	30
<i>PERSONAL APPEARANCE</i> .....	32
<i>DRESS DAYS</i> .....	32
<b>FIRE AND DISASTER DRILLS</b> .....	<b>32</b>
<b>HEALTH AND IMMUNIZATIONS</b> .....	<b>33</b>
<b>LIBRARY</b> .....	<b>33</b>

<i>PROCEDURES</i> .....	
. 33	
<b>MASS AND LITURGICAL CELEBRATIONS</b>	<b>35</b>
.....	
<b>SAFETY AND PLAYGROUND</b>	<b>35</b>
.....	
<i>GENERAL INFORMATION</i>	
.....	36
Pastor	
.....	36
Principal	
.....	36
Teacher-in-charge	
.....	37
Departmental coordinators	
.....	37
<i>GOOD SHEPHERD SCHOOL ADVISORY COUNCIL</i>	
.....	37
<i>BEFORE AND AFTER SCHOOL SUPERVISION</i> .....	
37	
<i>CAFETERIA PROCEDURES</i> .....	
37	
<i>CLASSROOM PARTIES</i>	
.....	38
<i>GRIEVANCE PROCEDURE</i> .....	
38	
<i>PARENTAL COOPERATION</i> .....	39
<i>NON-CUSTODIAL PARENT</i>	
.....	39
<i>PARENT/TEACHER ORGANIZATION</i>	
.....	39
<i>RE-ENROLLMENT</i>	
.....	39
<i>STUDENT COUNCIL</i>	
.....	40
<b>SECURITY</b>	<b>40</b>
.....	
<b>SPORTS AND ATHLETICS</b>	<b>40</b>
.....	
<i>STANDARDIZED TESTING</i>	
.....	41
<i>PLACEMENT TEST</i>	
.....	41
.....	

**TRAFFIC FLOW**  
.....42

**VISITORS AND PARENTS**  
.....43

*VOLUNTEERING*  
.....43

**WITHDRAWAL PROCEDURES**  
.....43

**PARENT/STUDENT AGREEMENT**  
.....47

**Good Shepherd School adheres to Federal and State Statutes / Ordinances regarding discrimination.**

**Title VI - Civil Rights Act of 1964 - amended**

Prohibits discrimination on the basis of race, color, or national origin in programs and activities.

**Title VII - Civil Rights Act of 1964**

Prohibits discrimination in the areas of practices such as hiring, firing, wages, benefits or promotion.

**Title IX - ESEA 1972**

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity for which the institution receives federal funds. Specific sections apply to nondiscrimination in employment, athletics and other activities sponsored by the institution

**IMPORTANT PHONE NUMBERS**

**School Office.....972-272-6533**  
Ms. Gail Richardson-Bassett, Principal  
Mrs. Tanya Glickler, Teacher in Charge  
Mrs. Debbie Lendl, Administrative Assistant

**School Financial Business .....972-276-8587**  
Mr. Pierce Brockman, School Business Manager

**GSS After School Program.....972-272-5859**  
Mrs. Josie Rendon, After School Program Manager  
Special Note: This phone is active from 3:00 PM to 6:00 PM only.

**Clinic..... 972-272-4473 ext.**  
**25**  
Sister Veronica Mitchell, School Nurse

**Coach's Office..... 972-487-8891**  
Mrs. Caroline Weldon, PE Coach  
Mrs. Josie Rendon, PE Coach/Athletic Director

**Library.....972-272-6533**  
Mrs. Ruth Ann Wyrostka, Mrs. Jacque Cook  
Library Managers

**Church Offices.....972-276-8587**

## MISSION STATEMENT

**Good Shepherd School offers a high quality Catholic Education in a diverse Christ-centered setting which promotes spiritual, academic, and social growth in order that our students may reach their full potential.**

Good Shepherd Catholic School will carry out this mission in a way that:

- ❖ Stresses Catholic values in a loving and disciplined environment,
- ❖ Fosters a morally strong Christian foundation which pervades relationships among students, teachers, staff, and parents,
- ❖ Provides a living Christian environment that gives students the opportunity to achieve their maximum potential in academics and citizenship,
- ❖ Is a shared process involving the cooperation and commitment of the teachers, parents and child,
- ❖ Shows an appreciation for and recognition of each child's strengths, as well as providing developmental solutions for weaknesses,
- ❖ Stresses academic achievement in proper proportion to the other needs of the children,
- ❖ Serves and meets the needs of our Parish and the Community in which we live,
- ❖ Celebrates the universality of the Church as a whole and the cultural diversity of the Good Shepherd Parish in particular, and
- ❖ Stimulates continuous professional growth and development of the staff, which ensures effective research-based (proven and innovative) classroom instruction.

Good Shepherd Catholic School will provide each child with:

- ❖ The skills necessary to function in society independently and interdependently, to become life long learners and responsible citizens in a rapidly changing and diverse society,
- ❖ The opportunity to be a logical and creative thinker, motivated to continue the lifelong pursuit of truth to which all are called by the Holy Spirit,
- ❖ The self-confidence that emphasizes judgmental ability, and
- ❖ A desire to practice their faith through service.

## VISION STATEMENT

Keeping in mind that parents are the primary educators of their children, we will work with the parents and prepare their children using a morally strong Christian foundation as the base, to meet the demands of life and deal with today's problems in the hope of a better and brighter tomorrow. Recognizing our staff as our greatest asset, we will implement innovative approaches in pursuit of the best and brightest educators.

## PHILOSOPHY

Cognizant of the dignity of each student as a child of God, the primary concern of Good Shepherd Catholic School is the development of the whole child in light of his spiritual destiny and his responsibility as a member of society. All members of the faculty welcome the opportunity to aid parents and the community in educating the child by fostering love of God, respect for oneself and others, belief in the teaching of the Roman Catholic Church and acceptance of the tenets of Christian morality.

The educational program is continuous processes of helping each student develop his or her potential, thereby gaining personal satisfaction and preparation to assume a role as a contributing member of society.

The ideal of educating the whole child permeates every school activity with emphasis on a developmental approach whereby teachers are sensitized to the spiritual, intellectual, social, and physical needs of each student.

## **OBJECTIVES**

Through a curriculum governed by religious ideals, needs of the students, and support of the parents, Good Shepherd School strives to achieve the following objectives:

- ❖ to offer religious instruction in such a way that it permeates the entire educational program, creating religion as a way of life;
- ❖ to provide a climate in which the individual can establish a good set of values, realize his own dignity, and confidently approach the task of solving his own problems;
- ❖ to help the individual and his parents evaluate his abilities, aptitudes, interests, and achievements through professional contact between teacher and parent;
- ❖ to assist the student in orienting and adjusting himself to the school, home, and community;
- ❖ to maintain a flexible curriculum by assisting the teachers in recognizing individual differences, awaking the desire to learn, improving study habits, and seeking wholesome personal goals;
- ❖ to promote aesthetic values and aid in the development of a sense of creativity and freedom of expression through the study of fine arts and humanities;
- ❖ to provide well regulated curricular and co-curricular activities which will aid in the total development of each student;
- ❖ to maintain a high level of curricular excellence and instructional competence in order to prepare each student to cope effectively with the requirements of the secondary schools and the demands of society; and
- ❖ to inculcate a sense of moral values which will enable the student to assume his place in the church and in society.

## **PARENT CODE OF RESPONSIBILITY**

Good Shepherd Catholic School encourages the parents to work in partnership with us; we encourage your involvement, ask for your support and understanding, and share your vision for your child's education. By enrolling your child in Good Shepherd Catholic School, you agree to certain important responsibilities:

1. I will be familiar with school rules and will assist Good Shepherd Catholic School in their application with my child.
2. I will communicate directly with the teacher if I have concerns or questions regarding my child's progress and observe parent-teacher conference dates. I will support this handbook and respect the wishes of my child's teacher. If for any reason I am in doubt over any judgments, I will confer with my child's teacher.
3. I will read everything that comes home in a timely manner and will discuss the information with my child when necessary.
4. I will understand and support the religious nature of the school.
5. I will be as actively involved as I can be in the life of the school and volunteer my assistance when possible.
6. I will promote our school and speak well of it to others.
7. I will meet my financial obligations in a timely manner and support fund raising efforts.

## **SCHOOL CODE OF RESPONSIBILITY**

1. To have students receive a quality education in a Catholic environment.
2. To have all students supervised in a safe and appropriate learning environment.
3. To nurture the spiritual growth of students through Catholic traditions and rituals.
4. To have open communication with parents in dealing with their own children.
5. To offer activities and learning opportunities to develop social and emotional growth.

## **CHRISTIAN CHARITY**

Christian Charity and Respect are at the heart of who we are at Good Shepherd Catholic School. It should be at the forefront of everything we say and do at all levels (personnel, students, and family members) within our community. Certain actions are in direct violation of Christian charity and may result in dismissal from school.

Examples are, but not limited to:

1. Public criticism of school personnel, policies or procedures.
2. Threats of any nature toward others involved with school.
3. Verbal/non-verbal acts of aggression including yelling or screaming at any school related function.
4. Public discussion of a student or family matter based upon confidential information obtained as a result of volunteer duties.
5. The spread of gossip and untruths that cause harm to the school or an individual.

## **ACADEMIC GUIDELINES**

### **ATTENDANCE**

#### **•HOURS•**

PK-3 grade school hours: 7:55 AM - 3:15 PM

4-8 grade school hours: 7:55 AM - 3:30 PM

School office hours: 7:45 AM - 4:00 PM

The first bell rings at 7:45 AM.

PK-8 students arriving after 7:55 AM are considered tardy.

**The Texas Compulsory Attendance Law requires  
that each school offers 180 days of instruction.**

Attendance is to be entered into the RenWeb computer network. Totals are transferred to the cumulative record at the end of each quarter.

## **ABSENCES**

- ❖ Student absences may be excused for the following reasons:
  - a. Personal illness,
  - b. Illness or death in the immediate family, or
  - c. Any other unusual cause which requires written approval from the principal.
- ❖ The parent must notify the office by 9:00 AM on the day that a student is absent. Requests for assignments must be made at this time and may be picked up at the end of the school day (3:15 PM or 3:30 PM).
- ❖ A written excuse will be required from parents after a student's absence. If not received the morning of the second day the student has returned, it will be considered unexcused. Repeated unexcused absences may be considered grounds for suspension, retention, or even dismissal. The principal may promote a student due to extenuating circumstances.
- ❖ Excused absences will be offered for: personal illness; illness or death in immediate family; quarantine; weather conditions making travel dangerous; or other situations approved by the principal.
- ❖ If absent three or more consecutive days due to illness, a doctor's note is required in order for the absence to be excused. The note must be submitted the morning of the second day the student has returned in order to be considered excused.
- ❖ A student must be present at least two hours each half-day in order to be counted as present.
- ❖ Each student will attend classes for a minimum of 90% of the attendance days of a given school year in order to be promoted to the following grade level. A student who does not attend 90% of the attendance days of a given school year may be required to repeat the grade. Parents of any student missing more than 10% of school sessions will have to meet with the Superintendent of Schools to request a waiver of the attendance regulation. This includes excused and unexcused absences. There will be no exceptions to this policy. Written notification shall be sent to the parents/guardians of a student whose continued absence approaches the stated limit. The principal may promote a student due to extenuating circumstances. Parents are asked to please schedule vacations according to the set vacations for the school year.

## **UNEXCUSED ABSENCES**

- ❖ An absence that does not meet the above criteria is considered an unexcused absence. The grade given for an unexcused absence is "0" for all classes missed and will be considered a "skip" until proper parental notification is received.

## **EXTENDED ABSENCES**

- ❖ If parents/guardians are aware of an impending extended absence for a student, they are to communicate with the principal to coordinate arrangements between the school and home regarding individual student assignments.
- ❖ A student who is absent for an extended period is responsible for all assignments and work missed during this absence.
- ❖ Failure to make up work, tests, assignments, or long-term projects affects academic grades.
- ❖ Students are given time at least equal to the length of their absence to complete their missed assignments.
- ❖ Long term assignments are expected upon due date unless prior arrangements have been made with the teacher.

## TARDY POLICY

- ❖ A tardy student is one who arrives at school late enough that he/she is not seated in his/her seat prepared for school by 7:55 AM on normal school days. Being in the hallway, at the locker, or with a parent on the way to class still means that student is tardy. **Every three tardies per quarter will equal one day of absence and will be recorded as an absence on the permanent record.** Excused tardies will be given for medical appointments and emergencies. A parent note explaining the nature of the emergency or a doctor's slip will be required. Students who are habitually tardy will be in danger of being retained in the current grade for the next year.
- ❖ All K-8 students who arrive after the 7:55 AM bell are to report to the school office for a tardy slip. PK students may be taken directly to their classes by their parents.
- ❖ Tardiness to departmentalized classes after the start of the school day is recorded as unexcused by the teacher unless the student has a note from the office or another teacher. In the case of an unexcused tardy to class the student will receive an automatic detention for tardiness.

## RELEASE OF STUDENTS DURING SCHOOL HOURS

- ❖ The student must present a written request from the parent/guardian to the homeroom teacher.
- ❖ Students are to remain in class until they are called to the office for release.
- ❖ Students must be released to their parent/legal guardian through the school office. A register is kept requiring parent signature, name of child, time of release, and time of return.
- ❖ Parents may pick up Preschool students at the Preschool buildings by going first to the school's main office to notify office personnel that they are picking up their child. The office personnel will notify the teacher via intercom. The parent may then proceed to the Preschool building.

## ASSIGNMENTS FOR ABSENTEES

- ❖ Parents desiring to obtain assignments for students who are absent **must call the office before 9:00 AM.** This allows the teachers enough time to get assignments ready for the parents, since many teachers do not have afternoon planning time.
- ❖ All absentee assignments are due within a reasonable length of time as determined by individual teachers, at least equal to the length of their absence.
- ❖ If a student misses part of the day for an appointment, he/she is responsible for assignments.
- ❖ The student is responsible for obtaining assignments in advance.

## CONFERENCES

Parent-Teacher conferences are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. These conferences are mandatory for parents to discuss each child's report card. Conferences will be held with the homeroom teacher. If a conference is required with another teacher, that conference may also be scheduled. Additional conferences may be scheduled as needed. A conference sign-up form will be sent out to all families from the school office and a confirmation time will be sent back.

In accordance with the Family Education Rights and Privacy Act, parents have the right to view their child's permanent record in the office. This record should include academic transcripts, academic testing, testing results from outside testers if submitted to the school by the parents, health records (unless they are in the nurses files), and any emergency information. Any parent that wishes to view his or her child's records may do so by contacting the office and notifying them in writing of this request.

Good Shepherd Catholic School also abides by the provisions of the Family Education and Privacy Act in regards to the rights of non-custodial parents. In the absence of a court order to

the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. 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.

In the case of a custody dispute, the custodial parent is requested to provide the school with a copy of the custody section of the divorce decree. If a child is not to be released to a particular parent at any time, it is the responsibility of the parents to provide the school with official documentation to this effect.

## **CURRICULUM**

Good Shepherd Catholic School strives to educate the whole child. It is important to teach to the intellectual, emotional, physical and spiritual development of the child. Good Shepherd Catholic School uses the curriculum guidelines published by the Diocese of Dallas as its main source for determining the course of instruction. To accomplish these goals, teachers will use textbooks, workbooks, group projects and other outside resources as necessary to assure mastery of the diocesan objectives. Special attention is given to developing age and skill appropriate teaching practices to meet the needs of all students. All students will receive instruction in the core courses of religion, math, English, reading, science and social studies as prescribed by the TCCED Bell-to-Bell schedule. Students will also receive instruction in the specialty subjects of music, art, physical education, computer science and Spanish.

## **GRADING GUIDELINES**

All daily grades of "N" and those below 76 require parent notification and signature for all students in grades 1-5. All test grades require parent notification in grades 6-8.

Academic and conduct grades are assessed separately. Each teacher will provide a break down of grading procedures and student expectations approved by the principal to the parents on or before Meet the Teacher Night. Parents are encouraged to participate in this evening to meet the teachers and learn about their child's classes for the upcoming year.

## **PROGRESS REPORTS**

Formal progress reports are not used at the PK or Kindergarten levels. The first formal report regarding student progress at the PK or Kindergarten level is the standard Diocesan form sent home at the end of the second quarter of school. Informal interaction with the PK or Kindergarten teacher (*e.g.*, Friday packet information, informal conferences with the teacher, etc.) will provide parents with information regarding their child's progress.

All students in grades 1-4 will receive a progress report at the mid-point of each quarter. All students in grades 5–8 will receive a progress report at the third and sixth week of each quarter. Progress reports will be sent through RenWeb email or sent home in the Friday folder to parents without email. Parents are to sign and return one copy to the school.

Additional progress reports may be sent out for those students whose academic or behavioral performance warrants a progress report. Parents are advised to be alert to the progress report schedule, in the event a student misplaces or forgets the report. Additionally, parents are encouraged to openly communicate with teachers so that they are constantly aware of their child's performance.

## **REPORT CARDS**

Report cards inform parents of a student's progress in academics and the development of Christian values and character. Grades are the result of the student's cumulative efforts in any subject during that quarter. Report cards are issued at the end of each quarter. Students in pre-k and kindergarten do not receive a report card until the second quarter of the school year. Parents are asked to review the report card with their child. Discussion of strengths, weaknesses, and goal setting motivates the students. Talking with a child about the report card also demonstrates parental interest and support.

Good Shepherd Catholic School uses the Diocesan grading system. The coding is as follows:

Kindergarten    Achievement Codes:  
                          M-Mastered  
                          P-Progressing  
                          N-Needs Improvement  
                          Conduct/Effort Codes:  
                          + - Satisfactory  
                          √ - Improvement Needed

Grade 1            Grade and Conduct Codes:  
                          E-Excellent  
                          G-Good  
                          S-Satisfactory  
                          N-Needs Improvement  
                          U-Unsatisfactory

Grades 2 – 8     Grade Codes:  
                          94 – 100            A  
                          85 – 93             B  
                          76 – 84             C  
                          70 – 75             D  
                          69 – Below         F

                          Conduct Codes:  
                          E-Excellent  
                          G-Good  
                          S-Satisfactory  
                          N-Needs Improvement  
                          U-Unsatisfactory

                          Level Codes:  
                          1 = Advanced/Above Grade Level/ Honors  
                          2 = On Grade Level  
                          3 = Modified or Below Grade Level

## **GRADUATION**

All students that have successfully completed all course requirements for eighth grade will be awarded a certificate of completion at the graduation ceremony. Any student that has not successfully completed the requirements, but is able to complete them in the summer may participate in graduation, but will not receive their certificate until the completion of summer work. Any student that has not successfully fulfilled the requirements of graduation for the eighth grade, has a "U" in conduct in any class, or in general conduct will not be allowed to participate in any graduation activities.

## **GUIDANCE PROGRAM**

### **15 SELF-DISCIPLINE SKILLS**

ALL STUDENTS WILL LEARN THE 15 SELF-DISCIPLINE SCHOOLS OF:

1. LISTENING
2. FOLLOWING INSTRUCTIONS
3. ASKING QUESTIONS
4. SHARING: TIME, SPACE, PEOPLE, THINGS
5. EXHIBITING SOCIAL SKILLS
6. COOPERATING
7. UNDERSTANDING RULES
8. ACCOMPLISHING TASKS
9. EXHIBITING LEADERSHIP
10. COMMUNICATING
11. ORGANIZING: TIME, SPACE, PEOPLE, THINGS
12. RESOLVING PROBLEMS
13. INITIATING SOLUTIONS
14. DISTINGUISHING BETWEEN FACT AND FEELING
15. BEING OF SERVICE TO OTHERS

## HOMework

Homework, as an integral part of the total instructional program at Good Shepherd School, is given at all grade levels on a daily basis (K-8). It is a complement to instruction presented in the classroom, not an independent learning activity. Students are expected to complete all homework assignments on time everyday. Parents should supervise the completion, but should **not** do the assignments.

### ❖ Time Guidelines

K	15-20 minutes – these assignments will require parental involvement, such as book reading, review of letters, sounds, or numbers.
1	30 minutes per night
2	40 minutes
3	45 minutes
4	1 hour
5 and 6	1 <sup>1</sup> / <sub>2</sub> + hours
7 and 8	2+ hours

Remember that these are approximate times. Occasionally, the assignments will take longer due to the level of difficulty of the topic, etc. At various times teachers give special projects that extend over several days or weeks. Homework will also take longer to finish if students do not begin long-term projects as soon as they are assigned. Homework left for the last minute tends to “pile-up” and requires more time to finish by the due date.

Homework is between the student and the teacher. It is not between the teacher and the parent. Homework is the student's responsibility. It is the opportunity to learn self-discipline. It is the student's opportunity to demonstrate responsibility, learn time management skills, and develop a sense of achievement. It is the child's opportunity to experience accountability to someone other than his parents.

Homework may be of two types:

### ❖ Daily/short-term assignments shall be:

1. **Practice** - given to help students master specific skills and reinforce materials presented in class.
2. **Preparation** - given to prepare students for upcoming lessons.
3. **Extension** - given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. **Creative** - given to help students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete and may fall under the long-term assignment category.

❖ **Long-term projects or assignments** (e.g., Science Fair projects, term papers, etc.) **should reflect:**

1. the student's integration of skills/material that have been taught in the classroom setting and
  2. the student's creativity and imagination in expanding on those skills/material.
- ❖ Daily or short-term homework assignments will be made such that completion of the assignment is expected overnight or by the end of the school week. No daily or short-term homework assignments are to be made such that completion is expected over a weekend in grades K - 5. Students in grades 6-8 may have homework assignments over the weekend in preparation for high school.
- ❖ Incomplete assignments or homework not done will be completed in the Breakfast Club (6th - 8th grade only). The Breakfast Club will meet every morning at 7:00 a.m. in Room 404. All incomplete assignments must be completed at this time and turned in to the attending teacher. No other late homework will be accepted unless it is completed in the Breakfast Club. Breakfast Club assignments will be assessed a 20 point deduction for late work.
- ❖ No Rescue Clause - no student will be allowed to call home for a parent to bring homework, books, or other items.

## HONOR ROLL

Students in grades 5 – 8 that strive for academic and behavioral excellence will be eligible for the Good Shepherd Honor Roll. There are three levels of the honor roll:

### PRINCIPAL'S HONOR ROLL

Any student with all A's in all courses of study and all S's in conduct for the quarter will earn Principal's Honor Roll.

### 1<sup>ST</sup> HONORS

Any student with all **at least 3** A's in the core courses of Religion, Reading, English, Math, Science, and Social Studies and A's and B's in all other courses of study and all S's in conduct for the quarter will earn 1<sup>st</sup> honors.

### 2<sup>ND</sup> HONORS

Any student with all A's and B's in all courses of study but less than 3 A's in the core courses and all S's in conduct for the quarter will earn 2<sup>nd</sup> honors.

## NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is the leader among organizations and societies that promote recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service.

The purpose of this organization is to promote enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in students of Good Shepherd Catholic School.

To be eligible for membership, the candidate must be a member of the sixth (2nd semester), seventh or eighth grade. Candidates must have a scholastic cumulative average of 95 or above in all subjects including electives. Candidates must have a conduct grade of satisfactory or above in all classes including electives. A general conduct grade of excellent is also required. The selection of each member to the chapter shall be by majority vote of the faculty council based on a point system for outstanding scholarship, character, leadership, service and citizenship. The decisions of the faculty council shall be final and the National Council and NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

## PROMOTION AND RETENTION

Retention should be used with caution and only after careful consideration.

The following policy is designed to identify a student's learning needs for academic success:

Any time during the school year and preferably before the end of the first quarter, when a student is identified as being unsuccessful in his/her core subjects according to established indicators (academic performance, attendance records, observed relationships with faculty, staff, peers, etc.), the following steps will be taken:

A child study team will be formed to:

1. Gather pertinent data. The data will include all factors and circumstances that influence student performance and well-being.
2. Recommend psychological or other testing when appropriate.
3. Consider all alternatives to grade-level retention.
4. Develop an Intervention Plan to identify a student's learning needs. The team will develop a series of expectations and appropriate instructional strategies for the student. The team will monitor progress to ensure the plan is effective, individualized, and adjusted as needed.
5. Benchmark and document the student's progress at least every six weeks after implementation of the Intervention Plan.
6. Recommend no later than one week after the completion of the third quarter of the school year an:

IPP - Individual Promotion Plan with modifications

-or-

IRP - Individual Retention Plan with modifications

The decision to retain rests with the school principal. This decision will be forwarded to the parents/guardian and to the Superintendent of Catholic Schools. A copy of the decision will be retained in the student's cumulative file.

## Academic Probation Guidelines

Academic probation is defined as a trial period, determined by the administration, wherein the student attempts to improve his or her grades. Academic Probation may include denial of privileges, such as athletics, mandatory study hall and help sessions to replace electives, membership in a club or organization, or holding an office in a club or organization. This is a period of conditional enrollment and may be lifted if positive steps are taken by the student to improve his or her grades.

Academic Probation is determined each grading quarter. Students will be placed on Academic Probation at the end of any grading quarter in which their grades fall **at or below** the following:

- N (Needs Improvement) in Grade K in any one of the following: Reading, Math, Language Arts.
- D (75%) for grades 1-2 in any one of the following: Reading, Math, Language Arts.
- D (75%) for grades 3-8 in any one of the following: Reading, Language Arts, Math, Science, Social Studies or Religion.

## DISCIPLINARY PROBATION GUIDELINES

Disciplinary Probation is defined as a trial period, determined by the administration, wherein the student attempts to rectify his or her behavior. Disciplinary Probation may include counseling, an individualized behavior program, denial of privileges, such as athletics, participation in club or

organization activities, or holding an office in a club or organization. This is a period of conditional re-enrollment and may be lifted if positive steps are taken by the student to improve his or her behavior

## PROMOTION GUIDELINES

Promotion to the next grade is dependent upon a final cumulative passing grade of S or higher or 70% or higher in each subject area. Should the cumulative average in certain subjects not meet this standard, Retention, Academic Probation or Conditional Promotion status may apply.

## CONDITIONAL PROMOTION

Any student conditionally promoted will begin the year on academic probation pending the successful completion of the promotion requirements. Any student that does not successfully complete the requirements of the conditional promotion will automatically be retained. All students conditionally promoted must maintain satisfactory grades based on the IPP during the first quarter or they will be given a second chance in the previous grade.

Conditional Promotion to the next grade level is based upon the final cumulative averages on the report card at the end of the school year. A parent conference will be held by administration and teachers(s.)

- Grades 1- 3 - Receives a D or F, or a level code 3 (Below Grade Level) as a final cumulative average in any one of the following: Reading/Literature, Math or English/Language Arts.
- Grades 4-8 - Receives a D or F, or a level code 3 (Below Grade Level) as a final cumulative average in any one of the following: Reading/Literature, Math, English/Language Arts, Science, Social Studies or Religion.
- Has met the qualifications for Academic Probation in three of the four quarters in Grades 1-8.
- Has met the qualifications for Academic Probation in two of the four quarters for Kindergarten.

The student will be required to successfully complete the following criteria on or before August 1<sup>st</sup> in order to be promoted to the next grade level. Written documentation must be submitted.

Should the criteria not be met successfully by August 1<sup>st</sup>, the student will not be able to re-enroll at Good Shepherd School in the next grade. The student **MUST** repeat the grade for which they were placed on academic probation. The final decision on academic probation will be made by the Principal.

- Summer school coursework from an accredited public or private school.
- 30 hours of tutoring by a degreed and/or certified teacher pre-approved by the Principal.
- Any accredited program or summer work pre-approved by the Principal.

A student may be conditionally promoted **ONLY ONCE** during their stay at Good Shepherd Catholic School; therefore, they may not re-enroll should the situation occur a second time.

Should a student in Grade 8 qualify for Conditional Promotion status, he/she will not be able to graduate with his/her class. The student will not be allowed to participate in any graduation activities including the graduation ceremony. Successful completion of the necessary criteria must be documented and submitted to the Principal on or before August 1 to merit distribution of a diploma.

## RETENTION

### Kindergarten:

A kindergarten student who meets the following criteria at the end of the school year must repeat the grade level the next school year. A parent conference will be held by administration and teacher.

- Receives an N and/or U in the same subject area (Language Development and/or Number Development) for two of the three quarters. **OR**
- Social Development has not progressed satisfactorily for the appropriate age. **OR**
- Has been absent more than 10% of the required school days.
- Retention is for one year only.

### Grades 1 – 7

A student who meets any of the following criteria on his/her report card will not be promoted to the next grade. They must repeat the same grade level the following school year. A parent conference will be held by administration and teacher(s).

- Grades 1 or 2 - Has a final cumulative average of F (69% or below) or a level code 3 (Below Grade Level) in any of the following subjects: Reading, Language Arts or Math.
- Grades 3-7 - Has a final cumulative average of F (69% or below) or a level code 3 (Below Grade Level) in two of the following: Reading/Literature, English/Language Arts, and/or Math.
- Any student who has been absent more than 10% of the required school days.
- Retention is for one year only.

### **Grade 8**

Any student in Grade 8 who meets the retention criteria for Grades 3-7 will not be allowed to re-enroll in Grade 8 at Good Shepherd School the following year. An 8<sup>th</sup> grade student who does not meet the criteria to graduate will not be allowed to participate in any graduation activities including the graduation ceremony.

## **STUDENT ASSESSMENT**

- ❖ Tests are a periodic assessment of students' progress. The purpose of testing is to identify and measure learning. Every effort is made to limit tests to two per day. The form and weight of tests may vary. Make-up tests may be given during the school day or after school on pre-arranged days, depending upon the length of the student's absence.
- ❖ If a test is assigned prior to the day of absence, the student is expected to take the test upon the day of his/her return.
- ❖ If a student misses a test for an appointment, he/she is expected to take the test on the day of his/her return.
- ❖ The date for make-up tests resulting from a prolonged absence is determined by the teacher.

## **ADMISSION**

Students whose parents desire a strong academic foundation in a Catholic atmosphere are invited to make application for admission to Good Shepherd Catholic School. All of the Catholic schools within the Diocese of Dallas admit students of any race to all the rights, privileges, programs and activities

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of the schools and provide equal opportunity and access to persons without regard to race in administration of educational policies, admissions policies and any other school-administered program.

## ADMISSIONS REQUIREMENTS

- ❖ Children must meet the age requirements as outlined by the Diocese:
  - ❖ *A child entering 3K must be three years of age on or before September 1 of the current school year.*
  - ❖ *A child entering 4K must be four years of age on or before September 1 of the current school year.*
  - ❖ *A child entering Kindergarten must be five years of age on or before September 1 of the current school year.*
  - ❖ *A child entering First grade must be six years of age on or before September 1 of the current school year or must have been in 1<sup>st</sup> grade, or completed kindergarten in an accredited school.*
- ❖ Verification of age must be presented to school officials in the form of an official state birth certificate or other official document suitable for proof of the child's age (e.g., a passport).
- ❖ A baptismal certificate (if Catholic) is to be presented at the time of enrollment.
- ❖ Immunization records (with a physician's signature) and a Health History Form completed by the parents must be on file.
- ❖ Completed registration forms and application for enrollment must be submitted, along with a non-refundable application fee.
- ❖ Prospective students and their parents are to interview with the Principal or Assistant Principal. Copies of recent report cards and standardized achievement test results (if applicable) are to be reviewed at the time of the interview.

Registration will be given priority in the following order:

1. *Returning (currently enrolled) students/siblings of parishioners*
2. *Children of registered members of Good Shepherd Catholic Church*
3. *Returning (currently enrolled) non-parishioner Catholic students/siblings*
4. *Non-parishioner Catholic students*
5. *Returning (currently enrolled) non-Catholic students*
6. *Non-Catholic students*

The principal based upon parent/student interview, space limitations and the availability of an appropriate educational program makes a final decision on admission.

After the initial registration period of each year, registration is on first-come, first-served basis.

## Communication

### CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Please notify the school in case of a change of address or telephone number, home or work. It is the responsibility of the parents to maintain current and accurate information on the emergency form.

## DAILY FOLDER

Students in Pre-Kinder through 5<sup>th</sup> grade will have a daily folder with all daily communications to enhance daily communication between home and school.

## FRIDAY FOLDER

All students in PK through 8<sup>th</sup> grade will receive a Friday folder with weekly communications and important papers from the school and their classroom teachers. The parents should empty these folders, sign the weekly sheet and carefully read all material. Items to be included in the Friday folder are: Principal Monthly Newsletter, Classroom Newsletter, graded papers, progress reports, disciplinary reports, and other important information from the school or PTO. Please read the contents carefully and return the folder along with any papers that are to be returned to school on Monday morning. Any students that do not return the Friday Folder on Monday will be charged \$1.00 a day fine and, if the folder is lost, \$5.00 for a replacement folder.

## TELEPHONE

- ❖ Telephone calls may be made to the school office at 972-272-6533 between 7:45 A.M. and 4:00 P.M. Messages of an urgent nature will be delivered to the students. The office is not open on Saturdays, Sundays or holidays.
- ❖ Students are discouraged from using the school phone and will be permitted to do so only in an extreme emergency with the permission of the principal, a teacher or the school office personnel.
- ❖ Students may not use the school phone for personal business. Arrangements for after-school activities and routine transportation questions should be made prior to arriving at school.
- ❖ Communication with students by parents during school hours should be made through the school office. The office staff is available to serve you in an emergency. Please limit your requests for messages to be delivered to your child for emergencies only. Changes in carpool arrangements should be made before the student arrives at school.
- ❖ No student will be allowed to have a cell phone on his or her person during school hours. If it is necessary for a student to have a cell phone on campus, it must be cleared with the principal by the parent in writing and it must remain turned off and in the student's backpack or locker until after school hours. Cell phone contract agreements should be kept on file in the office. Teachers shall confiscate any cell phones carried by a student or used without permission. Students who have a cell phone on them during the school day will be given an in-school suspension and a "U" in conduct on their report card.
- ❖ No Rescue Clause - No student will be allowed to call home for forgotten materials such as P.E. clothes, homework, books, backpack, etc.

## Conduct and Discipline

### CONDUCT

In keeping with the Christian nature of the school, the very highest standards of conduct and courtesy are expected of students at all times. **Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, is subject to suspension or withdrawal from school.**

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## STUDENT GUIDELINES

One goal of Christian education is to provide a loving and supportive environment responsive to the needs of the individual student. The school tries to provide the incentive for students to develop strength of character and self-discipline as well as academic success in their education.

**Good Shepherd students are expected to be responsible for their own behavior and to act in an appropriate manner which will reflect favorably upon themselves, their parents, and the community.**

The classroom or special area teacher will handle most discipline, but any serious or persistent problems will be referred to the principal.

*Good Shepherd students...*

- ...behave courteously at all times in manner and speech.
- ...are respectful of persons in authority and the rights of others.
- ...are obedient to the rules of the school.
- ...follow the dress code.
- ...respect property of the school and personal property.
- ...exercise proper care in the use of materials and equipment.

## BEHAVIOR AT SCHOOL FUNCTIONS OUTSIDE THE SCHOOL DAY

As students are always representing their school, behavior expected during the school day is expected at other school functions and/or school related functions (*e.g.* sports team practices, athletic events, etc.). Students are to remain within sight and sound range of supervising adults at all times for safety purposes.

## CLASSROOM MANAGEMENT POLICY

All teachers in PreK - 5th grades have a Classroom Management Plan. This plan is approved by the principal and is posted in the classroom. The plans contain:

- ❖ Classroom rule listings
- ❖ Information regarding positive reinforcements
- ❖ Information regarding disciplinary consequences

Students will be informed of the classroom rules at the beginning of the school year and will be expected to follow the rules from that time. Each teacher provides a copy of the discipline plan to parents at the Meet the Teacher Night or the first week of school.

Students in grades 6-8 follow Middle School rules and expectations set forth in the middle school classes.

## CONDUCT CODE

The student's homeroom teacher along with input from the student's special area teachers determines conduct grades.

*Preschool* students do not receive conduct-reporting grades.

*All* students may earn the grades of:

- E Excellent
- G Good
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

## DETENTIONS

Before school detentions may be assigned to students in grades five through eight. Before school detentions will be served on Friday mornings beginning at 6:45 a.m. and will be supervised by faculty members in their classrooms. Any student with a two hour detention must serve on Thursday and Friday mornings beginning at 6:45 a.m. All parents will be notified of an assigned detention at least twenty-four hours ahead of time. All students assigned detention are expected to serve the detention at the assigned time. Any student that does not serve an assigned detention will automatically be assigned a one-day in school suspension. The student will be expected to complete all work assigned for the day and the student will be given zeros for all classes that day. In addition, the conduct grade will be lowered.

## ELECTRONIC DEVICES

- ❖ Students may not bring any electronic devices to school, including cell phones, laptops, Ipods, MP3 players, etc. without the permission of the principal and parent. Students with cell phones must have a cell phone use contract on file. If found on a student, teachers should confiscate these items and bring them to the office to be stored until a parent comes to claim them. Students who have a cell phone on them during the school day will be given an in-school suspension and a “U” in conduct on their report card. Any student caught cheating using these devices will be suspended.

## BULLYING

Bullying is repeated and systematic harassment of a victim or victims by individuals or groups of individuals. Bullying can consist of a single interaction. Bullying may be defined as a criminal act if the bully is twelve years of age or older. In most cases of bullying, there is a power imbalance which ensures that the victim always gets the worst of the interaction. The victim and the bully both need intervention in order to stop the pattern. Bullying will not be tolerated at Good Shepherd by students, faculty, staff or parents. The students will be involved in an Anti-Bullying Curriculum as a part of the School Guidance Program. **Good Shepherd is a “No Bullying” school, which means that we do not tolerate bullying. However, if we are not aware that a bullying situation is occurring, we cannot do anything about it. In this matter we need your help.**

## HARASSMENT

Good Shepherd Catholic School is committed to a policy of non-discrimination within all school programs and activities. Harassment to employees or students is not condoned in a Christian environment and is strictly prohibited at Good Shepherd. All allegations will be taken seriously and promptly investigated.

Harassment includes, but is not limited to, the following behavior:

- ❖ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted advances, imitations, or comments.
- ❖ Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- ❖ Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play.
- ❖ Threats and demands to submit to inappropriate requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for inappropriate favors.
- ❖ Retaliation for having reported or threatened to report harassment.

Any student, teacher or staff member who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the school principal. The principal will take whatever actions deemed necessary to investigate the complaint, included but not limited to interviewing the accused person, the accusing person, and any witnesses. The principal will render a decision within thirty days of receiving the complaint.

## LOCKERS

Student lockers are available for grades 6 – 8 for textbooks, backpacks and lunches. Locks will be provided to the students through the school. All backpacks should be such a size that they fit inside a locker. Students may not store backpacks in the classroom. They should be placed in the locker at the beginning of the day and taken out at the end of the day. The school reserves the right to inspect the lockers at any time. Students are not permitted to go to their lockers during class time. Students may not put stickers or magazine pictures up in the lockers.

## MIDDLE SCHOOL CONDUCT PROCEDURES

Middle school students (5<sup>th</sup>-8<sup>th</sup>) will be rewarded for good behavior while discouraging inappropriate behavior. Middle school students will receive conduct grades in all individual classes as well as a general conduct grade that will reflect their conduct throughout the school. This grade will be awarded each quarter and every new quarter will give each student the opportunity to start over and earn an “E” for excellent conduct.

Students will be given verbal warnings for conduct that is inappropriate for the classroom. If the conduct does not change, the student will be assigned a detention. If a detention does not serve as a deterrent, the student will be sent to the office to meet with the principal. The general conduct grade will be assigned based on the number of detentions a student receives during a nine-week period.

- 1<sup>st</sup> detention – one hour on Friday morning, \$5.00 fine, General Conduct Grade of G
- 2<sup>nd</sup> detention – two hours on Thursday & Friday morning, \$10.00 fine, General Conduct Grade of S
- 3<sup>rd</sup> detention – two hours on Thursday & Friday morning, \$20 fine, General Conduct Grade of N
- 4<sup>th</sup> detention – in-school suspension, \$40 fine, General Conduct Grade of U
- 5<sup>th</sup> detention – 1-day suspension, \$50 fine, General Conduct Grade of U, placement on Disciplinary Probation
- 6<sup>th</sup> detention – 3-day suspension, \$100 fine, General Conduct Grade of U, placement on Disciplinary Probation
- 7<sup>th</sup> detention – The student will be asked not to return to Good Shepherd School.

Any student that does not attend an assigned detention will be automatically placed on a one-day in-school suspension. The student will be required to complete all assigned work for the day and will be assigned zeros for all classes missed. The conduct grade will also be lowered to the next level. This suspension will automatically place a student on Disciplinary Probation. A continued pattern of missed detentions may result in the student’s dismissal from the school.

Certain actions listed under suspension and expulsion may lead to immediate action in that direction by the administration.

## Disciplinary Probation

Disciplinary Probation is defined as a trial period, determined by the administration, wherein the student attempts to rectify his or her behavior. Disciplinary Probation may include counseling, an individualized behavior program, denial of privileges, such as athletics, participation in club or organization activities, or holding an office in a club or organization. This is a period of conditional re-enrollment and may be lifted if positive steps are taken by the student to improve his or her behavior.

## Suspension

In addition to receiving a fifth detention, students may be automatically suspended for actions that are severely disruptive to the educational process. Suspension of a student from school is a serious and extreme disciplinary action. In reaching a decision to suspend a student, consideration must be given to the welfare and Christian development of the student, and the practical, common good of the entire student body. Such an action may be taken in the following instances:

- ❖ Physical or verbal abuse of students or staff
- ❖ Written abuse sent through texting or Internet
- ❖ Bullying
- ❖ Cheating
- ❖ Damage to property of school or others
- ❖ Violation of criminal laws
- ❖ Habitual misbehavior that inhibits the ability of the teacher to teach or the other students to learn
- ❖ Any type of behavior that could be interpreted as sexual harassment of another person

The principal is the only school official who may place a student on suspension. Parents will be involved in the suspension/conference process of a student's suspension.

### **Suspension procedures:**

- ❖ Students are responsible for all work covered during the time of the suspension; it is due immediately upon return.
- ❖ Disciplinary probation occurs with the first suspension and remains for the rest of the school year. A student who commits a second major violation during the year may be subject to expulsion.
- ❖ During the time of the actual suspension, the student is ineligible to participate in any school activities (*e.g.*, any athletic event, athletic team practice, Halloween Carnival, etc.).
- ❖ Suspension may vary in length depending upon the offense.

### **Expulsion**

Expulsion of a student from Good Shepherd Catholic School is such a serious penalty that it is employed only as a last resort.

*Situations which may lead to expulsion:*

- ❖ The student shows a constant disregard for classroom rules.
- ❖ The student is a continual disruptive influence in the school (*e.g.*, fighting, verbal abuse of students or teachers, etc.).
- ❖ The student shows by his/her conduct that he/she will not cooperate after repeated warnings from teachers or other supervising adults.
- ❖ The student commits a single serious offense. (*e.g.*, drugs, alcohol, weapon, physical or verbal violence).

### **CHRISTIAN EXAMPLE**

The ultimate model for our behavior is Jesus Christ, whose actions were entirely guided by His love of God and man. We, therefore, should strive to follow in His footsteps, treating teachers, classmates, and visitors to our school with Christ-like respect and consideration. It is in this atmosphere that we can best achieve academic, as well as spiritual growth. Parents and children should set a Christian example.

### **HONOR CODE**

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The Honor Code for Good Shepherd Catholic School is to help clarify the principles we hold for respecting intellectual values and protecting the personal growth of each student in the atmosphere of our Catholic faith.

In order to maintain our quality of education, we must all work together to protect the integrity of each person's word and deed. There are types of behavior that will not be tolerated within our community of trust.

Definition of cheating:

Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. Cheating includes but is not limited to:

- § Plagiarism
- § Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments (including homework) or projects.

Examples of cheating include:

- § Talking or any other form of communication during a test or quiz.
- § Asking or giving answers to tests or quizzes
- § Looking on another student's paper
- § Communicating contents of a quiz/test to a student who has not yet taken the quiz/test
- § Opening a book of other materials about the topic being tested when the teacher has not given permission to do so
- § Using any kind of cheat sheets or notes during the quiz or test
- § Copying information from another source and claiming it is the student's work

## **Extra-Curricular Activities**

Good Shepherd School offers a wide range of extra-curricular activities for students through the girl scouting program, the boy scouting program, athletic programs, etc. Information concerning such programs is distributed to the students by the various organizations through the school office.

All activities involving the students acting in the school's name outside of the classroom are under the direct jurisdiction of the principal. Such activities are meaningful and appropriate for the age level involved. The principal has the authority and the responsibility to intervene if the activity is not functioning for the good of the students.

## **DETERMINATION OF INELIGIBILITY GRADES 5-8**

Students will be judged ineligible for participation in any extra-curricular activity (including but not limited to athletics) when:

- ❖ the student's conduct grade falls below "S"  
**or**
- ❖ the student has a grade below "74" in any area  
**or**
- ❖ the student's performance (in either academics or behavior) is determined by the principal to be unacceptable for the child's satisfactory growth.

## ELIGIBILITY SCHEDULE FOR 2009 - 2010

<u>Report date</u>	<u>Ineligibility Begins</u>	<u>Ineligibility Ends</u>
9/11/09	9/14/09	10/02/09
10/02/09	10/05/09	10/16/09
10/22/09	10/26/09	11/06/09
11/06/09	11/09/09	12/04/09
12/04/09	12/07/09	12/18/09
01/08/10	01/11/10	01/29/10
01/29/10	02/01/10	02/19/10
02/19/10	02/22/10	03/12/10
03/25/10	03/29/10	04/16/10
04/16/10	04/19/10	05/07/10
05/07/10	05/10/10	06/03/10

**A student that is ineligible may not participate in any games or performances for any extracurricular activities. If an ineligible player participates, the diocesan athletic director will be notified and proper action will be taken against the team. All students that are ineligible will be placed in a study hall and help session during the elective period for the time of ineligibility.**

## Fees, Tuition, and Parish Contributions

Procedures regarding payment of fees and tuition include:

- ❖ All monthly payments are to be made through the RenWeb payment program.
- ❖ Tuition paid in full for the year before June 18 will receive a 5% discount. In case of student withdrawal during the school year, all full month unused tuition will be refunded. (Tuition paid divided by 10/11/12 monthly payments.)
- ❖ All fees must be paid in full by the spring dates set in the registration packet in order for a spot to be reserved for the child. These registration and student fees are NON-REFUNDABLE.
- ❖ We are willing to work with cases of financial hardship, but the family must contact the principal before tuition is to be submitted to RenWeb for payment.
- ❖ Tuition for students enrolling during the school year will be prorated, dividing the annual tuition into 10, 11, or 12 payments. Partial months of enrollment will be based on the number of instructional days in that month. This will be calculated by dividing the annual tuition by the number of instructional days that school year to calculate the cost per day and multiplied by the number of instructional days that month.
- ❖ The fee for returned check is \$25.00. This includes checks for fees, fundraisers, etc.
- ❖ No report cards or records will be released until all fees have been paid in full.

## Field Trips

Field trips are an extension or enhancement of the core curriculum. They provide "real world" experiences within the instructional program. In advance of any field trip, details concerning dates, times, fees, and transportation will be sent to parents. A permission slip must be signed and on file before each trip. Verbal permission over the telephone will not satisfy the requirement for a written permission slip. Any student on disciplinary probation may not be allowed to participate in field trips. Parents may be asked to volunteer to chaperone these trips and must have completed the Safe Environment Program in order to attend. Good Shepherd School reserves the right to refuse to let anyone attend a class trip if certain qualifications are not met. Family members or friends that are not cleared adults may not be in contact with students as stipulated by the Diocese of Dallas.

In-school co-curricular academic activities, such as programs from museums or speakers, are incorporated whenever appropriate to the instructional program.

- ❖ Individual parents who drive may be liable. They must show proof of liability insurance and a valid driver's license at the time of the class trip.
- ❖ Each parent shall sign a release for his/her child to ride with a designated adult if the child is not riding in transportation that is provided by the school.
- ❖ The Diocese assumes no financial responsibility or liability for injuries that occur to students riding in vehicles provided either by the school or by individuals.
- ❖ Employees or agents of the school shall not transport students to or from school in personal vehicles.
- ❖ A parent authorization form must be on file in the principal's office before any field trip. Information should include the date signed as well as the date of the trip, personal expenses associated with the trip, means of transportation, destination, and probable time of return. The authorization slip shall not exonerate a teacher from responsibility for each student.

## Media Release

Good Shepherd Catholic School uses the media to recognize school and student achievements. Any parent that does not want their child to be photographed or interviewed should notify the principal in writing. By signing the media agreement at the end of this handbook, parents agree to allow their children to be photographed or interviewed for publications such as the school website, Dallas Morning News, and other publicity sources. Parents agree to participate without financial remuneration and that their signature releases Good Shepherd School and the Diocese of Dallas from any future claims as well as from any liability arising from said photograph or interview.

Every precaution is used to protect the safety and privacy of Good Shepherd Catholic School students. Student names are never used on the school website ([www.goodshepherdcatholicschool.org](http://www.goodshepherdcatholicschool.org)) or other publications. Newspaper and other media interviews may use student names in their sources. Any parent who does not want their child to participate in media events, must put their request in writing to the principal and classroom teachers so they will be aware of the parents' request.

## Dress Code and Personal Appearance

### •UNIFORM GUIDELINES•2009-2010 SCHOOL YEAR•

The school uniform helps to identify the student as a member of the Good Shepherd Catholic School community; a student who is contributing to the sense of cooperation and community, which is important to a Catholic parish school. The school uniform code is designed to ensure that neatness and the Good Shepherd Catholic identity is evident at all times. For this to create the desired results, the code must be specific. Within this specificity, there is some diversity, but the limits of that diversity are clearly defined.

All students should be in dress uniforms for Mass days. This includes jumpers/skirts for girls and slacks for boys. No shorts are allowed on Mass days.

5<sup>th</sup> – 8<sup>th</sup> grade students will be in complete uniform for Mass days, including ties. Shirts and blouses must be tucked inside slacks and skirts.

<b>GRADES K - 4</b>	
<b>BOYS</b>	<b>GIRLS</b>
<p><b>The "Shorts Uniform" may be worn from the beginning of school through October 31 and April through June. The "Shorts Uniform" consists of:</b></p> <ul style="list-style-type: none"> <li>• Gray twill shorts from Parker Uniforms (elasticized waist shorts are available for boys and girls)</li> <li>• Red short-sleeved cotton polo shirt from Parker</li> <li>• Black belt (unless elasticized waist shorts are worn in Kinder and 1st)</li> <li>• Black or white socks with a cuff - no ankle socks</li> <li>• Uniform shoes (Parker Uniform)</li> </ul>	
<p><b>When not wearing the "Shorts Uniform" male students in grades K-4 are expected to follow these uniform regulations:</b></p> <ul style="list-style-type: none"> <li>• Red short or long-sleeved cotton polo shirt from Parker</li> <li>• Gray twill pants from Parker (Note: An elasticized waist pant is available for boys in Primary grades and may be worn without a belt in kindergarten and 1<sup>st</sup> grade.)</li> <li>• Black belt</li> <li>• Black or white socks with a cuff - no ankle socks</li> <li>• Uniform shoes (Parker Uniform)</li> </ul>	<p><b>When not wearing the "Shorts Uniform" female students in grades K-4 are expected to follow these uniform regulations:</b></p> <ul style="list-style-type: none"> <li>• White Peter Pan collar blouse from Parker</li> <li>• Uniform plaid Jumper</li> <li>• Black Modesty shorts under the jumper for PE</li> <li>• Black or white socks with a cuff - no ankle socks</li> <li>• Uniform shoes (Parker Uniform)</li> </ul>

**All students may wear the black cardigan sweater in the classroom. Students in grades 5 - 8 may also wear the red cardigan sweater or the pullover in red or black. No other form of outerwear will be allowed in the classrooms. Students are encouraged to bring coats for outside wear during colder weather. These may be stored on the hooks outside the classroom or in the lockers for the older students.**

<b>GRADES 5 - 8</b>	
<b>BOYS</b>	<b>GIRLS</b>
<p><b>Male students in grades 5-8 are expected to follow these uniform regulations:</b></p> <ul style="list-style-type: none"> <li>• White short or long-sleeved Oxford shirt from Parker</li> <li>▪ Standard Stripe Tie from Parker (5th grade on special occasions and Mass days, 6th- 8th grades everyday.)</li> <li>• Gray or Black twill pants from Parker</li> <li>• Black belt</li> <li>• Black or white socks with a cuff - no ankle socks</li> <li>• Uniform shoes (Parker Uniform)</li> </ul>	<p><b>Female students in grades 5-8 are expected to follow these uniform regulations:</b></p> <ul style="list-style-type: none"> <li>• White short or long-sleeve Oxford shirt from Parker</li> <li>• Uniform plaid skirt from Parker</li> <li>▪ Standard black or gray tie from Parker (5th grade on special occasions and Mass days, 6th- 8th grades everyday.)</li> <li>• Black or white socks with a cuff - no ankle socks</li> <li>• Uniform shoes (Parker Uniform)</li> <li>• Additionally, girls in grades 5-8 may wear the black or gray twill pleated slacks.</li> </ul>

<b>Physical Education Uniform Guidelines</b>	
<p><b>Girls in grades K-4 will be allowed to remove their jumpers for P.E. if they have the black modesty shorts. No other shorts except the uniform short will be allowed for P.E. Gym shoes must be worn for P.E. classes. Students may bring gym shoes to change into if they wish.</b></p>	
<p><b>Student in grades 5 - 8 must wear the official Good Shepherd P.E. Uniform described below;</b></p>	
<p><b>Gym shorts</b></p> <ul style="list-style-type: none"> <li>• Official Gym Mesh Shorts ordered from PE Department</li> </ul> <p><b>Gym shirts</b></p> <ul style="list-style-type: none"> <li>• Official Gym t-shirt ordered from PE Department</li> </ul> <p><b>Gym shoes</b></p> <ul style="list-style-type: none"> <li>• Tennis shoes are required with white or black cuffed socks, no ankle socks (note: For safety reasons students will not be allowed to participate in PE activities if barefooted or wearing only socks.)</li> </ul>	<p><b>Gym shorts</b></p> <ul style="list-style-type: none"> <li>• Official Gym Mesh Shorts ordered from PE Department</li> </ul> <p><b>Gym shirts</b></p> <ul style="list-style-type: none"> <li>• Official Gym t-shirt ordered from PE Department</li> </ul> <p><b>Gym shoes</b></p> <ul style="list-style-type: none"> <li>• Tennis shoes are required with white or black cuffed socks, no ankle socks (note: For safety reasons students will not be allowed to participate in PE activities if barefooted or wearing only socks.)</li> </ul>

## PERSONAL APPEARANCE

The intent of the dress code is to keep the students' appearance simple, modest, and free from distraction and competitiveness. In terms of personal appearance beyond the uniform guidelines, the following apply:

- ❖ Shirts for both male and female students must be neatly tucked in at **all** times, waistband or belt showing
- ❖ Ties will be worn and tied correctly at all times.
- ❖ Ties and shirt tails are to be worn correctly when entering the building in the mornings.
- ❖ Skirts/jumpers should be no shorter than one inch above the knee.
- ❖ Skirts may not be "rolled up" at the waist.
- ❖ Clear nail polish is acceptable for female students in the eighth grade. Acrylic nails [tips, wraps, etc.] are not permitted at any grade level. **Make-up is not acceptable for any student.**
- ❖ Large bows and hair ornaments are discouraged.
- ❖ Beaded necklaces and bracelets, charms, or other bangles are not to be worn to school. A simple ring, necklace, or religious medal may be worn.
- ❖ In keeping with the intent of the dress code, one pair of earrings may be worn and they should be simple and understated. Small loop earrings may be appropriate, but large loop earrings should not be worn as they pose a risk to the girls who wear them. (Such earrings are easily caught in clothing, hair, etc., during PE activities.)
- ❖ Boys may wear a watch, bracelet, ring and a necklace or religious medal. Beaded necklaces or other ornamental necklaces may not be worn.
- ❖ Items of value should not be brought to school. The school does not assume responsibility for lost or stolen items.

Hair should be kept clean, neatly groomed, and out of the eyes. Hair may not be colored or highlighted in a way that is obvious, such as blond streaks on dark hair. No gel or spiked hair is permitted. Faddish and counter-cultural hairstyles are inappropriate for any student. Boys' hair should be above the collar and without sideburns or "tails".

Violations of the uniform code will result in a warning uniform violation for the first two weeks of school. After Labor Day, all uniform violations will result in a \$1.00 fine for each occurrence. Uniform violation fines apply to the whole uniform including the P.E. uniform. If a child receives three violations for the same offense, he or she will be assigned a detention.

## DRESS DAYS

At certain times during the school year, the students are allowed to wear attire other than their uniform. **Spirit days** are days when students may wear shirts that demonstrate school spirit for Good Shepherd School with blue jeans or other appropriate slacks. **Blue Jean Tuesdays** are days when students may wear **blue jeans** only with their uniform shirts to help the student council raise money. Students in grades K-4 may wear blue jeans or skirts. Students in grades 5-8 may wear blue jeans, skirts, or Capri pants. They may not wear blue jeans shorts. There will be other times when students will be allowed to wear "free dress" clothing such as the last day of school before the Christmas break and for the individual spring picture day. On all dress days, students are required to wear socks with tennis shoes or full shoes. No flip-flops, sandals or other type shoes will be allowed.

## Fire and Disaster Drills

By Diocesan policy, Good Shepherd conducts a fire drill each month. A minimum of one disaster drill will be conducted per semester.

## Health and Immunizations

Good Shepherd School provides a health professional staff member.

The Texas Education Code requires students in elementary and secondary school to provide proof of required immunizations. The school office maintains the immunization records and works with parents to ensure that the records are current and accurate.

State required health professional volunteers conduct health screenings (e.g., vision, hearing, etc.). In accordance with Diocesan policy, only medication, which is necessary for the child to remain at school, will be given during school hours. Whenever possible, administration of medication to students should take place at home. Only medication prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant will be administered by authorized school personnel. No stock medication will be kept in the clinic for school use. Signed parental consent for prescription medication must be obtained. Substitution of medication from a student's supply for another is never permitted. Most medications have expiration dates. These dates must be followed. The parent is responsible to bring all medication to the clinic, and to pick up unused medicine or it will be destroyed. The school will not keep medication from year to year. Medication received in an unlabeled container or plastic bag will not be accepted. Students are never allowed to have any kind of medication (prescription or non-prescription on their person). Students may carry inhalers that are needed for medical reasons.

Good Shepherd Catholic School adheres to all other state laws and Diocesan policies pertaining to health records, reporting of certain diseases, etc.

If a student's temperature is 99.9° or less, parents will be notified but the student will not be removed from school. They may be kept from class. If a student's temperature is 100° or more parents will be notified by phone and asked to pick up their child from school. Other situations not involving high fever will be considered on a case by case basis.

## Library

Every grade has a specified library time that supplements the formal reading program. Reference times are available to students for research. The librarian and volunteers strive to aid teachers and students in using the collection. Cooperation, courtesy, and concern for library upkeep are the responsibilities of all students. The library is open school days from 8:00 AM - 4:00 PM. Students are allowed to take AR Tests and do research from 3:15 to 4:00 p.m. Rules and regulations posted in the library are to be observed for efficient organization. Students are encouraged to obtain library cards from their local public library for additional independent reading and research.

## PROCEDURES

- ❖ Books may be checked out for one week for grades 1 - 4 and for two weeks for grades 5 - 8, and may be renewed twice.
- ❖ Books must be in-hand in order to be renewed.
- ❖ Each borrower is personally responsible for the materials charged out in his/her name. Lost or severely damaged books will be charged the current replacement cost plus a \$2.00 processing fee. There will be a \$5.00 charge for minor damage or defacing of any library material.
- ❖ Food and drinks are not permitted in the library.

## **Internet Acceptable Use**

The internet is an electronic network established to connect millions of individual users and computers all over the world. The goal of Good Shepherd is to promote academic excellence by providing students with access opportunities to information, communication, and research sources throughout the world.

Therefore, the School endorses the use of the Internet as an educational tool.

The School has taken reasonable precautions to limit inappropriate use and restrict access to offensive or questionable material; however, due to the nature of the technology, absolute control of all on-line activities is impossible. Therefore, ultimate responsibility of Internet activity rests in the hands of the user.

### **Acceptable Use:**

By signing the Handbook Parent/Student agreement, I understand that the Internet access provided by Good Shepherd School is a privilege, not a right, and each individual user is accountable for his or her own activities on-line. Any use, which violates or does not meet every guideline outlined below, is considered unacceptable. With this in mind, I agree to the following guidelines:

1. I will refrain from accessing any areas of the Internet that would be inappropriate for the school environment because of pornographic or sexual content, racial, ethnic, or minority disparagement, computer viruses, advocacy of violence, or illicit/illegal content. I am responsible for monitoring and, if necessary, rejecting inappropriate or unlawful materials, links, dialogue, and information accessed/received by me.
2. I accept responsibility for keeping copyrighted material from entering the school via the Internet, absent appropriate permission of the copyright owner. Therefore, I must not download games, music, graphics, videos, or text materials that are copyrighted, absent appropriate permission from the copyright owner.
3. Plagiarism is unacceptable. Therefore, I accept responsibility for using information on or downloaded from the Internet in an appropriate manner. I will not post, distribute or use without permission, material that was created by someone else.
4. I will be courteous and use appropriate language. Therefore, I will refrain from swearing or using any forms of obscene, vulgar, harassing, or abusive words, pictures or symbols.
5. I will report any harassment or non-courteous behavior I witness on-line to the system administrator, a teacher, or a counselor.
6. I will not reveal personal information, including names, addresses, and telephone numbers of myself or others.
7. I will not lend my student number or password to others, or otherwise compromise the security of the system with which I work. I will not use someone else's password, screen name or account number.
8. I understand that electronic mail is not guaranteed to be private. System administrators have access to all mail and computer files. Messages relating to, or in support of illegal activities may be reported to appropriate authorities.
9. I understand that I am forbidden to purchase any services or products and that I am responsible for expenses that I might incur.
10. I will refrain from downloading, uploading, or otherwise adding to the network any words, pictures, or symbols that would be inappropriate in a school environment because of pornographic or sexual content, racial, ethnic, or minority disparagement, computer viruses, advocacy of violence, or illicit/illegal content.
11. I understand that all computers at Good Shepherd are the property of the school and may not be used for personnel email, free surfing, chat lines, instant message, uploading or downloading of materials from the Internet. Any student who improperly uses the school computers may be banned from computer use for the remainder of the school year.

### **Expectations and Responsibilities:**

1. Users are expected to maintain sound ethical judgment while on-line and adhere to the legal guidelines outlined in the Acceptable Use Agreement.
  2. Use of electronic information and resources must explicitly be for educational purpose only.
  3. Users are expected not to harm, modify, or destroy hardware or any system relating to electronic information or resources.
  4. Users are expected to relate security problems to system administrators and not demonstrate the problem to others.
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5. Users are prohibited from downloading or uploading executable file on the School's network.
6. System administrators may close any level account at anytime.
7. Good Shepherd School reserves the right to log and monitor the use of all systems, including, should it become necessary, the deletion of saved files.
8. Good Shepherd School reserves the right to establish such rules and regulations as may be necessary for the efficient operation of all electronic information systems.

### **Disclaimer of Liability:**

Although the School uses effective monitoring methods in an attempt to limit access, the very nature of the Internet makes the ultimate responsibility reside with the student/user. Therefore, the School cannot be held liable for unacceptable use.

### **Consequences:**

Infractions of the provisions set forth in this Acceptable Use Agreement may result in termination of access privileges and/or appropriate disciplinary action. Activities in violation of state or federal statutes will be reported to the proper authorities and subject to prosecution by those authorities. Disciplinary action may be taken by the School as appropriate.

### **Mass and Liturgical Celebrations**

Once each week, students at Good Shepherd School come together to participate in a Eucharistic Celebration. Students are directly involved and participate in liturgies through various roles as lectors, choristers, gift-bearers, and acolytes. Students take part in planning the liturgies, making Mass a more meaningful celebration. Mass is also celebrated on First Fridays and other special Feast Days. In addition to the Eucharistic celebration, students participate in other liturgical celebrations, such as prayer services, within their own classrooms and as part of the student body. Inasmuch as Good Shepherd is a Catholic school, it is imperative that students exhibit appropriate behavior during Mass and other liturgical and para-liturgical events. There is no tolerance for disrespect or misbehavior.

### **Safety and Playground**

- ❖ No rough playing is tolerated. Students are to play in the designated area.
- ❖ Students may not bring equipment from home.
- ❖ The gravel in the playground area is not to be picked up at any time by any student. Throwing gravel in the playground area will be considered a serious misbehavior.
- ❖ Students are not allowed to be on the playground after school unless they are a registered member of the afterschool program. The playground is reserved for this program from 3:30 p.m. until 6:00 p.m.
- ❖ Students are not allowed to be on the playground during school events that are taking place in the cafeteria or gym, such as PTO meetings, parent/teacher conferences, programs, Sports Banquet, etc. Parents are responsible for their children and their actions. Good Shepherd School may not be held responsible for injuries or damage to property if parents choose to leave their children unsupervised.
- ❖ If students need to remain inside during recess or are not to participate in any activities during PE class, they are to bring a note from a parent/guardian to that effect. Any student unable to participate in PE will also be required to sit out at recess.

# School Governance and Responsibilities

## GENERAL INFORMATION

Good Shepherd Catholic School is staffed by men and women dedicated to the ideals of Catholic education. All teachers are chosen for their competency and dedication to the field of education. Their main concern is the spiritual, mental, and emotional development of each child committed to their care. All of the teachers have bachelor degrees and many have higher degrees in various areas.

The school is accredited by the TCCED and this accreditation is renewed each year. Periodically, TCCED through a school self-study and a visit from an accreditation team formally accredits each school.

The principal, with the cooperation of the pastor, is the chief administrator of the school. Programs and decisions about matters pertaining to teachers and students, to scholastic programs and extracurricular programs, to the day-to-day operation of the school, rest with the principal. The Advisory Council is an advisory board to the pastor and principal.

The smooth operation of the school is dependent upon the effective leadership and responsibility assumed by members of the local community, including employees of the school, the pastor, and local councils.

## PASTOR

The administrative responsibility of the Pastor for the school includes the care of the total parish plant and those matters, which are not included within the authority of the parish Advisory Council or within the professional responsibility of the Principal.

## PRINCIPAL

The role of the Principal within the Catholic school is to provide Christian educational leadership for the school and...

- ❖ To interact with the school advisory council
- ❖ To work closely with the Pastor, Office of Faith Formation, and faculty to achieve a climate that fosters Christian growth and formation
- ❖ To oversee all student services in program evaluation, assessment, discipline, health, and parent communication
- ❖ To oversee the implementation of instruction in curriculum, instructional strategies, accreditation process, and teacher evaluation
- ❖ To administer all school programs, insuring compliance with regulatory bodies related at the local, state, and national level
- ❖ To oversee the efforts of special programs such as parent organizations and athletic programs
- ❖ To work with the Maintenance Engineer to insure a safe environment
- ❖ To interact with colleagues to insure the smooth operation of services
- ❖ To develop and manage the school budget along with the local school Advisory Council
- ❖ To interact with the community as a representative of Good Shepherd Catholic School

## **TEACHER-IN-CHARGE**

In the absence of the Principal, the Teacher-in-charge will assume the responsibility for the routine operation of the school. The Teacher-in-charge will assist the Principal in the administration of the school by

- ❖ Assisting the students in academic, social and behavioral development
- ❖ Serving as an additional administrative contact for parents
- ❖ Helping to organize special events and activities to enhance instruction
- ❖ Serving as a resource to faculty for their continued development
- ❖ Assisting the Principal in other areas as assigned by the Principal

## **DEPARTMENTAL COORDINATORS**

Departmental coordinators will assist the administrative staff and faculty by

- ❖ Organizing activities for students and faculty
- ❖ Coordinating faculty efforts instruction, discipline, and technology
- ❖ Serving as additional contact for parents with questions related to academic and behavioral issues

## **GOOD SHEPHERD SCHOOL ADVISORY COUNCIL**

The Advisory Council is an advisory board to the pastor and principal. The board provides advice and recommendations to the principal regarding general policy for the overall well being of the school. All functions of the Advisory Council are subject to the pastor and principal's approval and to such policies and regulations that might be promulgated by the Catholic Schools Advisory Board of the Diocese of Dallas, the Diocesan Education Office and federal, state and local laws.

The Advisory Council consists of elected and appointed members each serving a three year term. Members are traditionally parents of Good Shepherd Catholic School.

For cause and for the good of the school and parish community, a pastor may remove a person from the parochial school's advisory council. Likewise, the Superintendent of Schools may remove a person for cause from a Diocesan school advisory council.

## **BEFORE AND AFTER SCHOOL SUPERVISION**

- ❖ Faculty/staff supervision of PK-8 students begins at 7:20 AM. Students are not to arrive at school prior to 7:20 AM. As students arrive at school, they are to go immediately to the cafeteria or gym for supervision. At 7:45 AM teachers will lead students to the gym for Morning Prayer.
- ❖ After-school faculty/staff supervision ends at 3:45 PM. To ensure student safety, it is mandatory that parents pick up their children after dismissal or enroll them in the Extended Day Program.
- ❖ Students who are not enrolled in the Extended Day Program and are not picked up within 15 minutes after dismissal will be escorted to and placed in the Extended Day Program. If a student is not picked up by 4:00 p.m. there will be an immediate charge of \$20.00 for Extended Day Program registration and a daily charge of \$8.00 per child will be assessed. The Extended Day Program is not to be used as babysitting for students waiting to go to sports practices. If practice starts after 4:30 p.m. the parents must make other arrangements for supervision or enroll their child in Extended Day Program and pay the appropriate fees. Any child left on the school grounds without supervision will be placed in after school care and the parent will be charged for this service. Students picked up after 6:00 PM will be assessed a late fee of \$1.00 per minute, per child.
- ❖ Written permission is required if a parent requests that student(s) walk home or use city transportation after school.

## **CAFETERIA PROCEDURES**

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- ❖ Twelve Oaks Catering provides students the opportunity for a prepaid account from which lunch fees are deducted. Parents are also encouraged to preorder lunches on a monthly basis to ensure the child will receive the meal of choice.
- ❖ Lunches may be purchased or brought from home.
- ❖ Students in grades PK through 3 may purchase a plate lunch, but may not order a la carte items as their lunch.
- ❖ Students are not permitted to call home for a forgotten lunch.
- ❖ Glass containers are not permitted.
- ❖ Carbonated drinks are not permitted during lunchtime even when a parent brings in lunch.
- ❖ The microwave oven in the cafeteria is not available for student use. Parents should not send items in the students' lunches that require microwave heating or cooking.
- ❖ **Birthdays celebrations for individual students in kindergarten through fifth grade can be held by the class during the lunch period. The celebration is limited to individual snacks or other dessert item(s) provided by the parents for the class. Please do not send large cakes or cookies in need of cutting. Parents may not purchase lunches for their child's class.**
- ❖ **Students in 6th - 8th grades have birthday celebrations once a month with their class.**
- ❖ **Do not send birthday party invitations unless the entire class is invited. Please spare hurt feelings.**
- ❖ Parents or other family members are welcome to arrange to have lunch with students if they are cleared through the Safe Environment Program. Good Shepherd School requires that when family members visit the school for lunch with a student they abide by the procedure/regulation regarding carbonated soft drink beverages when bringing lunch items into the school.
- ❖ Students are to maintain an indoor voice level in the cafeteria. They are to remain seated unless given permission to leave their seat from a cafeteria monitor. Each class is to have students assigned to clean up their tables at the end of each lunch period. The older students are to sweep the floors under their tables before they leave the cafeteria. There is to be no running, shouting, or disorderly conduct in the cafeteria.

## CLASSROOM PARTIES

The purpose of classroom parties is to provide students the opportunity to celebrate a specific occasion together in an appropriate manner within the classroom setting. Funds are provided by the Parent Teacher Organization for the class Christmas Party. To assist with parties, parents may be asked to provide refreshments (or some other support) for one of the parties during the year. The general parties held are for Halloween, All Saints' Day, Christmas, Valentine's Day and the End of the Year. In observance of the Liturgical Year and Catholic teachings, no parties are to be held during the Lenten Season. Other parties may be scheduled by individual grades for special occasions with the approval of the principal. No parties are allowed, including meals, treat bags, or balloons that would interfere with the school day schedule. All parents, grandparents, etc. that wish to help with parties must complete the Diocesan Safe Environment Program.

## GRIEVANCE PROCEDURE

Our goal at Good Shepherd Catholic School is to make every effort to ensure effective communication between families and staff, but from time-to-time a misunderstanding will occur. Please refer to the following guidelines and procedures:

1. Grievances are best handled at the level at which they occur. Therefore, if a parent has a staff-related grievance, an attempt must be made to settle the matter first with the staff member.
2. If no satisfactory solution is reached, the family should contact the Principal.

Hopefully, we can resolve any concern informally in an open, cooperative Christian atmosphere. In this spirit, we may model peacemaking with each other for our children.

## **Inclement Weather**

- ❖ School closings or delays in the start of the school day due to inclement weather will be the same as Garland ISD. If classes in GISD are canceled or delayed due to weather-related circumstances, all classes will be canceled or delayed at Good Shepherd School including Preschool, grades K-8 and before- and after-school care.
- ❖ Listen to KRLD radio or watch the local television stations for announcements of Garland ISD closing/late opening of schools.

## **PARENTAL COOPERATION**

Parental cooperation is required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all Good Shepherd Catholic School policies and procedures as stated in the Handbook and requested by the principal. Parental behavior or failure to cooperate shall be grounds for removal of any student from the school. Additionally, parents are expected to speak and act in a Christian, positive manner. Disrespectful behavior, vulgar language, verbal or physical abuse of any staff member by a parent may cause a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

## **NON-CUSTODIAL PARENT**

Good Shepherd Catholic 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, the school will provide the non-custodial parent with access to the academic records and other school related information regarding the child. 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.

## **PARENT/TEACHER ORGANIZATION**

The PTO of Good Shepherd Catholic School operates as a School Support Organization in accordance with diocesan guidelines. School support organizations and budgets of these organizations are under the direct jurisdiction of the school's chief administrator.

Fund-raising and solicitation activities will be pre-approved by the chief administrator of the school.

## **RE-ENROLLMENT**

Re-enrollment packets are sent to all currently enrolled families/students. Acceptance of a re-enrollment is, however, dependent upon such factors as:

- ❖ Availability of space based upon number of class sections
- ❖ Availability of space based upon size of class sections
- ❖ Priority by category [i.e., first parishioner, then Catholic non-parishioner, then non-Catholic]
- ❖ Consistency of student academic performance
- ❖ Consistency of appropriate student behavior
- ❖ Consistency of positive support and involvement on the part of parents
- ❖ Appropriate and timely handling by the parent of all outstanding accounts [e.g., tuition payment, payment of fees, etc.]

## School Calendar

The principal/administration prepares the calendar each year. Early release dates, grade reporting periods, special meetings, student holidays, and other important information are recorded on the calendar each year. As some events are added/alterd throughout the year, additional updates are sent home via special communications.

## STUDENT COUNCIL

The primary focus of the Good Shepherd Catholic School Student Council is service. The Student Council, therefore, acts as the major vehicle for students to engage in service projects. Students are encouraged to participate in various projects and assist the needs of the community to deepen the awareness of their own blessings and discover the needs of their brothers and sisters in Christ. Such projects may include collecting food for the needy and homeless, making Lenten collections for missions, creating cards for the sick, etc. Eighth grade students are required to perform service hours in conjunction with their Confirmation preparation. In the planning of these activities, parental permission will be obtained when necessary and some activities will require or encourage parental involvement.

## SECURITY

After school hours, all requests to enter a classroom area must be channeled through the school office.

All visitors to the Good Shepherd campus, including parents who arrive during the school day, **must** check in through the school office. This procedure is implemented for the safety and security of all students. There are no exceptions.

All doors to the school are secured during school hours. All visitors are asked to ring the buzzer and the school office will let you in upon which time you will be required to check in at the office.

No parents are allowed in the halls during classes. Parents are to drop their children off in the cafeteria or gym. Parents are not to walk their children to the classroom once the teacher has picked them up from their assigned morning location.

Parents are not to walk their children up to the classroom before or after school hours unless they have scheduled an appointment with the teacher.

## SPORTS AND ATHLETICS

Good Shepherd School students may participate in a wide variety of organized sports. The principal has ultimate responsibility for the athletic program. The Athletic Director with the support of volunteer coaches implements the athletic program. Student teams may be involved in the Diocesan athletic association or may be involved in local sports associations (e.g., the Garland Soccer Association). The Athletic Director provides information regarding the sports programs to parents.

### Determination of Ineligibility Grades 5-8

Please refer to *Extra-Curricular Activities* for explanation.

## Testing

### STANDARDIZED TESTING

Standardized tests are administered during the fall at Good Shepherd School. These include:

- *Iowa Test of Basic Skills [ITBS]*  
In compliance with Diocesan policies and procedures, Good Shepherd School administers the Iowa Test of Basic Skills annually to all students in grades 1-8. Test results are used by teachers for assessment and diagnostic purposes.
- *Cognitive Ability Test [CogAT]*  
The CogAT is administered to students as part of routine diocesan testing. Test results are used by teachers for assessment and diagnostic purposes and to determine student eligibility for accelerated summer program offered by other diocesan schools.

### PLACEMENT TEST

The school may elect to administer a placement test for incoming students. There will be a \$50 fee charged for testing to pay for materials and teachers' time spent administering the test and scoring it.

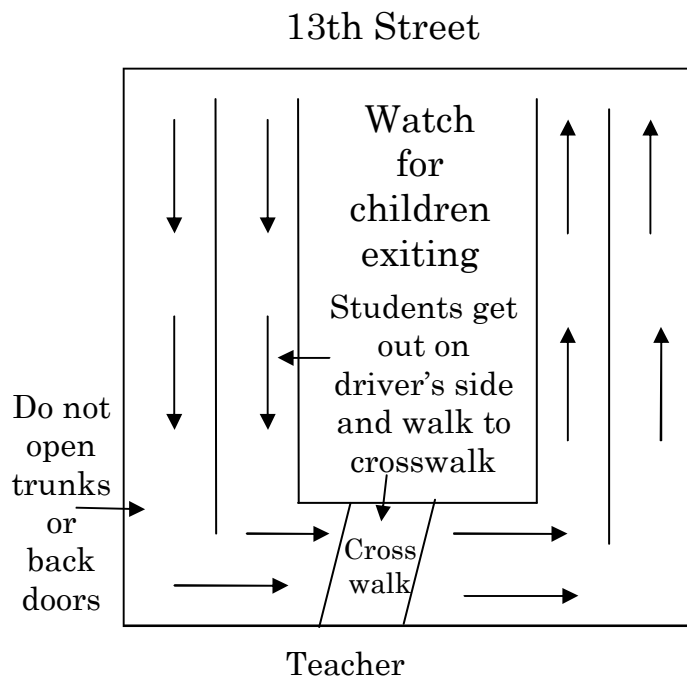
## TRAFFIC FLOW

- ❖ Teachers are stationed in the east parking lot during the morning drop-off times. Their responsibility is to provide for the security and safety of our students. Parents are asked to respond quickly and courteously to any request made by a teacher.
- ❖ Parking is not permitted in the front of the school. All students should enter the school through the back doors into the gym. Do not drop off or pick up children on the S. Garland Avenue side of the building.
- ❖ Students will use indoor dismissal procedures in the gym. Parents should park, enter the school through the gym doors, proceed to their child's classroom (PK- 2<sup>nd</sup>) or assigned place in the gym (3<sup>rd</sup>-8<sup>th</sup>) and sign out with the teacher. Once a parent has signed out a child, that child is to remain with the parent or be placed in ASC and charged for that day.
- ❖ The Fire Marshal for the city of Garland has noted that parents often stop or park in the restricted zone in front of the school. Please know that if your vehicle is in a restricted area, the authority of the city of Garland may tow it. You will bear all responsibility for the towing costs.

## TRAFFIC PLAN

When dropping off your child in the morning, safety is of utmost importance.

- Please make sure your child does not cross between cars, but only in the crosswalk where the teachers are standing. Children should never walk between cars.
- If you are in the left lane making the path through the parking lot, it is dangerous to let children out where they could be struck by another car. Please have your passengers get out on the driver's side and walk to the crosswalk where teachers can cross them safely.
- Do not stop to open trunks in the driving lane because it blocks the view of the crosswalk. If your child needs time to get items out of the car, please park in another lot.
- Do not park in the car pool parking lot.
- Do not park in handicapped spaces near the church as parishioners need them to get into the church for 8:00 Mass.



## VISITORS AND PARENTS

- ❖ Parents and visitors of Good Shepherd School are encouraged to visit the school at any time during the year. Requests to visit the classroom during instructional time must be made at least two working days prior to the visit. The request and visit arrangements must be made through the principal's office. To facilitate such visits and to eliminate the possibility of unknowingly disrupting the educational program, visitors are directed to report first to the principal's office. All visitors must be cleared through the Safe Environment Program and must have all paper work completed in the office.
- ❖ Parents bringing lunches, books, etc., or picking up students are required to come to the office. Lunches and books may be left at the office and the office will notify the child's teacher that there are items at the office for the child to pick up. Again, for the safety and security of our students, parents may not go directly to the classrooms. Students must be signed out at the office for doctor/dental appointments, etc.
- ❖ No parents are allowed in the halls during classes. Parents are asked to drop their children off in the cafeteria or gym. Parents are not to walk their children to the classroom once the teacher has picked the children up from their assigned morning location.
- ❖ Parents are not allowed to walk their children to the classroom before school hours unless they have scheduled an appointment with the teacher

## VOLUNTEERING

All Good Shepherd families are required to perform 25 hours of volunteer service. This service may be completed by one or more members of the family. Hours need to be logged in the Volunteer book in the front office. Each family is responsible for keeping track of their own hours. Families that choose to not complete 25 hours by the end of the school year will be assessed \$500.

Good Shepherd School welcomes volunteers from our parish community. As with other visitors to the campus, volunteers are asked to report first to the school office. All volunteers must be trained through the Safe Environment Program and must have all paperwork completed in order to be in the school with other students. All volunteers will be provided with a name badge with a picture after they have been trained.

The school could not offer the quality of education, service and sense of community that it does without parental involvement. Keeping the best interest of the students in mind, prospective volunteers that supervise, instruct, or otherwise have contact with any students must undergo a routine background check and be trained through the Diocesan Safe Environment Program. This training will be done on the school campus sometime during the 1<sup>st</sup> and 3<sup>rd</sup> quarter of each school year. All parents wishing to volunteer at the school should plan to attend one of the training sessions offered. The diocese has mandated that volunteers be re-trained every year and background checks must go through Accutrak. All parents wishing to volunteer must adhere to these requirements. The cost of the background check is \$15.00 per person for the first time and \$3.50 for a renewal.

## Withdrawal Procedures

When a student is withdrawn from school, the parent/guardian must come to the school office and notify school personnel as soon as possible prior to the actual withdrawal date. Student records are mailed directly to the new school. Student records are not released if there are unpaid balances in tuition, extended day fees, library fines or lunch IOUs etc.

## **Good Shepherd Catholic School Finance and Tuition Policies for the 2009 - 2010 School Year**

**The Finance Committee of the School Advisory Board in conjunction with the Administration has established the following policies regarding tuition collection:**

**All Good Shepherd Catholic School families have three options to make tuition payments.**

**Option 1      PAYMENT IN FULL:**

Single payment due on or before June 18, 2009. This option entitles the responsible party to a 5% discount payable directly to Good Shepherd Catholic School.

Note: If full payment is not received by the school on or before the due date, payments must be made through RenWeb with the option listed below. *\*Discount will be voided if payment is not received by the deadline date.*

**Option 2      MONTHLY BANK DRAFTS: 10, 11, or 12 Monthly Payments beginning in July through RenWeb:** Automatic bank payments (ACH) through a checking or savings account may be made on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. **\$15 annual RenWeb enrollment fee applies.**

**Option 3      CREDIT CARD PAYMENTS: Visa, MasterCard, Discover, AMEX Monthly Payments.** Automatic scheduled monthly payments through a credit card; the appropriate form will be sent to you. Each payment will incur a credit card convenience fee.

**Tuition Payments**

Tuition is due on the 5<sup>th</sup> or 20<sup>th</sup> of the month in the RenWeb Bank Draft or Credit Card Plans. If a payment is returned for insufficient funds, there will be a \$25 service charge added to the account. If a second payment is returned, arrangements must be made in person with the Principal to work out payments that will keep the account up-to-date. Failure to keep payments current may result in penalties and/or request to remove the child(ren) from the school.

All accounts must be current by the last day of school in order to receive a final report card or diploma. Academic records will not be transferred to another school until all tuition and fees have been paid. Any family with an 8th grade student must make sure that their account is current in order for their student to be allowed to participate in 8th grade graduation ceremonies. All tuition must be paid in full by June 30 of that school year. Any families whose account is delinquent at the time of registration for the following school year will only be able to register their child(ren) after their account is brought up to date.

Families who have not fulfilled their tuition commitment for the current school year will not be able to attend Good Shepherd Catholic School in August until the tuition and applicable late fees are paid in full. If the child(ren) have already registered for the upcoming school year, they shall be removed from the registration list and will no longer be given pre-registration priority. If they have not registered, then they shall not be allowed to register until all past due tuition and late fees are paid in full and they have enrolled in one of the payment options listed above. In any event, all past due and current tuition shall be current before the family can register or enroll in Good Shepherd Catholic School. If any family becomes delinquent on their tuition for sixty (60) days, then they shall appear before the Principal or finance committee to explain their situation and to show good cause. After the committee's written decision, any payments not made within 15 days can be turned over to an agency for collection.

### **Registration**

The registration fee of \$300 helps to defray the startup costs, including books, supplies, and budget items that must be paid before tuition payments start. Registration forms without a fee will not be processed until the fee is paid. The registration fee is nonrefundable. Late registration is subject to increased fees. Note: *If the registration fee is not paid when you register your child(ren), the registration fee will increase to \$450 starting March 13.*

### **Fundraising Requirement**

Each family will make a commitment to contribute \$150 towards Casino Night: This spring fundraiser helps to make up the difference between the actual cost of educating a student at Good Shepherd School and the tuition charged per student.

### **Good Shepherd Parish Supporter Tuition**

All families are required to volunteer 25 hours in the Good Shepherd Community or to pay \$500 to qualify for Parish Supporter Tuition. Parents and their children may combine their volunteer efforts to complete the 25 hours which must be logged in the volunteer book at the office. To avoid the \$500 assessment, volunteer hours must be completed by April 30, 2010.

### **Tuition Assistance**

Each family requesting Tuition Assistance must be registered and fill out a financial aid application by April 1. Tuition assistance is not guaranteed and is based on need. Upon qualification of tuition assistance, each family shall follow one of the payment plan options.. Tuition assistance is only granted for one school year. Those families requesting tuition assistance must reapply each year.

If tuition assistance is denied, the family shall have 10 days to choose one of the payment options listed above without penalty. If however the family has not enrolled in one of the Options selected above, then a \$25.00 per month service charge shall be added to the tuition payment until the family has enrolled in the RenWeb Tuition Plan or becomes current on their tuition payments.

### **New Student Policy**

Students entering Good Shepherd Catholic School after the start of school shall pay the registration fee and will be charged tuition on a pro-rata scale. New students must be registered in one of the plans as provided by the Tuition Collection Plan. If the payment in full option is selected then the family will have 30 days (from the date of registration) within which to make payment. If they do not, then their child shall not be allowed to attend school. All families must enroll in a payment plan within seven days from the date of registration and the first month's tuition payment must be paid within 30 days.

### **Tuition Refund Policy**

In the event that a family withdraws from Good Shepherd Catholic School, registration fees are never refundable. Tuition shall be refunded, on a pro-rata basis, or RenWeb Tuition Plan terminated, only if one of the following conditions have been met: extenuating circumstances, i.e. death, disability of a household income earner or other uncontrollable situations. The request is to be submitted in writing and presented to the Good Shepherd Catholic School Finance Committee and determined by a majority vote. Otherwise, those who pay monthly tuition will have their RenWeb Tuition Plan contracts terminated beginning the month following withdrawal of student. When the tuition has been paid in full, the amount refunded will be based on number of months left in the school year.

## Media RELEASE AGREEMENT

THE UNDERSIGNED gives to THE CATHOLIC DIOCESE OF DALLAS and/or Good Shepherd Catholic School, its legal representatives, successors, and all persons or corporations acting with their permission, unrestricted permission to videotape, copyright, and / or publish photographic portraits or pictures of me or my child(ren), and the negatives, transparencies, prints, or digital information pertaining to them, in still, single, multiple, moving, or video forms or in which I or my child(ren) may be included in whole or in part, or composite, or distorted in form, or reproduction thereof, in color otherwise, made through any or otherwise make reproductions of images of the UNDERSIGNED, to use my name and to make recordings of my voice or my child(ren)'s for the purposes of creating videos and other media used in the development for THE CATHOLIC DIOCESE OF DALLAS and / or Good Shepherd Catholic School. The UNDERSIGNED further acknowledges that such videos and other media may be distributed to third parties upon the terms and sole discretion of THE CATHOLIC DIOCESE OF DALLAS and / or Good Shepherd Catholic School in any and media and manner.

I hereby waive any right that I may have to inspect and approve the finished product or copy that may be used in connection with an image that the Diocese has taken of me or my child(ren), or the use of which it may be applied. I further acknowledge that I will not be compensated for these uses, and that THE CATHOLIC DIOCESE OF DALLAS and / or Good Shepherd Catholic School exclusively owns all rights to the images and recordings.

The UNDERSIGNED releases THE CATHOLIC DIOCESE OF DALLAS and / or Good Shepherd Catholic School, its successors, employees, and agents from any and all claims for compensation, damages or rights to monies arising out of the use by THE CATHOLIC DIOCESE OF DALLAS and / or Good Shepherd Catholic School or any other parties to whom such videos, images or other media of the UNDERSIGNED have been distributed.

Date this \_\_\_\_\_ Day of \_\_\_\_\_, 2009

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



Please print one agreement for your family and return to the school office.