

## **GOOD SHEPHERD CATHOLIC SCHOOL MISSION STATEMENT**

*The mission of Good Shepherd Catholic School is to provide a Christ-centered education in which students grow in faith, knowledge, and service.*

### **GOOD SHEPHERD CATHOLIC SCHOOL**

Good Shepherd is a preschool – grade 8 school offering a full-day kindergarten program. There are two classes of each grade K-8. The maximum class size in K-8 is 25 students per classroom. Good Shepherd is located on the east side of Evansville at 2301 N. Stockwell Road. Good Shepherd Catholic School is accredited by the State of Indiana Department of Education and AdvancED.

The purpose of Good Shepherd Catholic School is to provide a Catholic education in a safe, faith-based environment where our students are encouraged to achieve their personal best. The educational journey we provide meets the individual needs of each learner, promotes life-long learning, builds their positive self-esteem, prepares them for the challenges of the future, and encourages them to become active Christians practicing the Catholic faith.

The faculty adheres to these Core Values:

- ◆ Faith based environment emphasizing the Catholic traditions of prayer and service
- ◆ Academic excellence encouraging life-long learning and the achievement of one's personal best
- ◆ Character building instilling responsibility, respect, integrity, and honesty
- ◆ Strong parent-teacher-school partnership educating the future leaders of our church and community

### **HISTORY**

Good Shepherd Catholic School opened in September of 1959 with grades 1-8. The school was staffed by the Sisters of Providence from St. Mary of the Woods. Full day kindergarten was offered in the 1987-1988 school year. The school grew to include two classes of each grade. Additional rooms and a gym were added in 1994 and 1997. A fire in the Parish Hall in December of 2006 caused extensive smoke damage throughout the building. Restorations of the entire facility were completed in April of 2007. A new Parish Hall was completed in April of 2009. The Little Rams Preschool opened in August of 2012. Good Shepherd Catholic School is an asbestos free facility.

### **PARENTS AS PARTNERS**

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

To support the religious and educational goals of the school

To treat teachers with respect and courtesy in all discussions

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

To support and cooperate with the discipline policy of the school

To complete and return promptly to school any requested information

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

To send your child to school ready to learn by being

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

## **GOOD SHEPHERD CATHOLIC SCHOOL PHILOSOPHY STATEMENT**

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

Good Shepherd Catholic Parish is able to meet the parish budget for the many ministries through the tithing and sacrificial giving of ALL parishioners. Parishioners are encouraged to tithe 10% of their gross income by contributing 1% to CPC, 4% to Good Shepherd Catholic Parish, and 5% to favorite charities. Good Shepherd Catholic Parish stewardship supports Good Shepherd Catholic School providing Catholic Education for “actively participating families” (parent or parents) who desire this help to fulfill their responsibility to pass on the Catholic Faith to their children.

An “actively participating family” demonstrates a commitment to their Catholic Faith and to the life and ministry of this particular Christian community by praying with the Good Shepherd Catholic Parish community at Eucharist each weekend. In addition an “actively participating family” contributes their time, their talent, and their proper financial support to the ministry of Good Shepherd Catholic Parish (e.g.: P.T.O., Bingo, Summer Social, various ministries in the Church) as well as contributes financially to the Good Shepherd Catholic Parish over and above the stated tuition requirements.

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

## **NON-DISCRIMINATION POLICY**

**Good Shepherd Catholic School does not discriminate against students on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable state or federal law.**

Good Shepherd Catholic School does not offer special education classes, but reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Evansville Vanderburgh School Corporation provides limited consulting services for qualified Good Shepherd students with learning disabilities.

Students with certain learning disabilities and mild mental handicaps may be better served by the Holy Spirit Special Education Program, which is located on Annunciation at Holy Spirit School premises. Enrollment in this program is established by the principals of Annunciation at Holy Spirit and Good Shepherd schools.

## **ADMISSION GUIDELINES**

Families making application to Good Shepherd Catholic School will meet with the principal to discuss the application process. The principal may also meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement. Good Shepherd Catholic School will endeavor to meet the learning needs of all students, whenever possible.

## **KINDERGARTEN ENROLLMENT**

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, pre-school teacher or prospective kindergarten teacher may request additional evaluations. The purposes of the screening program are to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment, and to help provide the best possible educational program for the child’s development.

The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

### **KINDERGARTEN EARLY ADMISSION PROCESS**

Good Shepherd Catholic School recognizes some children may mature faster than others mature and are ready for kindergarten at a younger age. If a parent feels the child is ready for early kindergarten enrollment, the following appeal process can be utilized:

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The teacher or designee will arrange for the kindergarten screening.
3. An evaluation of the child may be required to document the child's emotional, social, and academic development. The parents will be responsible for any fees that may be incurred.
4. The child's current preschool teacher may be contacted to give feedback helpful to placement.
5. A conference will be held with the parents, teachers, and the principal.
6. The school will approve or deny the kindergarten enrollment.

### **STUDENT TRANSFERS**

In the case of a family's desire to transfer from one school to another, the principal of the receiving school shall explain the expectations for communication between the two schools.

Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include the following:

1. Whether the student has behaviors that negatively impact his or her academics and/or the learning/social environment.
2. Whether reasonable efforts to manage the student or correct the behavior at the sending school have failed; and/or
3. Whether the student's parents have provided their full cooperation and support of the sending school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer. The transfer of junior high level students is strongly discouraged.

<b>GOOD SHEPHERD CATHOLIC SCHOOL ADMISSION POLICY</b>
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### **APPLICATIONS ACCEPTED PRIOR TO MARCH 31:**

1. Good Shepherd active parishioners who have children currently attending Good Shepherd Catholic School. Active parishioners demonstrate a commitment to parish life by weekend Mass attendance and by contribution of time, talent, and financial support
2. Good Shepherd active parishioners who want to enroll a child for the first time
3. Parishioners of Catholic parishes who do not have a school, who have children currently attending Good Shepherd School
4. Siblings of Non-Catholic students currently enrolled
5. Parishioners of Catholic parishes who do not have a school, who are enrolling their first child
6. Parishioners of other Catholic churches whose schools have full enrollments
7. Non-Catholic families

### **APPLICATIONS ACCEPTED AFTER MARCH 31:**

8. New parishioners moving to Evansville who have joined Good Shepherd Catholic Parish
9. Families new to Evansville who have joined parishes without a school
10. Siblings of Non-Catholics already enrolled
11. Parishioners of other parishes with a school
12. Non-Catholic families

## **SCHOOL COUNCIL**

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

All School Council meetings are open and are usually held on the second Thursday of each month. (A copy of the School Council By-Laws may be obtained at the School Office.)

## **BOOK/SUPPLY/TECHNOLOGY FEE POLICY**

The Book/Supply/Technology Fee is \$350 per student. The \$350 BST Fee will be included in the automatic withdrawal for tuition.

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

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

## **iPAD USER FEE POLICY**

Students in grades 5, 6, 7, and 8 will have a \$75 iPad User Fee. The \$75 User Fee will be required each year that a student has an individual iPad for school and home use.

## **PARENT TEACHER ORGANIZATION (P.T.O.)**

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

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

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

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

## **LITTLE RAMS PRESCHOOL**

The Little Rams Preschool has two classes of 3 year olds and two classes of 4 year olds (Pre-K). More information on the program and services may be found on the parish/school website at [gsparish.org](http://gsparish.org).

## DIOCESAN POLICIES

### CRISIS/CONFRONTATION POLICY

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

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

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

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

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

**Good Shepherd Catholic School**

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

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

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

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

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

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

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

**CODE OF CHRISTIAN CONDUCT**  
**COVERING COACHES**  
**OF THE DIOCESE OF EVANSVILLE**

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

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

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

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

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

Approved 12-1-05  
Diocesan Athletic Board

**INSURANCE STATEMENT**

It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

**INTERAGENCY AGREEMENT**

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

**SECLUSION and RESTRAINT POLICY**

The Diocese of Evansville and Good Shepherd Catholic School believe a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this statement is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate seclusion or restraint.

*The Diocese of Evansville Seclusion and Restraint Statement and the complete Good Shepherd Catholic School Seclusion and Restraint Policy are available in the school office.*

## WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture has verified that all schools, including private schools, which participate in the National School Lunch Act, the Child Nutrition Act, or the Healthy Hunger-Free Act must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. The Good Shepherd Wellness Plan is posted on the school website at [gsparish.org](http://gsparish.org) and is available for review in the school office.

## CATHOLIC DIOCESE OF EVANSVILLE INTERNET USE POLICY AND AGREEMENT

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

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

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

## STUDENT AGREEMENT

1. **Personal Responsibility**. I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use**. My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Good Shepherd School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.
3. **Network Etiquette**. I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.
4. **Privacy**. I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.
5. **Electronic Mail ("e-mail")**. I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.
6. **Security**. Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.

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

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

### **PARENT AGREEMENT**

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

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

### **DISCIPLINARY PROCEDURES**

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

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

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

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

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

### **YOUTH PROTECTION/SAFE ENVIRONMENT**

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

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

## **CHILD ABUSE LAWS**

Good Shepherd Catholic School abides by the Child Abuse Laws of the State of Indiana. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **BEST PRACTICES FOR ADULTS WHO WORK WITH YOUTH**

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

#### **Two-Deep Leadership**

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

#### **No One-on-One Contact**

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

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

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

#### **Respect of Privacy**

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

#### **Separate Accommodations**

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

#### **Proper Preparation...**

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

#### **No Secret Organizations**

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

#### **Appropriate Attire**

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

#### **Constructive Criticism**

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

#### **Hazing is Prohibited**

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

## **RELIGIOUS EDUCATION PROGRAM**

### **DAILY INSTRUCTION**

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

The Family Life supplement to the religion curriculum is taught in a 2-3 week block of time in grades 4-8.

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

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

### **LITURGIES**

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

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

### **SACRAMENTS**

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

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

## **ACADEMIC PROGRAM**

### **ACCREDITATION**

Good Shepherd Catholic School is accredited by the State of Indiana and AdvancED. Good Shepherd Catholic School is in compliance with the same standards as that of public schools. Good Shepherd has an “A” rating by the State of Indiana.

### **CURRICULUM**

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

The Media Center combines the library with twenty 28 Compaq computers. Good Shepherd Catholic School has a mobile computer lab and an iPad cart. The mobile labs are accessible to all grade levels. Students in K-4 are assigned 2 periods in the computer lab per week. Each classroom has a computer that is networked to the Computer Lab. Internet access is available in the lab and classrooms.

The media center library is computerized and books are checked in and out using a scanner and bar codes.

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

Art	Writing	Religion
Computer/Technology	Mathematics	Science
English/Grammar	Music/Band	Social Studies
Geography	Phonics	Spanish 6-8
Handwriting	Physical Education	Spelling
Health	Reading/Literature	Vocabulary
Indiana History		

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

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

### **ELIGIBILITY POLICY**

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

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

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

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

**Students may be disqualified from participation in sports activities and other extra-curricular activities based on behavior.**

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

#### **ACADEMIC**

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

#### **BEHAVIOR**

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

## **HOMEWORK POLICY**

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

Parents are urged to *help* rather than *do* the assigned work. Parental help should include arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed.

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

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

## **KINDERGARTEN**

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

Kindergartners wear the school uniform. Please read pages 26-30; should you have any questions, please call the school office.

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

## **KINDERGARTEN ENROLLMENT**

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, pre-school teacher or prospective kindergarten teacher may request additional evaluations. The purposes of the screening program are to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment, and to help provide the best possible educational program for the child's development.

The screening may include, but not limited to the following: classroom observation, questions in language development, auditory and visual discrimination skills, assessment of fine and gross motor coordination, and assessment of social awareness and emotional maturity.

## **KINDERGARTEN EARLY ADMISSION PROCESS**

Good Shepherd Catholic School recognizes some children may mature faster than others mature and are ready for kindergarten at a younger age. If a parent feels the child is ready for early kindergarten enrollment, the following appeal process can be utilized:

1. A request, in writing, should be provided to the principal explaining why the request is being made. A copy of the birth certificate must accompany the request.
2. The teacher or designee will arrange for the kindergarten screening.
3. An evaluation of the child may be required to document the child's emotional, social, and academic development. The parents will be responsible for any fees that may be incurred.
4. A conference will be held with the parents, teachers, and the principal.
5. The school will approve or deny the kindergarten enrollment.

Requirements for enrollment in kindergarten include the following forms:

- |                     |                                 |                             |                |
|---------------------|---------------------------------|-----------------------------|----------------|
| 1) Application form | 2) Baptismal Certificate (copy) | 3) Birth Certificate (copy) |                |
| 4) Physical form    | 5) Immunization record          | 6) Emergency card           | 7) Dental form |

**PARENT-TEACHER CONFERENCES**

Each year Parent-Teacher Conferences are scheduled in October after the first quarter. A conference is scheduled for every student in grades K-5. A conference for a student in grades 6-8 is scheduled at the request of the teacher or parent. Some parents need or want more than just this one formal conference during the year. An appointment may be made with the individual teacher.

**PROMOTION POLICY and RETENTION POLICY**

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

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

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

**REPORT CARDS**

Report cards are issued four times during the school year. They will be given every nine (9) weeks, or two (2) times each semester. The Grading System is consistent with other eastside diocesan schools.

- 94% - 100% = A**
- 85% - 93% = B**
- 77% - 84% = C**
- 70% - 76% = D**
- 0% – 69% = F Failure**

A Mid-Term Progress Report is sent to every student in grades K-2. Grades on-line provide an ongoing report to parents. Report Cards are to be returned within one week from being issued.

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

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

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

**SCHOOL RECORDS**

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

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

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

## **TESTING PROGRAMS**

### **Standardized Testing**

In order to be accredited by the State of Indiana, we must comply with the same testing requirements as the public schools. All students in grades 3 - 8 take the standardized test required by the Diocese of Evansville and the State of Indiana. Testing occurs in the spring. Third grade students also take IREAD 3 in the spring. This reading test is required by the State of Indiana.

### **High School Exam**

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

### **Individual Testing**

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

## **EXTRA CURRICULAR ACTIVITIES**

### **ATHLETIC/SPORTS PROGRAMS**

Each student will pay a \$35.00 participation fee per sport sponsored through Good Shepherd Catholic School. This nonrefundable fee will be due at the time of registration for each individual sport. Programs offered through Memorial High School may have additional fees. It is the policy at Good Shepherd if the fee presents a hardship to the family, a scholarship may be requested through the principal.

#### **ARCHERY**

Archery is offered through Memorial High School for boys and girls in grades 4-8.

#### **BASKETBALL**

Basketball is available for boys and girls in grades 3-8 in the winter (Oct.-Jan.)  
Basketball for grades 3-4 may have an additional cost for a team t-shirt (under \$15.00).

#### **CHEERLEADING**

Cheerleading is available for girls in grades 5-8 during basketball season.  
Cheerleading may have an additional cost for cheer related items.

#### **CROSS COUNTRY**

Cross country is offered through a Memorial Middle School program in the fall for boys and girls in grades 5-8.(Aug-Oct).

#### **FOOTBALL**

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

#### **SOCCER**

Girls' soccer is available for grades 3-6 in the fall (Aug-Oct).  
Boys' soccer is available for grades 5-6 in the spring (March-April).

#### **SOFTBALL**

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

Softball for grades 1-4 may have an additional cost for a team t-shirt (Under \$15.00).

#### TRACK AND FIELD

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

#### VOLLEYBALL

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

#### WRESTLING

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

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

The **GOOD SPORTS** Sportmanship Program has been adopted for athletes, coaches, and parents in diocesan schools. The program states the expectations for behaviors and attitudes that should be displayed by all vested parties regarding appropriate Christian sportsmanship. The **GOOD SPORTS** program stresses *respect, gratitude, and responsibility* among many other core values through Christian athletic competition.

### ATHLETIC GUIDELINES

The Good Shepherd Athletic Committee has enacted guidelines regarding “game playing time” for students participating in sports at Good Shepherd Catholic School. Athletic Guidelines have been approved by the Athletic Committee and the School Council. (Approved May 2016) The Athletic Guidelines are posted on the school website.

#### Girls Sports Playing Time Guidelines

##### Basketball

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

##### Soccer

- 3<sup>rd</sup> and 4<sup>th</sup> Grade  
Equal playing time
- 5<sup>th</sup> and 6<sup>th</sup> Grade  
Minimum of one quarter for each player

##### Softball

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

##### Volleyball

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

## Boys Sports Playing Time Guidelines

### Basketball

- 3<sup>rd</sup> and 4<sup>th</sup> Grade
- 5<sup>th</sup> and 6<sup>th</sup> Grade
- 7<sup>th</sup> and 8<sup>th</sup> Grade

Equal playing time during the regular season  
During tournament, all players must play at least one quarter and sit one quarter  
Minimum of one quarter or equivalent of 6 minutes  
During tournament, all players must play at least 3 minutes  
Playing time is at discretion of the coach

### Football

- 1<sup>st</sup> and 2<sup>nd</sup> Grade flag
- 3<sup>rd</sup> and 4<sup>th</sup> Grade tackle
- 5<sup>th</sup> and 6<sup>th</sup> Grade tackle

All players must play at least 10 plays  
All players must play at least 10 plays  
All players must play at least 10 plays

### Soccer

- 5<sup>th</sup> and 6<sup>th</sup> Grade
- 7<sup>th</sup> and 8<sup>th</sup> Grade

Minimum of one quarter for each player  
Playing time is at discretion of the coach

### Track and Field for boys and girls

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

### **BAND**

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

### **BOY SCOUTS**

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

### **BROWNIES AND GIRLS SCOUTS**

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

### **SAFETY PATROL**

The Safety Patrol program is available for students in grades 6 – 8. Students are selected on the basis of punctuality, dependability, responsibility and interest. Students in 5<sup>th</sup> grade may be included if needed.

The Safety Patrol is monitored by the Evansville Police Department.

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

### **SPEECH TEAM**

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

## **STUDENT COUNCIL GUIDELINES**

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

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

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

The agenda for Student Council meetings will be set by the Student Council officers and/or advisors.

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

## **THEATRICAL PRODUCTIONS**

Opportunities for theatrical performance are given during the school year.

## **YOUTH CHOIR**

Choir is available to students in grades 3-8. The choir practices every Tuesday after school. The choir sings at the school Masses and on certain occasions at the 10:30 Mass on Sunday.

## **ADDITIONAL PROGRAMS and ACTIVITIES**

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

Academic Super Bowl	Liturgical Ministries (lector/server)	Serra Club Vocations Project
Accelerated Reader	Living Rosary	Service Projects
Art Club	Math Bowl	Solo & Ensemble
Art Contests	Minds in Motion	Speech Team
Battle of the Books	Officer Friendly	Spell Bowl
Catholic Schools Week	Poetry Contests	Spelling Bee
Disability Awareness	Prayer Partners	STAR Assessments
Drug Awareness Week	Project Business	STEM Club
Fire Safety Program	Purdue Extension Programs	Stock Market Simulation
Fire Wardens	Character Counts	Student Council
Geography Bee	Go-Grow-Glow	Think First, Stay Safe
IXL	Professor Popcorn	Way of the Cross
Junior Achievement	Reading Renaissance	Writing/Essay Contests
Leader in Me	Red Cross Pillow case Project	Youth Choir
Life Skills		
Little Flowers Girls Club		

## **GENERAL INFORMATION**

### **ATTENDANCE/TARDY POLICY**

#### **1. TARDY POLICY**

Students who arrive after 7:30 A.M. should report to the office to sign-in and receive a tardy slip. A notice will be given for each tardy beginning on the 3<sup>rd</sup> tardy. A detention will be issued after the 5<sup>th</sup> tardy and again, after the 10<sup>th</sup> tardy in a quarter and all other subsequent tardies. Excessive tardies will be reported in accordance with Diocesan Policy. Additionally, upon receipt of the 15<sup>th</sup> tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18<sup>th</sup> tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with Diocesan Policy..

2. If a student is not in attendance, a parent/guardian must call the school office by 8:00 A.M. each day that student is absent. **To report absences, please call the automated attendant line: 469-2904 and press 2.** Students must be fever free and non-contagious for 24 hours before returning to school.
3. If a student signs in after 9:30 A.M. or signs out before 12:30 P.M., the student will be considered absent for one-half day.

#### **4. ABSENTEE HOMEWORK POLICY**

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

##### **Grades 6 – 8**

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

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

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

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

5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon return to school.
6. A written notice for a known future absence (appointment, vacation, etc.) should be presented in advance to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work, and homework. Doctor and dental appointments are considered excused if within the 2 hour time limit.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

## EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but not be limited to the following:

- Illness or appointment verified by a note from a physician
- Illness of three or fewer consecutive days reported/verified by a communication from the parent/guardian
- Attendance at a family funeral
- Absence related to deployment and return for military connected families

## UNEXCUSED ABSENCES

An unexcused absence shall be defined as any absence not covered under the diocesan's definition of an excused or exempt absence.

\*\*Excused and unexcused tardies and absences will be indicated on the report card.

## VACATION POLICY

Good Shepherd Catholic School STRONGLY encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered UNEXCUSED according to state law. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian at least one week in advance.

If the student is absent for an extended period of time, the parent must expect their child to have class work made up within the same number of days he/she missed upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the family who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of individual teachers.

## CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

## HABITUAL TRUANCY

A student is considered **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.

- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

### **CHRONIC TARDINESS**

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Approved: Memorial Feeder Schools – 4/2017

### **ARRIVAL**

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

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

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

### **BUS TRANSPORTATION**

Good Shepherd Catholic School does not use bus transportation.

### **DISMISSAL PROCEDURES**

Dismissal will begin after prayer and announcements at 2:28 P.M. for grades Preschool-Grade 5. Grades 6-8 will dismiss at 2:30.

- Students in Preschool and PreK, as well as other siblings, will be dismissed to the back lot.
- Students in grades K-2 and 6-8 who are picked up in the front parking lot are dismissed by the gym at the east end of the school.
- Students in grades 3 –5 are dismissed through the front doors.
- At dismissal students are to immediately go to their vehicles. If their rides are not in the parking lot, the students are to return to the sidewalk area by the gym entrance.
- Once students are in their vehicles, the teachers will direct the vehicles to begin leaving the parking lot.
- **No vehicles should leave the lot before that time including those parked along the south edge along the grass.**
- Once all the vehicles have left the parking lot, the remaining students will be walked to the main entrance of the school.

Please be prompt with pick up as a courtesy to the staff. Students should be picked up by 2:50 P.M. or they will be sent to After School Care. Any change to this expectation must be met with the approval of the principal.

The west parking lot area is reserved for parents who need to pick-up students for an appointment or parents need to get other children. A request form must be on file in the school office.

Walkers go to the cafeteria along with the After School care (GAP) students. They will cross Theater Drive and Stockwell Road with the Safety Patrol. It is very important that walkers respect the authority of the Safety Patrol, as these streets are very busy. Students, who do not do so, will be disciplined accordingly.

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

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

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

**Students are not to use cell phones during dismissal without the permission of a supervising adult.**

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

Students may not play in or throw snow or ice.

### **EARLY DISMISSAL**

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

### **DISCIPLINE**

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

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

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

### **PARENTAL ROLE**

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

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

## **BULLYING**

**“ANTI-BULLYING STATEMENT:** The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the CSO, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.”

Good Shepherd Catholic School embraces the following as school rules against bullying:

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

## **SEXUAL HARASSMENT BY STUDENTS**

Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature. When such an activity is sufficiently severe, persistent or pervasive so as to limit a person’s ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment. Any person who has a complaint of sexual harassment by a student must bring that complaint to the attention of the school Principal. Forms for reporting alleged sexual harassment may be obtained from the Principal’s office. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy the violations of this policy.

## **DISCIPLINE POLICY**

- Each teacher has the right to determine the regulations (consistent with school policy) to be followed in his/her classroom.
- The consequences for violations of classroom and/or school rules may vary according to the seriousness of the behavior, grade level of the student, repetition of the behavior, and attitude of the student. Possible consequences may include but are not limited to the following:
  - 1) Verbal warning

- 2) Written assignment dealing with the infraction
  - 3) Job assignment
  - 4) Loss of recess
  - 5) Lunch period restrictions
  - 6) Behavior/academic notice
  - 7) Detention
- **A behavior notice, academic notice, or detention is a communication to the parents that a student has acted inappropriately.**
  - The principal and/or staff have the right to opt for a lesser punishment.
  - The principal and/or staff have the right to pass over one punishment for a more severe one, such as a behavior/academic notice or detention.
  - The principal and/or staff may write a behavior notice or detention to any student in any grade during school or any school function.

## **NOTICES**

### **Academic Notices only accumulate during a single grading period**

#### Academic Notice

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

### **Behavior Notices only accumulate during a single grading period**

#### Behavior Notice

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

**Any notice is to be returned on the day following the issuance of the notice. Failure to do so may result in the student receiving another notice.**

**It is the responsibility of the student in grades 6-8 to return signed notices to Mr. Goedde by 10:00 A.M. on the day following the issuance of the notice.**

## **DETENTION**

- After 3 Academic Notices in a single grading period, an Academic Detention will be issued and served at the next scheduled detention session.
- After 3 Behavior Notices in a single grading period, a Behavior Detention will be issued and served at the next scheduled detention session.
- After the 5<sup>th</sup> Tardy in a single grading period, a Detention will be issued and served at the next scheduled detention session.
- **If an infraction is serious, a detention may be issued immediately without 3 notices.**
- Detention should be served from dismissal until 3:30 p.m. on the **Tuesday** following the issued detention.
- Absolute silence must be observed in detention.
- The student serving detention will not be allowed bathroom or drink privileges.
- During Detention the student will be required to write something constructive and deemed appropriate by the teacher monitor.
- Detention will not be used as a study period.

Failure to comply with any of the stated rules will result in another detention. Any student not picked up after detention will automatically be sent to After School Day Care. All detentions affect eligibility status.

\*\*The ELIGIBILITY POLICY (p. 12), states that, “For every **two (2)** detentions received during a quarter, an extra-curricular game/event will be missed (the first game/event following the date the detention is issued; this does NOT include practices).”

### **CONFERENCES**

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

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

### **IN-SCHOOL SUSPENSION**

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

### **OUT-OF-SCHOOL SUSPENSION**

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

\*\*The ELIGIBILITY POLICY (p. 12), states that, “A student who serves an in-school suspension or an out-of-school suspension is ineligible to participate in extra-curricular activities for a three-week period.”

### **PROBATION**

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

### **SUSPENSION AND EXPULSION**

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

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

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

## DRESS CODE

### CASUAL DRESS

The first Friday of each month (unless announced differently), will be a CASUAL DRESS DAY to support Student Council. Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste.

CASUAL DRESS does NOT include:

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

Skinny jeans, jeggings, yoga pants, or other form fitting pants **are NOT permitted** unless a **LONG TOP** is worn that completely covers one's seat.

Low cut blouses/tops and clothing that are extremely tight or form fitting are not permitted.

Boots are permitted on casual dress days from **December 1<sup>st</sup> until after Spring Break**.

**Boots with sparkles, fringe, or fur may be worn on casual dress days.**

**Any shoes or boots worn may not have a heel higher than 1 inch.**

Rubber boots are not permitted as footwear in the classroom.

Shorts, capris, and skorts are not permitted from **December 1<sup>st</sup> until after Spring Break**.

If skirts or dresses are worn during the period for winter uniform, tights must be worn.

Shoes should follow the regular uniform policy. Socks must be worn.

Shirts and dresses must have sleeves with no underarm or bare shoulder showing.

Shirts must cover the midriff even when arms are raised above the head.

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

**Athletic uniforms (shorts and shirts) which are supplied by the school are to be worn ONLY for official games.**

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

### P.E. UNIFORM

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

### SPIRIT DAY

Every Friday other than the 1<sup>st</sup> Friday of the month is Spirit Day. The diocesan theme shirt, Youth Ministry, Teen Power, Memorial or Good Shepherd t-shirt or sweatshirt may be worn in place of the uniform shirt. The approved shirts are to be worn with the uniform bottoms. GSCS sports sweatshirts and jackets as well as Memorial spirit wear may be worn on Friday Spirit Days and on casual dress days. Hooded sweatshirts may be worn on Friday.

### UNIFORM POLICY

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

**DARK GREEN ITEMS CAN BE PURCHASED FROM LAND'S END**

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

**Shorts, skorts, and capris may not be worn from December 1<sup>st</sup> until after Spring Break.**

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

### **BOYS**

**Belts:** Belts must be worn with pants and shorts in grades 1-8.  
Belts must be solid navy, black, or brown.

**Hair:** Hair should be kept clean and properly styled.  
Hair should be no longer than the collar in the back, no longer than the bottom of the ear lobe on the sides, and no longer than the eyebrows.  
Haircoloring in sharp contrast to the natural color is not permitted.  
Designs shaved in the hair are not permitted.  
Hairstyles or color bordering on the extreme will not be permitted. The decision will be at the discretion of the administration.  
Boys must be clean shaven.

**Jewelry:** The **only** jewelry that will be permitted: a medical or religious bracelet, a simple watch, one (1) ring, and a religious medal or cross on a chain.  
Body piercings and/or tattoos are not permitted.

**Pants:** The uniform pants are navy for **kindergarten through grade 5.**  
**Kindergarten students are permitted to wear pants without belt loops.**  
The uniform pants are navy or khaki for **grades 6-8.**  
**NOT PERMITTED: logos, cargo pants, polyester material, denim material, jean like stitching or patch pockets**  
Pants may not be pegged, rolled up, or slit at the hem.  
Pants should be worn at the natural waist.  
Logos must be removed.  
Navy must not be faded. Khaki should be a medium color, not the very light shade.

**Shirts:** The uniform top may be one of the following:

1. a white or light blue long or short sleeved button-down oxford shirt
2. a white, dark green, or light blue long or short sleeved knit or dri-fit polo shirt
3. a white, dark green, or light blue turtleneck or mock turtleneck
4. t-shirts that are worn under the uniform turtleneck or polo shirt must be solid white with no lettering on the front or the back.
5. shirts that are worn under the uniform shirt may not extend beyond the sleeve length of the uniform shirt
6. sleeves on short sleeved shirts may not be rolled up
7. shirttails must be tucked in at all times

**Shoes:** Shoes may be casual or athletic. All shoes must have a closed toe and a closed back.  
Shoe laces must be tied. No Crocs are permitted.  
**Any shoes or boots worn may not have a heel higher than 1 inch.**

**Shorts:** The uniform walking shorts are navy for **kindergarten through grade 5.**  
The uniform walking shorts are navy or khaki for **grades 6-8.**  
**Kindergarten students are permitted to wear shorts without belt loops.**  
The length of the walking shorts is to be no more than two (2) inches above the knee.  
Logos must be removed.  
Cotton twill or Dri-Fit golf shorts are permitted.  
**Cargo shorts are not permitted.**  
Shorts should be worn at the natural waist.  
Navy must not be faded.  
Khaki should be a medium color, not the very light shade.  
**Shorts are not permitted from December 1<sup>st</sup> until after Spring Break.**

**Socks:** Socks must always be worn.  
Colored bands at the top of the socks or down the back are not permitted.  
Socks are to be solid white, navy, or black and must be visible at the top of the shoe.  
Tucking the sock under the heel is not permitted.

**Sweaters:** Navy, white, or dark green sweaters may be worn with the uniform.  
The sweater may be a plain cardigan, a plain long-sleeve pullover, or a plain pullover vest.  
Sweaters are not to be worn around the waist.

**Sweatshirts:** The GSCS gray or dark green GSCS sweatshirt may be worn instead of the uniform sweater.  
A uniform shirt, knit polo shirt, turtleneck, or mock turtleneck must be worn under the sweatshirt. The collar of the polo shirt must be visible.  
Hooded sweatshirts are not to be worn during the school day except on Friday for Spirit Day or a casual dress day.  
Sweatshirts or other jackets associated with athletics are not to be worn during the school day.  
Sweatshirts are not to be worn around the waist.

**Other:** A dark green or navy quarter zip fleece pullover or light weight pullover may be worn during the school day. The fleece must be purchased through the P.T.O.

A dark green quarter zip light weight pullover may be worn during the school day. This item must be purchased through the GSCS Athletics spiritwear order form or Land's End.

**Extra:** Writing or drawing on the body is not permitted.  
No novelty glasses are allowed. Only prescription glasses are to be worn.

## **GIRLS**

**Belts:** Belts must be worn with pants and shorts in grades 1-8.  
If the skort has belt loops then a belt must be worn.  
Belts must be solid navy, black, or brown.

**Blouses/Shirts:** The uniform top may be one of the following:

1. a white or light blue long or short sleeved blouse with a round or pointed collar.
2. a white, dark green, or light blue long or short sleeved knit or dri-fit polo shirt
3. a white, dark green, or light blue turtleneck or mock turtleneck
4. t-shirts that are worn under the uniform turtleneck or polo shirt must be solid white with no lettering on the front or back
5. t-shirts that are worn under the uniform shirt may not extend beyond the sleeve length of the uniform shirt
6. sleeves on short sleeved shirts may not be rolled up
7. shirttails must be tucked in at all times

- Cosmetics:** Girls in **grades 6-8** may wear moderate make-up. – No eyeliner  
No glitter make-up is permitted.  
Lip gloss is permitted.  
Artificial nails, overlays, or extensions are not permitted.  
Clear, pastel, and neutral nail polish is permitted for girls in grades K-8.
- Dress:** The dress must be navy and of a knit material.  
**Navy or white tights are to be worn with the uniform jumper from December 1<sup>st</sup> until after Spring Break. Footless tights are not permitted.**  
**Navy playground shorts are to be worn with the uniform dress, jumper, or skirt.**
- Hair:** Hair should be kept clean and properly styled.  
A hair bow, ribbon, scrunchie, or headband may be worn.  
**Yarnbraids and glitter hairspray are not permitted.**  
All barrettes and clips must be kept to a minimum.  
Novelty headbands are not permitted. All headbands must be flat on the head.  
Haircoloring in sharp contrast to the natural color is not permitted.  
Hairstyle and color bordering on the extreme will not be permitted.  
The decision will be at the discretion of the administration.
- Jewelry:** The only jewelry that will be permitted: a medical or religious bracelet, a watch, one(1) ring, a religious medal or cross on a chain, one (1) small pair of post earrings for pierced ear lobes.  
Loops or dangling earrings, pins, buttons, or decorative jewelry are not permitted.  
Body piercings and/or tattoos are not permitted.
- Jumpers:** The uniform jumper is navy twill and may be no shorter than four (4) inches above the knee.  
**Navy or white tights are to be worn with the uniform jumper from December 1<sup>st</sup> until after Spring Break. Footless tights are not permitted.**  
**Navy playground shorts are to be worn with the uniform dress, jumper, or skirt.**
- Pants:** The uniform pants are navy for **kindergarten through grade 5.**  
The uniform pants are navy or khaki for **grades 6-8.**  
**NOT PERMITTED: logos, cargo pants, polyester material, denim material, jean like stitching or patch pockets**  
**Kindergarten students are permitted to wear pants without belt loops.**  
Pants may not be pegged, rolled up, or slit at the hem.  
Navy must not be faded.  
Khaki should be a medium color, not the very light shade.
- Shoes:** Shoes may be casual or athletic. All shoes must have a closed toe and a closed back.  
Shoe laces must be tied. No Crocs are permitted.  
**Any shoes or boots worn may not have a heel higher than 1 inch.**  
**Boots may only be worn from December 1<sup>st</sup> to the start of Spring Break. Pant legs must be worn on the outside of the boots. The boots must have hard soles.**  
**Boots are to be solid brown, black or gray.**  
**Boots NOT included with the uniform will include sparkles, fringe, or fur.**  
**Rubber boots are not permitted as foot ware in the classroom.**
- Shorts/Skortts and Capris:** The uniform walking shorts, skortts, and capris are navy for **kindergarten through grade 5.**  
The uniform walking shorts, skortts, and capris are navy or khaki for **grades 6-8.**  
**Kindergarten students are permitted to wear shorts and capris without belt loops.**  
The length of shorts and skortts should be determined when arms are held at the side. There should be no skin of the fingers touching the skin on the leg.  
Navy must not be faded. Khaki should be a medium color, not the very light shade.  
Knit material is not permitted.

**Shorts, skorts, and capris are not permitted from December 1<sup>st</sup> until after Spring Break.**

**Skirts:**

The uniform skirt is navy and may be no shorter than four (4) inches above the knee.

**Tights are to be worn with the uniform jumper from December 1<sup>st</sup> until after Spring Break.**

**Navy playground shorts are to be worn with the uniform dress, jumper, or skirt.**

**Socks:**

Socks or tights must always be worn.

**Socks are to be solid white, navy, or black and must be visible at the top of the shoe.**

**Solid white, navy, or black knee socks or plain tights may be worn with jumpers or skirts.**

**Leggings are not permitted. Footless tights are not permitted.**

Colored bands at the top of the socks or down the back are not permitted.

Tucking the sock under the heel is not permitted.

**Sweaters:**

Navy, white, or dark green sweaters may be worn with the uniform.

The sweater may be a plain cardigan, a plain long-sleeve pullover, or a plain pullover vest.

Sweaters are not to be worn around the waist.

**Sweatshirts:**

The GSCS gray or dark green GSCS sweatshirt may be worn instead of the uniform sweater.

A uniform blouse, knit polo shirt, turtleneck, or mock turtleneck must be worn under the sweatshirt.

The collar of the polo shirt must be visible.

Sweatshirts or other jackets associated with athletics are not to be worn during the school day.

Hooded sweatshirts are not to be worn during the school day except on Friday for Spirit Day or a casual dress day.

Sweatshirts are not to be worn at the waist.

**Other:**

A dark green or navy quarter zip fleece pullover may be worn during the school day. This item must be purchased through the P.T.O.

A dark green quarter zip light weight pullover may be worn during the school day. This item must be purchased through the GSCS Athletics spiritwear order form or Land's End.

**Extra:**

Writing or drawing on the body is not permitted.

No novelty glasses are allowed. Only prescription glasses are to be worn

*Approved by School Council April 2020*

**HEALTH and WELLNESS**

**HEALTH PROGRAM**

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

1. Vision screening for students in grades 1, 3, 5, and 8
2. Hearing tests to students in grades 1, 4, and 7, and to any student who is referred by a teacher
3. Health records for all students. These are updated every year. Written documentation of a physical check-up by a physician is required for students entering KINDERGARTEN and entering 6<sup>TH</sup> GRADE. This is due by the first day of school. A physical performed after January 1 is considered valid for the school year beginning in August of the same year.

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

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

### ILLNESS

If your child becomes ill at school, you will be notified according to the information on your Emergency Card. The Emergency Card is completed at registration. It is very important that this card be kept up to date. Therefore, should you have a change of address and/or phone number during the school year, please notify the office immediately of this change. Your child is to be fever free for 24 hours before returning to school.

**\*In response to COVID-19, students will need to be fever free, without fever reducing medication, for 72 hours before returning to school. A fever is currently defined as 100.0.**

### IMMUNIZATION RECORDS & DENTAL CARE

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

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

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

A dental form is to be completed on a yearly basis and submitted to the school office.

### MEDICATION

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

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

## **LUNCH PROGRAM**

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

Your child /family will have an account which you may add money to at any time. Teachers will collect the lunch money in the classroom or you may bring it to the school office. Please put the money or check in an envelope. On the outside of the envelope, please put the child (ren)'s name and grade(s). Account balances may be checked on the website. **If your account is in the negative, no extras including drink options will be permitted.**

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

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

Students may bring their lunch from home or eat the hot lunch. **Lunches from outside restaurants, such as McDonald's or Subway, are not permitted to be brought in during the school day.**

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

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

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

## **PROCEDURES AND POLICIES**

### **AFTER SCHOOL CARE PROGRAM - (GAP)**

Good Shepherd Catholic School provides After-School Care from 2:30 p.m. until 6:00 p.m. and operates every school day, including half days and early dismissal days. The cost is \$8.00 per child per day. Cost is incurred beginning at 2:30.

### **ANIMAL POLICY**

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

### **BACKPACKS**

Decorative key chains on backpacks should be limited to one (1). K-4 grade students share a locker and space is limited. Overly large backpacks do not fit it in the locker when a student has a locker partner.

### **BIRTHDAY TREATS**

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

### **CLASS PARTIES**

Room helpers assist the teachers with classroom parties for Christmas and Valentine's Day. Food and drink items must follow the Wellness Policy guidelines. Nutritional snacks are permitted.

### **CLASS SIZE**

School Council has adopted a cap of 25 students per classroom.

### **DELIVERY POLICY**

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

### **ELECTRONIC DEVICES POLICY**

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

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

Students in grades 5-8 have a school issued iPad for school and home use. Each incoming fifth grade student will receive an iPad and have the device through their eighth grade year at Good Shepherd Catholic School. There will be a User Fee per student each year.

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

**If a cell phone or other electronic device is used without permission and is confiscated by a teacher, the parent is required to come to the office to meet with the principal.**

### **EMERGENCY DRILLS**

Fire drills, disaster drills, earthquake drills, and lockdown drills are conducted as required during the school year. The teachers and pupils are trained to know what must be done in the event of a particular type of drill or disaster. All students and adults in the building are expected to follow the procedures for the particular type of drill. **In the event of an emergency lockdown, no one will be allowed to enter or exit the building.**

### **FIELD TRIP POLICY**

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

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

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

Exceptions may be at the discretion of the principal.

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

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

### **GIFT EXCHANGES**

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

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

## **HALL PROCEDURES**

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

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

## **LOCKERS**

Decorating the outside of lockers is not permitted. Names tags are provided by the homeroom teacher.

Any other name tags must be with the permission of the homeroom teacher or principal.

## **LOST and FOUND**

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

## **PEST CONTROL POLICY**

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

## **PLAYGROUND REGULATIONS**

### General Rules

- Students are never allowed to leave school property without being accompanied by the parent.
- Students are to ask permission of the teacher on duty to re-enter the building during the recess period if an emergency arises. (When using the restroom, enter the door to the parish hall.)
- Students are to stay away from the gas meters, electric boxes, and classroom windows.
- Students are to SIT on swings. Only one (1) student per swing. Students are not permitted to stand on, jump from, twist, hold hands, join feet, or abdominal swing while on the swings.
- Students are to slide feet first on the slide. Students are not permitted to stand up, flip on the bar before going down, and climb up the slide.
- Students may cross the monkey bars with hands only. Students are not permitted to sit, stand, lie or hang upside down on the monkey bars.
- Students are NOT permitted to play tackling games of any kind.
- Students are not permitted to dig in the dirt or lie on the ground at any time.
- Students are not permitted to retrieve balls that go into the street or in the trees. An adult on duty should be asked to help.
- Students are not permitted to use hard balls such as golf balls or baseballs.
- Students are not permitted to use obscene or distasteful language or gestures on the playground at any time.
- Students are to take their assigned places on the playground when the bell rings ending recess.
- Students are to enter the building quietly after recess.
- Students are NOT permitted to have food or chew gum on the playground, as well as in school during school hours, unless given permission by the teacher.

- Students are never permitted to throw rocks, sticks, tire pieces (from under the equipment), snowballs, ice, or any hard objects during recess, SRB, or dismissal.

#### Indoor Rules

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

### **SEARCH POLICIES**

#### Student Searches

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

#### Locker Searches

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

### **SEVERE WEATHER**

Good Shepherd Catholic School will follow the decisions of the Evansville-Vanderburgh School Corporation (EVSC) with regard to closing or delaying school due to inclement weather. In case of weather delays/cancellations or disaster emergencies, the public media will advise what the school situation will be for that day. If severe weather develops after the children have arrived at school and necessitates early dismissal, such dismissal will be announced via the public media. Each family will be notified by **School Messenger**. When school is cancelled or not in session due to weather, extra curricular activities and meetings will also be cancelled.

### **SYCAMORE (School Management System)**

The Sycamore system is utilized by all diocesan schools. Sycamore is used for grades, lunch account information, teacher websites and more.

### **TELEPHONE POLICY**

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

Cellular phones are to be "off" and kept in the backpack, purse, or locker. **These devices are not to be used on school property during the school day or during dismissal unless in case of an extreme emergency or with the permission of a supervising adult. If a cell phone is confiscated by a teacher, the parent is required to come to the office to meet with the principal.**

### **THURSDAY ENVELOPES**

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

### **VIDEO MONITORING**

Good Shepherd Catholic Parish and School have video monitoring throughout campus to insure safety and maintain a Christian environment.

### **VISITORS**

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

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

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

### **WATER BOTTLES**

Good Shepherd Catholic School recognizes the benefits of children staying hydrated. Water bottles are permitted for students in grades 1-8. The bottle for grades 4-8 should have a secure screw on cap/lid or a pop-up top. The bottle for grades 1-3 should be plastic with a pop-up top. Glasses with straws are not permitted.

### **WEBSITE** - [gsparish.org](http://gsparish.org)

The parish/school website is the main communication tool for school information. Items accessible online include: Calendars      Forms      Lunch Menu      Wellness Information      Nutrition Nuggets  
Weekly Newsletter (Ram Gram)

Information in the Parent Corner includes:

Student Handbook	Supply Lists	Financial Information
Technology Committee Minutes		School Council Minutes

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

## **EXTENDED LEARNING PERIODS AWAY FROM THE SCHOOL BUILDING**

### **GENERAL STATEMENT- PUBLIC HEALTH AND SAFETY**

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

### **ACADEMIC INTEGRITY AND GRADING DURING EXTENDED LEARNING**

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner. The school grading policies and practices remain intact and continue during any extended learning period.

### **TUITION**

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. K-8 tuition agreements, policies and practices, will remain in effect and binding.

### **ATTENDANCE**

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

### **\*\* RIGHT to AMEND**

Good Shepherd Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the Thursday Envelope.