



## Student/Parent Handbook

**Address:** 75 Shepherd Way, Frankfort, KY 40601

**Phone:** 502-223-5041

**Fax:** 502-223-2755

**Web:** [www.gssfrankfort.org](http://www.gssfrankfort.org)

**Pastor:** Rev. Charles Howell

**Principal:** Miss Stephanie Sims

Good Shepherd School is a ministry of Good Shepherd Catholic Church of Frankfort, KY. It is an institution of the Roman Catholic Diocese of Lexington, KY. GSS is accredited by the *Kentucky Non-Public Schools Commission*.

Good Shepherd School offers a Christ-centered education for children, both Catholic and non-Catholic, in grades Pre-K through 8.

*It is the mission of Good Shepherd School to put Christ at the Heart of it All  
Education ♣ Service ♣ Respect ♣ Responsibility*

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### Quick Facts

- ♣ A regular school day at GSS begins with prayer and pledge at 7:35 a.m. and ends with prayer at 2:15 p.m.
- ♣ “Snow Day” info can be found at [www.schoolsout.com](http://www.schoolsout.com), our school webpage, Lexington/Louisville tv stations, and Frankfort radio.
- ♣ Find school **info/calendar/student grades** through our Edline pages at [www.gssfrankfort.org](http://www.gssfrankfort.org). — the official website for Good Shepherd School Students & Parents.
- ♣ The school **newsletter** is posted to our website each **Tuesday**.
- ♣ **All medications** must be kept in the office and have a parent note attached. The parent form can be found on our website.
- ♣ **Bus passes** require written permission from a parent.
- ♣ Any **changes or additions** to Policies and Procedures can be found at our website.
- ♣ All Visitors must sign in and out of the school office.
- ♣ GSS is a Smoke-Free campus.
- ♣ Report Cards are issued at the end of each quarter.
- ♣ Staff & volunteers are required to have criminal background checks and participate in the Virtus Protecting God’s Children program.

## Philosophy

We recognize each student as a child of God, destined for eternal happiness. While the main responsibility for the education of the child is based in the home, we share in the moral, religious, and educational growth of the students entrusted to our guidance. We consider it a privilege and duty to educate the whole child: spiritually, intellectually, emotionally, socially, and physically.

We provide a balanced program which incorporates the teachings and values of the Catholic Faith into the curriculum. We endeavor to make each student aware of his/her religious responsibilities toward self, the community, the nation, and the world.

We hope that each student will leave Good Shepherd with a strong sense of both his/her self-worth as a child of God and his/her need to achieve peace within oneself and in the world.

## Vision

**We envision a Christ-centered school in which...**

...students will achieve their unique potentials and develop positive self-concept through an enriched curriculum and effective teaching techniques

...students will serve in school, faith, civic, and global communities

...students will develop respect through understanding and compassion

...students will demonstrate responsibility for their decisions and actions

## Goals

Fundamentally, the task of the Catholic School is the synthesis of culture, faith, and life by:

1. Teaching secular subjects in the light of the gospel.
2. Promoting the growth of Christian values and a love of the Church.
3. Building a strong relationship between home and school.
4. Encouraging students to accept responsibility for their own learning, through self-discipline.
5. Developing proper social attitudes in interaction with peers, and helping children recognize that we are truly a world community.
6. Recognizing that in every group of learners, there exist wide differences in ability, desire, and intent toward learning.
7. Providing appropriate learning activities to help children develop their unique potential and a positive self-concept.
8. Helping each child to recognize the serious problems in our world and each child's potential to make the world a better place in which to live.

These goals are assessed through surveys of teachers, parents/guardians, and students. Classroom observations, standardized testing, etc. are also forms of assessment.

## School Program

The educational program of Good Shepherd School meets the requirements of the Kentucky State Department of Education and those of the Diocese of Lexington. Good Shepherd is fully accredited by the State.

Good Shepherd School follows both the State and Diocesan Curriculum Guidelines in all areas of academic subjects, including religion, language arts, reading, math, social studies, science, art, music, physical education, and computer education.

The religious and moral training of the students is the center of our program. Therefore, religion is a required subject for all students. Worshipping together in the Mass and daily prayer is also part of the school program. Students participate in Liturgy on a weekly basis.

## Admission

Good Shepherd School is a parish school. As such, preference is given to children of parents/guardians who are REGISTERED AND CONTRIBUTING members of the parish. Non-parishioners are accepted as space allows. Both Catholic and non-Catholic students are welcome at GSS.

At pre-registration time, parishioners, students already enrolled in our school, and those with siblings already enrolled at GSS, have the opportunity to enroll before general registration. After the pre-registration deadline, everyone enters on a first-come/first-served basis, as enrollment forms are dated. Students are accepted regardless of race, color, national, or ethnic origin.

A NON-REFUNDABLE registration fee is charged to each family registering at Good Shepherd.

Students not having previously registered in our school must present:

1. a copy of an official birth certificate (from the Dept. of Vital Statistics);
2. a copy of a Baptismal certificate, if Catholic;
3. proof of eye exam
4. a Kentucky immunization certificate and health form (school physicals are required upon entry into Kentucky schools and again upon entering sixth grade)
5. Proof of dental check

Parents/guardians must, by Diocesan policy, sign a statement at the beginning of the year, stating that they have their own insurance, are taking out a student insurance policy, or know that their children are not insured while at school.

Parents/guardians of students agree to:

1. support the policies and procedures of the school;
2. accept financial responsibility for tuition/fees, cafeteria lunches, library fines, etc.
3. provide assistance as volunteers, drivers on trips, chaperones, fund-raisers, aides, or maintenance workers.

Students seeking to transfer from other schools may not be accepted if they have demonstrated discipline problems or parents have not met financial obligations at their previous schools. Students being accepted from another school must present academic records from the school they attended.

To help the school and teachers provide an appropriate learning environment, enrolling students may be asked to complete a screening process/placement assessment. Parents or guardians of prospective students will have to sign a release of records request for Good Shepherd to obtain a copy of the student's most recent report card, assessment instruments, health records, portfolio (if appropriate) for review along with a copy of their discipline report from their last school.

Additionally, the teachers that will be involved with the child's instruction may request an interview with the student and their parents/guardian.

The school reserves the right to enroll students in grade levels that are appropriate as indicated by the above assessments.

## Tuition & Fees

### Preamble

One of the most important missions for our Parish is to provide a quality education for our children. To this end, the Parish encourages every family with children to send them to our school and to continue their education at a Catholic high school. To assist families in this endeavor, the Parish provides significant financial support for our Parish families with children in our school and if parents choose, to a lesser level through a subsidy to Lexington Catholic High School, as directed by the Diocese. In return, the Parish asks that each family participate in the life of the Parish through the family's time, talent, and treasure as each has been given by God.

The subsidies are presently in two forms. First, the level of parishioner tuition for our grade school is established at levels that are significantly below the actual cost to the Parish. Secondly, further subsidy is granted to those families with more than one child. Further tuition assistance may also be available for families in financial need.

### Qualifications for Parishioner Tuition Rates and Subsidies

In order to meet the needs of our Parish families with students at Good Shepherd School and Lexington Catholic High School, while also acting in fairness to all members of the Parish, from whom the subsidies are received, as well as acting responsibly as stewards of our Parish, it is necessary for the Parish to establish certain minimal standards for those families receiving the subsidies. For a family to be eligible to receive the subsidized grade school and/or high school tuition rate, it must meet certain criteria that are centered on what one would normally view as an active parish member. These criteria include:

1. Registration as a member of the Parish.
2. Weekly attendance at the Sunday (or Saturday evening) celebration of Mass in our Parish.
3. Family participation in the Parish through your time, talent, and treasure.

Parishioner/Non-Parishioner status is based on the status of the parent/guardian of the student enrolled, not on that of the person paying the tuition bill. A parishioner receives a considerable discount on a child's tuition. At least one parent and the child/ren must be a practicing Catholic who attends mass regularly at Good Shepherd Church, is registered in Good Shepherd Parish, participates in parish life, and contributes to the parish through gifts of time, talent and treasure.

### Financial Policies

As a Parish school, Good Shepherd School is supported mainly through tuition and parish contributions collected through the Sunday Collection. A significant percentage of the Church's offertory collection will be used to subsidize Good Shepherd School. Therefore, tuition payments and parish contributions are critical. Tuition and fees are set by the Good Shepherd School Board with the Good Shepherd Parish Finance Committee.

All School Fees, (Supply/Textbook, Technology, Maintenance, PTO) will be due in the Parish Office by July 15. If payment is not received by this date a late charge will be charged each month until payment is received. (If a student registers after the school year has already begun, a date will be set for payment in that particular student's tuition contract.) All fees are Non-Refundable.

GSS utilizes a tuition management program (FACTS). Payment options will be to pay in full by July 15; to enroll in a 10 or 12 month automatic bank draft payment plan for an annual fee per family; or to pay on a credit card through the tuition management company for an additional fee.

Tuition and payment information will be sent to the person listed on the registration form as the financially responsible party. However, parents/guardians are responsible for any unpaid tuition or fees that are not collectible from the designated financially responsible party.

Parents/guardians or other designated financially responsible parties must choose one of the options given on the Tuition Contract and it must be signed and returned to the Parish Office by May 15. If the automatic bank payment option is selected, the FACTS Automatic Payment Agreement must also be returned with the tuition contract by May 15.

All outstanding tuition and fee payments must be up-to-date before a student may be registered for the following school year. Before school begins in August all payments must be up-to-date before the student can begin the school year. At Christmas break all payments must be up-to-date before a student can begin the second semester at Good Shepherd School. At the end of each school year, all outstanding financial responsibilities must be met by the last day of school. Final report cards will be held until such time as all financial obligations are met.

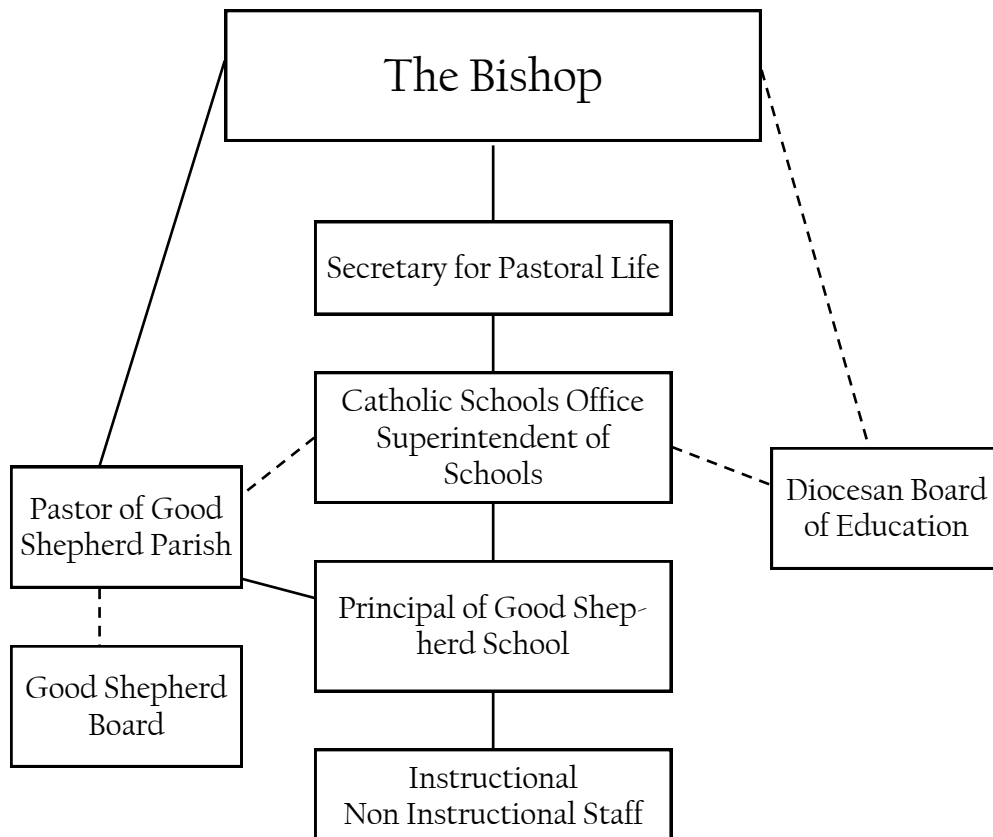
If the school has been unable to collect payment from a parent/guardian after three attempts at collection, the parent/guardian will be contacted by the Principal/Business Manager for a face-to-face meeting to discuss the financial situation. Special payment terms may be arranged at this time. Failure to respond or to meet with the Principal/Business Manager will result in the parent/guardian being told to remove the child/ren from the school. At that time, the appropriate public school district will be notified that the child/ren are no longer enrolled at GSS.

If after the face-to-face meeting with the Principal/Business Manager payments continue to be uncollectible after two more attempts at collection by FACTS, according to arrangements made at the meeting, the parent/guardian will be told to remove the child/ren from the school immediately. At that time, the appropriate public school district will be notified that the child/ren are no longer enrolled at GSS.

### Refund Policy

School Fees are non-refundable. Tuition for students leaving Good Shepherd School due to a family relocation or other unavoidable circumstances will be prorated accordingly.

## Good Shepherd School - Organizational Structure



## PTO

The Parent-Teacher-Organization of Good Shepherd School meets regularly for the purpose of furthering the education of the children and assisting the school's educational programs. The PTO provides community building activities for our school families. Annual dues to this organization are due with other fees in July each year. The PTO needs and encourages participation by every family, and we urge parents/guardians to become active members. PTO officers, committee chairpersons, etc. are volunteers.

## Calendar

The GSS calendar is established by the Good Shepherd School administration. GSS attempts to follow the Franklin County School calendar as closely as possible in order to take advantage of the county school buses in the afternoons. However, on days when Franklin County Schools are not in session, and Good Shepherd School has classes, parents/guardians will have to provide transportation for their child/ren. Good Shepherd is a school of the Catholic Diocese of Lexington and is separate from the public school systems.

## Attendance

Regular attendance and punctuality are essential for student success. **The school day begins promptly at 7:35 A.M.** with Prayer and the Pledge. Students who arrive before 7:35 a.m. are to report to the cafeteria where a staff member is on duty. School doors open at 7:00 a.m. No students or parents may be in the classrooms before or after school unless they have scheduled a meeting with that classroom teacher.

Parents are welcome to accompany their child into the classroom on the first day of classes. On subsequent days, parents may not accompany their child into the classroom. In order to foster independence in each child and to maintain order in the classroom, teachers have particular morning procedures for the students which should not be disrupted by parents.

**ALL** students who report to their homeroom teacher after 7:35 a.m. are reported as tardy. Students who arrive late must be signed in at the office. Students who leave school early are also counted tardy and must check out at the office.

3 or more unexcused tardies—see “Conduct”

If a child will be absent, a parent/guardian should notify the school before 8:00 A.M. In cases of prolonged absence, a doctor's certificate may be required upon the return of the student to school. After absences totaling 10 days, a doctor's statement is always required. Vacations during the school year are **strongly** discouraged. In the event that a serious reason makes it impossible to adhere to this recommendation, the student will be responsible for requesting make-up work upon his/her return to school, and turning it in within the time frame determined by his/her teacher. Any work not made up and turned in within the determined time frame will result in a zero being averaged into the student's grade. Absence due to vacation is an unexcused absence. After 20 days of absence during a school year a student may be retained at his/her grade level.

**A written excuse is required** after any day of absence from school. The excuse needs to be signed by a parent/guardian and include the date and the reason for the absence. After 10 absences, a doctor's note is required to be excused. Excuse notes should be turned in at the office.

Doctor and dental appointments should be set for after school hours if possible. If appointments need to be regularly scheduled during school hours, it is helpful if the appointments are not always scheduled during the same class.

Students who are absent from school due to illness or have an unexcused absence of 1/2 the school day or more may not participate in any school-sponsored after-school activities on that day. This would include clubs, sports games or practices, dances, etc.

## Statement of Responsibility

Good Shepherd School's responsibility for a student ends when the student is dismissed. Parents/Guardians are responsible for providing supervision for the student after dismissal (unless the student is enrolled in a GSS after-school program).

**Students who are not picked up by 2:30 will be placed in the after-school program, and the parents/guardians will be responsible for paying the appropriate drop-in fee.**

## Closed Campus

Good Shepherd School maintains a closed campus. Students are not permitted to leave school grounds without supervision/permission at any time during the school day.

## Dismissal

Regular dismissal time is 2:15 P.M.

Students may be dismissed early from school **only with a written request from their parent/guardian and the approval of the principal.**

Only authorized persons may pick up a child. Non-custodial parents should not have access to the student unless authorized by the custodial parent or directed by Order of the Court.

If a student is to leave school early, the parent/guardian should send a written note to the school informing the school of the time the student will be picked up and by whom. (Students will not be released from the classroom until an authorized person has signed them out of the office and the child's teacher has been notified.)

Students will be released only to persons who have been designated by the parent/guardian. Identification of the persons picking up students may be required and inspected before the student is released.

Emergency early dismissals – see “Emergency Closings”

If a non-emergency early dismissal is necessary, it will be communicated to parents/guardians as soon as scheduled.

## Emergency Closing

In the event of hazardous weather conditions, school closings/early dismissals will be announced on [schoolsout.com](http://schoolsout.com), our school web page, Lexington/Louisville television stations, and Frankfort radio as early as possible.

In the event of a disaster (fire, earthquake, tornado, etc.), **NO** student will be dismissed from school unless a parent/guardian or individual designated by the parent/guardian comes for the child.

All parents or designated parties who come for students must sign the student out at the office, or in case of emergency, at a temporary Student Release Station.

Parents are requested to assist in an emergency in the following ways:

1. do not call school - the lines must be open for emergency calls;
2. following a disaster, streets are to be kept clear for emergency vehicles; make certain that you do not worsen the situation by driving to the school;
3. listen to your local radio and television stations - information will be available;
4. make sure you know the school emergency procedures and do not create havoc by making demands the school cannot meet.

## Bus Service

Morning bus service is not available.

Afternoon bus service is provided by the Franklin County Fiscal Court and the Franklin County School Board. This service may be denied to any student who does not follow school and county regulations. At the beginning of the school year, an agreement between parents/guardians, students, and drivers is sent home to be signed. Students riding the bus and their parents/guardians agree to abide by the bus rules. Parents/guardians of children in violation of these rules will be notified. Children with a second violation will be asked to find other means of transportation for a time and after a third violation, permanently. (Franklin County Policy)

Children who do not regularly ride the bus will not be permitted to do so without a bus pass. Bus passes can be obtained from the office when the student presents a note from his or her parent/guardian regarding the transportation change. **A drop off address must be included on the note, and if possible, the bus number.** Drivers are not permitted to accept children on the buses without a pass.

## Grade Reports

Grade reports are distributed for all students in grades K-8 at the end of each 9-week period. At the discretion of the teacher or at the request of parents, parent-teacher conferences may be arranged at any time and are, in fact, encouraged. Academic progress for students in grades 3-8 may be accessed by parents at any time through our Edline page at [www.gssfrankfort.org](http://www.gssfrankfort.org).

Both 9-week reports and other progress reports must be acknowledged with a signature by the parent/guardian and returned to the teacher.

Grades are assigned based on the following percent/letter grade scale:

A/93-100      B/85-92      C/76-84      D/70-75      F/Below 70

## Promotion

Students are usually promoted to the next grade level at the end of each school year. However, parents are kept informed of a student's progress and if a satisfactory level of achievement has not been met, the possibility of retention at the current grade level will be considered. A conference will be held to discuss a retention recommendation by March 15 of the current school year. A signed statement of the recommendation will be kept on file in the school office. In addition, two F's in major subject areas, or absences of more than 20 days are sufficient to consider the advisability to retain a student at his/her current grade level, and may occur after the March 15 date. Parents/guardians will be notified as soon as possible should that occur.

If a teacher, in consultation with the principal, judges a student to be too immature or academically unprepared for promotion to the next grade, that judgment is to be respected and accepted by all parties, and the child will be retained at that level.

## Graduation

A simple ceremony marking the successful completion of the work required of our eighth graders will take place at the end of the school year. Requirements for graduation include:

1. successful completion of required course work
2. conduct during the year which is acceptable and in keeping with the guidelines set for the school
3. regular attendance at school

## Student Evaluation

Student evaluation is available through the public school systems. This evaluation is conducted upon a referral from a regular classroom teacher and the principal and with the permission of the parent/guardian.

Standardized tests, teacher's evaluations, and consultations determine a student's appropriate or inappropriate progress. The Terra Nova Assessment (nationally standardized), as a formal testing instrument, is administered in the spring to entire classes, grades 3, 5, & 7. The MAP test is also given in the fall, winter, and spring to students in grades K-8.

## Student Records

Student information and files will be released only to authorized persons. Authorized persons include parents/guardians, teachers and state and Diocesan personnel who have legitimate educational interests, and designated clerical staff for purposes of making entries or maintaining records under the supervision of the principal. The authorized person must sign and date each file accessed.

Written authorization by the parent/guardian of a student is required for the release of the student's records to someone not otherwise authorized.

NON-CUSTODIAL PARENTS may be given access to unofficial copies of student records unless a court order providing otherwise is filed with the school.

## Sacraments

The Sacraments are signs of grace by which the members of the Catholic Church experience their union with God through their faith. Catholic students of the parish are involved in a sacramental program during the school year. Parents/Guardians are reminded to encourage their child's participation and reception of the sacraments on a regular basis.

All students in grades K through 8 attend Mass once a week and Catholic students who may be encouraged to fully participate in the Sacrament of Holy Eucharist at these times. Catholic students in grades 3-8 participate in the Sacrament of Reconciliation at least twice during the school year—usually during Advent and during Lent.

Usually students in grade two (2) receive, for the first time, the Sacraments of Eucharist and Reconciliation. Parent meetings are part of the sacrament preparation program so that parents/guardians may fully participate in a child's preparation for the reception of Eucharist and Reconciliation.

## Homework

The purpose of homework is to practice already mastered skills, to provide study time, and to extend and enrich concepts which have been taught in the classroom. Although time varies according to ability, suggested after school learning could be:

Grades 1 & 2.....20-30 minutes

Grades 3, 4, & 5.....30-50 minutes

Grades 6, 7, & 8.....1 to 1 ½ hours

Parents/guardians can assist their children by providing a quiet place to study, providing regular study times, giving encouragement, and by making sure that assignments are neat and completed on time.

Each classroom teacher may have individual rules and procedures concerning homework assignments. Parents may check for grades and missing/incomplete assignments via our Edline page at [www.gssfrankfort.org](http://www.gssfrankfort.org).

## Library

The library is an important school resource. Each class has at least one period per week in the library. Books may be checked out from the library for one week with the possibility of renewal for two additional weeks. Reference materials may NEVER be taken from the library. Lost books must be replaced or paid for by the student.

The librarian is a paid member of the school staff and coordinates the entire library program.

## Field Trips

Occasional field trips are part of the educational program. Permission slips are a required necessity. All students must hand in the original field trip permission slip by the date noted if they are to accompany their class. We can no longer accept hand-written notes or verbal permissions at any time.

Parents/guardians planning field trips, social activities, etc., which are not under the auspices of the school, assume financial and legal responsibility. If such activities are planned to take place on the grounds of Good Shepherd Parish, separate insurance must be purchased through the parish office. Any resulting property or legal damage to Good Shepherd will necessitate that the parish be reimbursed.

Fees for all trips are to be paid prior to all trips. Families in financial need may speak to the teacher or principal to gain assistance. No student shall be excluded from any field trip due to lack of funds.

All activities must be adequately chaperoned by adults who meet the Diocesan standards.

All volunteer drivers for the trip must complete a driver information sheet. Drivers must not deviate from the announced itinerary.

## Cafeteria

A complete lunch is served at school every day. The school has a closed campus, which means children must buy a school lunch or bring a packed lunch. For their own safety, children are not permitted to leave the school grounds at lunchtime. Milk and juice may be purchased at school. Soft drinks and candy are not allowed in our campus cafeteria unless doctor ordered.

Parents are not permitted to bring or send fast food in for their child or children. This only distracts the other students and it does not provide a healthy environment.

Reduced price and free meals are available for eligible children. Applications to determine eligibility are available in the school office. A distinction is not made between those children paying or not paying for lunches. Eligibility for free or reduced meals is confidential.

Whether children buy lunch or not, they use the cafeteria and are expected to follow the rules of conduct including using good manners and helping to keep the area clean.

Lunches may be paid for on a daily or weekly basis. Lunch money should be placed in an envelope with the child's name, homeroom, and the number of lunches to be paid for indicated on the outside of the envelope.

Parents/guardians are invited to lunch with their children on special days, and may also choose to visit their children for lunch on other days. Plans for these lunch visits should be telephoned into the office by 8:30 a.m. the morning of the visit so extra meal preparations may be made. Adult lunches cannot be charged.

The cafeteria staff includes a manager, a cook, and servers. The cafeteria monitor is a paid member of the school staff and helps maintain order in the lunchroom.

## Classroom Celebrations

Schools will not use foods or beverages as rewards for academic performance or good behavior and will not withhold food as a means of discipline. Schools should limit celebrations that involve food during the school day. This means one celebration a month for all birthdays that month plus one Holiday Party if appropriate for that particular month.

These celebrations must be done in the classroom. Each teacher will designate the day for celebrating birthdays, letting parents know so they can coordinate the celebration. Each party should include no more than one food or beverage that does not meet nutrition standards according to our food pyramid. Example: Papa John's pizza must be served with 100% fruit juice, fresh vegetables or fruits, cheese, etc.

## School Office

The office should be called for school purposes only. Please arrange for transportation, children's after-school time, and weekend plans before children come to school.

The school telephone may be used by or for the students in case of sickness, transportation difficulties, disciplinary consequences, or to notify parents/guardians of the need to stay after school only. Forgotten books, lunches left at home, etc. will not necessitate a phone call.

There is a school policy not to deliver flowers, corsages, balloons, etc. for or to students.

The school secretary is a paid member of the school staff and manages the school office and serves as receptionist.

## Visitors

ALL visitors are to enter the building through the front door and must report to the office to sign in and receive a visitor pass before proceeding. Parents/guardians are welcome to visit classrooms after (out of courtesy) making an appointment with the teacher. Parents/guardians are asked to enter the room quietly, sit in the back of the classroom, and not to interrupt or distract in any way. Prior to leaving the building, ALL visitors must sign out in the office. This procedure is necessary so that in the event of any kind of emergency or disaster we are aware of the exact number of adults and students in the building at that time.

Teachers are not available for conferencing during their teaching day. All conferences are to be scheduled ahead of time.

## Safe Environment

Staff, volunteers, chaperones, etc. undergo criminal background checks and participate in the *Virtus Protecting God's Children* program.

Personal safety education for children, as called for in the Charter for the Protection of Children and Young People, is addressed in our school's Religion/Family Life and Health/Science curriculums. Parents who do not wish for their child to participate in lessons particularly pertaining to sexual abuse must notify the principal to "opt out".

## Health & Safety

In accord with state law, all children at Good Shepherd must be properly immunized. All immunization certificates must be complete by the first day of school. Children will not be allowed to attend classes until certificates are complete.

The Health Department requires that, of the four DPT's given the preschool child, at least one must be after age 4; of the three Polio doses given the preschool child, at least one has to be after age 4; and that the MMR be given no earlier than one year of age. Children entering the sixth grade must have had the MMR booster, updated immunization certificate, and a physical exam.

The immunization date and the expiration date are to be on the form. If immunization forms are not accurate, the forms will be sent home to be updated. Parents are responsible for providing the school office with updated immunization certificates when those on file expire. In the event that an abnormality is noted on your child's health record, immunization form, or physical statement, an explanation must be noted from your physician. In the event of communicable diseases, further statements of the status of the disease, which may include further medical testing and reports, must be presented to the school upon registration and/or upon diagnosis during the school year.

In the case of a child with head lice, the parents/guardians are notified and the child must leave school. A child may not be accepted back in school until he/she has been checked by the principal or his/her designee. **Good Shepherd School has a NO NIT policy.**

In the event of other contagious illnesses, such as conjunctivitis, poison ivy, chicken pox, diarrhea, or general illness, the student will be sent home for a recovery period. Children who have had a fever are not to return until the fever has subsided for 24 hours without medication. Any child who has vomited is to remain at home until vomiting has subsided for 24 hours.

Fire, tornado, and other emergency drills are conducted frequently as safety measures. Emergency procedures are clearly posted in the school. Children should be quiet during drills. In the event of a real emergency, students must listen to and follow directions.

Smoking and use of other tobacco products and illegal possession or use of drugs/alcohol is prohibited at Good Shepherd School.

See School Wellness Policy for additional info on student health policies.

## Medication

Ordinarily medications are not necessary for pupils during the school day. Some chronic health conditions or short-term acute health conditions may justify the use of medication in school. Prescription drugs, aspirin, Tylenol, cough and cold medication, and other over-the-counter medications are not to be brought to school without written authorization from the student's parent/guardian or physician. Any medication brought to school (e.g. cough drops, Tylenol, etc.) must remain in the office to be administered by office personnel. School personnel will not administer medication without this written authorization.

The parent/guardian is requested to be present to administer the medication. If a parent/guardian is unable to be present, the principal or his/her designee will administer the medication according to the written instructions. In such cases, the parent/guardian should make a written request to the school to administer the medication. Students will be supervised by the principal or his/her designee while taking medication. The written authorization form from the parent/guardian will be filed and kept with a log indicating when the medication was administered, the dosage administered, and by whom. The medication and the written authorization will be kept in a secure place accessible only to responsible school personnel. ALL medication must be in the original bottle with complete instructions.

An EMERGENCY information sheet for each student is kept on file in the school office. Any specific medical problems and/or known allergies of a child should be noted there by the parent/guardian. Any changes, e.g. parent phone numbers or place of employment, etc., must be reported to the office immediately.

Good Shepherd does not have a school nurse.

## Sexual Harassment

All Good Shepherd students have the right to an educational environment conducive to spiritual, intellectual, physical, and social growth. Sexual harassment in a school setting can be defined generally as any unwelcome behavior of a sexual nature which interferes with the educational environment. It may be any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which unreasonably interferes with an individual's educational performance or creates an **\*intimidating, hostile, or offensive** educational environment. This environment can be generated by a student's peers as well as by any staff member(s). Any instance of such behavior, whether verbal or physical, is to be reported to the person serving as the school's supervisor of the individual(s) who made the unwelcome behavior. That person(s)' supervisor will immediately make a report to the principal. At that point, the principal will initiate an investigation of the incident in full compliance with the Diocesan policy on Sexual Misconduct. In the case of established sexual harassment, penalties determined by the Diocese will be enforced.

\*By definition, vulgar language, especially when the person using that language has been requested by any individual to desist, is considered intimidating, hostile and/or offensive. It will be treated as such.

## Academic Dishonesty

Cheating is a form of stealing, an act of injustice. It will not be tolerated at Good Shepherd School. Cheating includes copying homework, using notes during a test, receiving answers from another student, and copying information verbatim from a source such as the internet or a book. Plagiarism, using another's ideas or writing as one's own, is dishonest and illegal. Academic dishonesty, in any form, is considered a serious misconduct at Good Shepherd School.

## Acceptable Use Policy for Technology/Internet

Good Shepherd School is pleased to offer students access to a computer for use of the Internet. While GSS uses filtering software to significantly reduce access to unacceptable sources, families should be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals under close supervision, students may find ways to access unacceptable material. We believe that the benefits to students outweigh the disadvantages. Parents/guardians of minors, as well as the school, are responsible for setting and conveying the standards their children should follow when using the Internet.

We support and respect each family's right to decide whether or not to apply for access. Should a parent/guardian prefer a student NOT to have internet or email access, the school must be notified in writing. Use of the computers is still possible for other educational purposes.

Students are responsible for good behavior on school computers just as they are in the classroom or a school hallway. As communications on the Internet are often public in nature, general school rules for behavior and communications apply. Access to the Internet is given to students to conduct research and communicate with others for educational purposes. It is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. It may be revoked if abused. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

**Privacy:** Network and computer storage areas must be treated as school lockers. Teachers may review communications to maintain system integrity and to ensure that students are using the system responsibly. Students are not to trespass in another's folder, work, or files.

**Illegal Copying:** Violating copyright law is not permitted.

**Inappropriate Materials or Language:** No profane, abusive, or impolite language or pictures should be used to communicate. Offensive material should not be accessed. Should a student encounter such material by accident, he/she must report it to the teacher immediately.

**Safety:** Users should not reveal personal information, such as full name, address, or telephone number, about themselves or others.

To avoid the loss of computer privileges:

- ♣ Do not use the computer to harm people or their work.
- ♣ Do not damage the computer or network in any way. Any attempt to alter software configurations or computer settings is prohibited. This includes, but is not limited to, adding or deleting favorites, adding or deleting icons, and changing the appearance of the desktop, wallpaper, or screensaver.
- ♣ Do not waste limited resources such as disk space or printing capacity.
- ♣ Be prepared to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.
- ♣ Students must abide by copyright rules. No software should be loaded onto the school's computers. All programs must be used only with permission and supervision of a school staff member.
- ♣ The school's computer network is to be shared by all members of the school's community. All data must be saved to a student's folder. No lengthy programs or emails may be sent. The rights and property of others must be respected at all times. No one should tamper with hardware, software, or data.

The Technology Coordinator is a paid member of the school staff and maintains the school's technology resources, network, etc. and teaches computer skills.

GSS maintains a 5-year technology plan.

## Dress Code

Good Shepherd School emphasizes modesty, cleanliness, and good grooming. In appearance, just as in other aspects, students must be presentable and represent the traditional high standards of Catholic schools.

**Hairstyles** must be neat, clean, and reserved (out of the eyes and for boys off the collar). **Hair color** must be natural. **Makeup and nail color** is not allowed in the elementary grades. Middle School girls may wear minimal, natural-looking makeup and nail colors (eye makeup is not allowed). **Jewelry** should be minimal. Boys may not have earrings.

Student uniforms are part of the tradition of Catholic schools. The purpose of the uniform is to eliminate distractions and competition over clothing so as to enable students to concentrate on their work.

**All students in grades kindergarten (K) through eight (8) must be in the appropriate uniform** chosen for Good Shepherd School, except on “dress-out-of-uniform” days determined and announced by the principal. On those days, students must still adhere to the standards of the GSS dress code. No one is exempt and complete cooperation is expected. If for a serious reason the student cannot comply with the dress code, a written explanation must be sent to the school by the parent/guardian.

**Shorts (and skorts or capris for the girls) may be worn before Fall Break and after Spring Break.** Shorts and skorts may be NO SHORTER than 4 inches above the knee.

**All students are to wear athletic shoes** with closed toes and backs as well as non-marking soles appropriate for gym use. Socks are required.

**Uniform sweatshirts** with the GSS logo may be purchased through the school. Sweatshirts without the GSS logo may be purchased elsewhere but **MUST MATCH** the uniform shirt in style, color, fit, etc. Obvious logos on clothing are not allowed (except GSS logos).

**Uniform slips** are given for students in violation of the Dress Code. 3 or more uniform slips—see “Conduct”

### ELEMENTARY (grades K-5):

The Good Shepherd Elementary School uniform pants, shirts, shorts, and skorts may be purchased from *Shaheen’s Department Store* of Louisville, *Benedictus Book Store* of Lexington, *Lands’ End School Uniforms* and *Educational Outfitters*. These stores are official providers of the GSS elementary uniform. Elementary school clothing may be purchased from other providers (such as *French Toast*, & *JCPenney*) but **MUST MATCH** the official uniforms in style, color, fit, etc. A belt is not required, but if worn it must be a **PLAIN** brown or black buckle belt no wider than 1 ½ inches.

**GIRLS:** navy blue uniform pants, shorts, or skort; light blue knit polo-style uniform shirt (short or long sleeves) worn “tucked in”; navy blue uniform sweatshirt (GSS or solid crew) may be worn over the light-blue polo-style uniform shirt; solid white, navy blue, or black socks

**BOYS:** navy blue uniform pants or shorts; light blue knit polo-style uniform shirt (short or long sleeves) worn “tucked in”; navy blue uniform sweatshirt (GSS or solid crew) may be worn over the light blue polo-style uniform shirt; solid white, navy blue, or black socks.

### MIDDLE SCHOOL (grades 6-8):

The Good Shepherd Middle School uniform pants, shorts, and skorts may be purchased from *Shaheen’s Department Store* of Louisville, *Benedictus Book Store* of Lexington, *Lands’ End* or *Educational Outfitters*. These stores are official providers of the GSS Middle School uniform. Elementary clothing may be purchased from other providers (such as *French Toast*, & *JCPenney*) but **MUST MATCH** the official uniforms in style, color, fit, etc.

**BOYS and GIRLS:** khaki uniform pants, shorts, or skort (for the girls); green knit polo-style uniform shirt (short or long sleeves) worn “tucked in”; green uniform sweatshirt (GSS or solid crew) may be worn over the green polo-style uniform shirt; solid white, black, or navy blue socks; **PLAIN** brown or black buckle belt no wider than 1 ½ inches (if pants have belt loops).

*The Middle School gym uniform is an appropriately fitting T-shirt/sweatshirt and shorts/sweatpants (no shorter than 4 inches above the knee). Gym clothing should be appropriate for athletic activity, adhere to the standards of the GSS dress code, and be approved by the PE teacher.*

## Conduct

To ensure that GSS is a Christ-centered environment in which every student is safe and can learn and grow, appropriate conduct is expected of all.

Conduct that leads to a positive school environment.....

.....is in keeping with **Catholic Christian Values** such as:

- ♣ Respect for self, others, and property
- ♣ Kindness, Compassion, and Sharing
- ♣ Honesty and the Golden Rule
- ♣ Participating in prayer and liturgy with Joy and Reverence
- ♣ Following the *Acceptable Use of Technology* policy
- ♣ Using the name of the Lord with reverence

.....is **Disciplined** effecting Orderliness, Self-control, and Efficiency in such ways as:

- ♣ Wearing the school Uniform and following the Dress Code
- ♣ Being On Time and Prepared
- ♣ Eating and Drinking in the Appropriate Places and Times
- ♣ Following the Instructions of Teachers and other Staff members
- ♣ Keeping a Planner and making Good Use of Time

.....meets the standards of **Common Courtesy** such as:

- ♣ Speaking in a Quiet voice in the classrooms and corridors
- ♣ Saying “Please” and “Thank You”
- ♣ Using good Table Manners
- ♣ Being Patient and Taking Turns
- ♣ Not chewing gum at school or using crude words
- ♣ Not using mobile phones (for texting, recording, calling, etc.), mp3 players, electronic games, etc. during the school day, in AfterCare, during club meetings, etc. unless specifically directed to by the teacher. (phones must be IN backpacks and turned off at school and will be taken away if found elsewhere)

.....follows **Common Safety Practices** such as:

- ♣ Staying In Your Seat if the teacher is out of the room
- ♣ Walking (not running) on the Right side of hallways and stairways
- ♣ Quickly and Quietly following Emergency Procedures
- ♣ No rough play

.....demonstrates a **Desire and Willingness to Learn** in such ways as:

- ♣ Paying attention
- ♣ Participating fully in a positive manner
- ♣ Completing assignments

Students accept responsibility for their choices, words, and actions. Staff and parents model, positively encourage, and reinforce appropriate conduct. Open and frequent communication between faculty, parents, and students is important and necessary for student success.

**IF** misconduct occurs, it is handled at the lowest level possible. If the results at any level are not satisfactory, then the situation may be handled at the next level. A written and signed agreement outlining

### Teacher/Student:

Every effort is made by teachers to positively manage student behavior in the classroom. Each teacher establishes classroom rules (in keeping with school policies), procedures, and consequences and communicates these to the students. Minor misconduct is addressed according to these policies.

Some examples of minor misconduct are: talking out of turn, running in the hall, chewing gum, etc. Methods used may include: verbal cues, colored cards, stickers, time outs, PAT time.

### Teacher/Student/Parents:

When other measures to improve student behavior have not succeeded, parents are alerted and asked to reinforce the teacher's efforts in handling the misconduct. Early intervention is the key to a successful change in behavior.

Methods used may include: phone calls, emails, conferences, pink slips, homework alerts, & tardy slips.

- ♣ Pink Slips are school behavior reports. They may be issued for repeated minor misconduct, or 3 or more uniform slips. Parents are to sign the slips and students are to return the signed slips to the teacher.
- ♣ A Tardy slip with consequence is assigned to a student upon receiving the 3rd and each subsequent unexcused tardy. Tardies are noted on report cards and in the attendance records posted to Edline at [www.gssfrankfort.org](http://www.gssfrankfort.org).

### Teacher/Student/Parents/Principal:

If misbehavior continues or serious misconduct occurs, the principal/dean of students works with the teacher, student, and parents to resolve the problem. The principal/dean of students reserves the right to determine the seriousness of a student's actions and the consequences appropriate for those actions. Also, the school has the right to amend rules and/or waive procedures in cases that warrant such actions.

Methods used may include: calls or conferences, white slips, detentions, suspensions, expulsion.

- ♣ A one hour detention or similar consequence is assigned to a student upon receiving a 3rd pink slip and then again upon receiving a 4th pink slip.
- ♣ An in-school suspension or similar consequence is assigned to a student upon receiving a 5th pink slip and then again upon receiving a 6th pink slip.
- ♣ A conference between the principal/dean of students and the parents and student is required upon a student receiving a 7th pink slip. 7 or more pink slips is considered excessive and a plan must be made during the meeting to address the chronic misconduct and set in place a more serious disciplinary plan of action for the student.
- ♣ White Slips are school behavior reports issued for serious misconduct. A description of the misconduct and the consequence(s) is included. Consequences will include, but may not be limited to, one of the following: detention, suspension, expulsion. Parents are to sign and return the signed slips to the teacher.
- ♣ Suspension may be assigned for serious misconduct. Students may not attend school or participate in any school activities during the period of suspension. Students receive no credit for schoolwork done/assigned during the suspension period.
- ♣ Expulsion from the school may occur as a consequence for serious misconduct. Decisions about expulsion are made by the principal/dean of students and pastor in consultation with the diocesan superintendent of schools.
- ♣ Serious Misconduct includes but is not limited to: vandalism, violence/abuse (physical or verbal), bullying/harassment, theft, lying, academic dishonesty, very inappropriate language, serious disrespect, leaving school grounds without permission, illegal possession or use of drugs/alcohol, forgery, possession or use of a weapon, endangerment of school staff/students.

Corporal Punishment is not an acceptable consequence at Good Shepherd School.

It is the intention of Good Shepherd School that this conduct policy be enforced with compassion and justice. Student conduct records will be reviewed by a faculty committee at the end of the first semester. Signs of significant improvement may result in a clearing, or partial clearing of a student's conduct record.

### **Extra-Curriculars Eligibility**

Extra-Curricular Clubs and Sports are intended as enrichment for the students. In order to participate, students must meet certain academic and conduct standards.

A student is eligible to participate if grades and conduct are satisfactory. Satisfactory grades are defined as an average of "C" or better in each subject area (determined by the overall average for that class rather than just the grading period average). Grades will be checked once a week and the student will be notified if he/she is ineligible. Ineligibility takes effect immediately upon notification. The parents and the coach/sponsor of the student will also be notified. A student remains ineligible until grades are checked again. If his/her grades are deemed satisfactory at that check (C average or better) then the student will be notified and immediately becomes eligible again. The parents and coach/sponsor will also be notified. C average or better in each class = ELIGIBLE; D or F average in any class = INELIGIBLE.

A student may also lose eligibility if s/he receives 2 white slips and/or 5 or 6 pink slips in a semester. A student who is suspended from school may not participate during the suspension.

Students who are absent from school due to illness or have an unexcused absence of half the school day or more may not participate that day.