



Good Shepherd Catholic School

Family Handbook

2012

Revised Summer 2012

GOOD SHEPHERD CATHOLIC SCHOOL

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Good Shepherd Catholic School

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MISSION STATEMENT

Good Shepherd Catholic School is a faith-filled community in which the faculty and staff, in partnership with our parents, are committed to a Catholic education that provides strong academic and spiritual programs for all our children. Our goal is to further the children's knowledge and practice of their Catholic faith. By providing a quality education, we empower our children to grow to their full potential using their gifts and talents to serve others and to meet the challenges of a changing world.

EDUCATIONAL PHILOSOPHY

At Good Shepherd Catholic School, our Catholic elementary education is a process of total and continuing growth in which the students learn to develop their worth consistent with teachings of the Catholic Church. The students should seek knowledge of Christ, self, and others. The students should learn self-discipline, be courageous and sincere, follow Jesus, love life, and preserve this love for others. The basis of this growth begins in the home, continues in the home, and is enhanced in our school. The school strives to be alive with truly practiced Catholic teachings, openness, discipline, understanding, justice, and above all a love of Christ and a commitment to His Church. The students will thrive in a school that considers parents as co-workers and co-sharers in this responsibility. Our children will gain knowledge and accept and value others. When a student leaves Good Shepherd Catholic School, it is our mutual desire and prayer that they use their mental, emotional, cultural, and physical capabilities to express themselves in a Christ-like way.

VISION STATEMENT

Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow. Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs that enable children to grow to their full potential. They empower the children to meet the challenges of living in an ever-changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

ADMINISTRATION

Good Shepherd Catholic School is accredited through the Archdiocese of St. Louis and is subject to the policies of the Catholic Education Office. The Catholic Education Office oversees the evaluation of the school, establishes the educational qualifications and salary scale for teachers, and guides the principal and pastor in administering the school.

PASTOR

The pastor is the spiritual leader of the Catholic Parish Community. He is the chief administrator of the parish. By virtue of his office, the Pastor determines the policies of the school according to the needs of the parish and in harmony with the regulations of the Archdiocese. He is responsible particularly for those matters within the school that affect worship, the ministry of the Word, and the spiritual welfare of the students.

PRINCIPAL

The primary roles of the principal are educational and catechetical leadership. The principal carries out the responsibilities of Archdiocesan policy. The principal works closely with the pastor striving for unity and Christian Community. The principal works with the faculty to achieve a climate and programs which foster Christian growth and formation within the total school community.

School Board

Good Shepherd School is in the process of creating and organizing a functioning School Board.

EDUCATION COMMISSION

The primary function of the Education Commission is advisory. The Education Commission advises the pastor in matters of local policy and helps implement the Mission Statement, goals, and objectives of the parish. The Education Commission members are members of Good Shepherd School and/or Parish.

FACULTY

Faculty members are professional educators and committed catechists. They are directly responsible to the principal. Members of the faculty are accountable to the principal in all matters relating to Good Shepherd Catholic School.

PERSONNEL

Good Shepherd Catholic School abides by the state Child Protection and Reformation Act (RSM0210) which requires that school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report such to the Missouri Department of Family Services. (Abuse: physical, sexual, emotional, psychological, etc.; neglect: health, nutrition, medical care, school attendance, psychological care, safety, etc.)

Personnel regularly participate in child abuse report screenings, have been trained to assist in recognizing child abuse, and maintain Archdiocesan certification regarding child abuse issues.

ANTI-HARASSMENT

It has become evident through recent instances of school violence that harassment is often at the root of violent acts in an educational setting. An educational community based on the Gospel message of Jesus Christ cannot tolerate this behavior from adults or students. Good Shepherd Catholic School shall maintain a learning environment which is free from harassment. No student in school shall be subjected to any type of harassment from anyone. Every member of the school community (teachers, staff, students, and parents) will be expected to promote and contribute to an atmosphere of respect, concern, and love by relating to every other member of the school community with the tenderness and compassion of Christ Himself.

ANTI-VIOLENCE

Violence is inconsistent with the unity and peace essential to follow the Catholic Faith in our school community. Violence inhibits human development and successful learning. Therefore, Good Shepherd Catholic School will provide a safe learning environment for all members of the school community. Every member of the school community (teachers, staff, students, parents) will be expected to promote and contribute to an atmosphere of respect, concern, and love by relating to every other member of the school community with the tenderness and compassion of Christ Himself. If a student engages in a threatening or violent behavior, before that student can continue to attend Good Shepherd Catholic School, the

administration must receive reasonable assurances from a competent, licensed, mental health professional that the student does not pose future danger to others. In addition, the student, and his/her family must comply with the recommendations of the professional evaluation. Appropriate releases must be signed to allow communication between school officials and the mental health professional. The principal and the pastor shall determine whether or not the student will be readmitted and what conditions and limitations may be in effect. (Adopted 2006-2007)

CELL PHONES, MESSAGING DEVICES, DIGITAL IMAGING DEVICES AND OTHER ELECTRONIC DEVICES (EXCLUDING CALCULATORS)

If parents determine it is necessary for their child to bring a cell phone to school, the cell phone must remain at all times in the student's personal book bag. The cell phone must be kept "off" at all times from 7:30 a.m. until 3:00 p.m. The phone may not be used for incoming calls, outgoing calls, or any other function during school hours. Any student who removes a cell phone, any messaging or digital imaging device or other electronic device (excluding calculators or E-Readers when appropriate) from their book bag in the school building during school hours (except for an all school emergency) will have the cell phone, messaging or digital imaging device or other electronic device (excluding calculators and E-Readers) confiscated and locked in the school office. E-Readers will only be allowed in the student's classroom. Students will be given appropriate disciplinary consequences. Parents or other designated guardians will have to report to school in order for the cell phone, messaging or digital imaging device or other electronic device to be given back to the student. (Education Commission policy adopted June, 2009)

COMMUNICATIONS

It is important that the lines of communication between home and school are open at all times. It is only by working together that children experience the most success. Please feel free to contact the school with questions or concerns. Parents are welcome to visit the school to speak with a teacher or staff member. If a conference is needed concerning a student, the parent must call or send a note to the student's teacher or the office to schedule the conference. We do ask parents to check into the Office upon arriving and again, before leaving the building.

FAMILY ROSTER

The family roster listing the names addresses and telephone numbers of the parents and students of Good Shepherd Catholic School is distributed at the beginning of the school year. The roster is used for communication among school families only.

NON-CUSTODIAL PARENTAL RIGHTS

The school abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of that court order. In addition, all separated and divorced parents must furnish the school with an official copy of the custody orders and to update these copies when changes occur. Unless court records indicate a child may not be released to a parent, the school may release a child to the parent. Evidence of legal adoption must be provided for custody rights to be extended to the new spouse if a remarriage has occurred. Spouses of parents may not conference with or direct school personnel about student progress or other issues. Only the parent/legal guardian may confer with the school in matters relating to the child. Each child's legal name must be used on all student records. Evidence of a LEGAL name change must be provided for a child's name to be changed on school records.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled after the first quarter for each student. All parents should take advantage of this opportunity to discuss their child's progress with the teacher.

If a conference concerning a student is needed in addition to the first quarter scheduled conference, please contact the teacher to set up this conference.

PERMANENT RECORDS

Students' permanent records are available for parent viewing in the office at any time. Parents wishing to see their child's records should make arrangements with the Principal during school hours.

Final annual grades, academic testing results, identification data, Sacramental records, evaluation results (used to determine and recommend modifications to address the presence of any special need that affects learning), and attendance cards are maintained in the permanent record. Health records are maintained in a separate file. Student permanent records are never released to parents directly. If a student will be transferring to another school, a "*Request for Transfer of Records*" must be signed by the parent. The records are mailed directly to the new school. (Education Commission policy adopted June, 2006)

PHONE CALLS, E-MAILS, NOTES, CASUAL CONFERENCES

The Archdiocese has instituted a new communication policy for faculty and administration. Below is one of the directives: *Personal conversations are the preferred method of conveying information relating to student performance and behavior and for addressing problems or controversy.* Therefore, faculty members are being directed to avoid using e-mail and texting for "student performance and behavior." Please follow these directives and call or have a meeting with the teacher to discuss grades or behavior. E-mail is to be used to pass on information such as homework assignments for a sick child, time and location of a speech meet, etc.

PROGRESS REPORTS

Progress reports are sent home at mid-quarter for all students in Grades 1-8 via the Thursday Folder. Parents are asked to review them with their child(ren), to sign them, and to return them to school within ONE week.

QUESTIONS OR CONCERNS

When questions or concerns arise regarding assignments, classroom procedures, and the academic or social progress of a child, parents are encouraged to contact the teacher to schedule a meeting during the teacher's planning period or after school. Informal nonscheduled before school conferences are discouraged. These informal conferences often interfere with the educational environment. Additionally, the teacher may wish to initiate a conference with a parent. When questions or concerns arise regarding school policies, curriculum, school activities, general activities, and academic or social problems that cannot be resolved with the teacher, please contact the principal to set up a time to meet.

REPORT CARDS – ACADEMIC GRADING

Report Cards are issued at the end of every quarter. They are sent home via the Thursday Folder after the first, second, and third quarter, and mailed home after the fourth quarter. Parents are asked to review the report cards with their children; then sign and return the report cards within one week after the first three quarters.

Good Shepherd Catholic School follows the Archdiocesan grading scale:

100-98 A+ 97-95 A 94-93A-

92-90B+ 89-87 B 86-85 B-

84-82 C+ 81-80 C 79-78 C-

77-75 D+ 74-73 D 72-70 D-

69 and below F

THURSDAY FOLDERS

Thursday Folders are sent home every Thursday, and the empty folder is returned to school on Friday. The folder contains pertinent information concerning school and your child's classroom. The school newsletter may be sent electronically or in the Thursday folder as specified by the parent. This is a reliable form of communication between the school and the family, and it keeps families informed of all activities anticipated in the near future. If a parent needs to include any information in the folder for an organization, please submit it to the Office no later than 12:00 pm on Wednesdays. All correspondence requested to be distributed at school must be approved by the principal prior to copying and distribution.

YEARLY SCHOOL CALENDAR

The yearly school calendar is distributed at the beginning of the year. Any changes will be noted in the weekly Thursday Folder. The principal follows suggested Archdiocesan guidelines in the development of the school calendar.

CONDUCT/DISCIPLINE

Matters pertaining to discipline are ordinarily handled by the classroom teacher or by the supervisor of the activity. In the case of repeated or serious violations, the principal should be notified immediately. Rules should be discussed in each classroom at the beginning of the school year. Children should be asked to help formulate these rules and should discuss reasons for each rule. Teachers should inform students of the consequences incurred from not following the rules. All staff members share the responsibility for supervising student behavior. All staff members and supervising adults are to be obeyed and treated with respect by students. Additionally, students are to be respected and treated with concern by staff at all times. Under no circumstance may physical punishment be used.

Violence and harassment are inconsistent with the unity and peace that are essential to living the Catholic faith in community. Violence and harassment also inhibit human development and successful learning. Therefore violence and harassment are not tolerated in Catholic schools. The following are serious matters and will be dealt with in a serious manner, which may result in suspension or expulsion. Students who are suspended will be required to complete all assignments; however, no credit will be given.

1. Use possession, or distribution of drugs (this includes tobacco and alcohol).
2. Possession of any weapon. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. No person, except a law enforcement officer acting within the scope of duty, may possess a weapon, concealed or unconcealed, while on school property for any purpose, including but not limited to, nonschool activities that may occur on school property. (Education Commission policy adopted April, 2004)
3. Acts of violence. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury; verbal or sexual harassment; assault, possession and/or use of a weapon and theft or vandalism of property. Appropriate actions may include parent/guardian conferences, mandatory evaluation and counseling, suspension, expulsion, and/or legal action. Any concerns regarding potential acts of violence must be reported to the school. (Mandatory evaluation and counseling may include the requirement of reasonable assurance from a competent, licensed, mental health professional that the student does not pose a danger to others. The student and his/her family must comply with the recommendations of the professional evaluation. Appropriate releases must be signed to allow communication between school officials and the mental health professional. The principal and pastor shall determine whether or not the student will be readmitted and what conditions and limitations may be in effect. (Adopted August 2006-2007)
4. Acts of harassment. Harassment consists of unwanted and unwelcome behavior which interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Threatening looks, sarcasm, name-calling, teasing, taunting, pushing, shoving are all examples of harassment. No member of the school community shall engage in such behavior. Nor shall any member of the school community have to endure such behavior. Students who feel they are

being harassed should immediately report this too teachers. Instances of harassment will be addressed using appropriate disciplinary consequences up to and including expulsion. (Adopted August 2006-2007)

Sexual harassment is defined as instances of words (written or oral), gestures, and/or touching directed toward another person which are sexual in content or connotation and which are uninvited or offensive. Such instances will be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

All reported or observed instances of violence and threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy.

Students and parents/guardians should be encouraged to report concerns regarding potential acts of violence to an administrator or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly. (Archdiocesan Policy 4604.2) All school personnel are mandated by the State of Missouri to report all incidents of suspected child abuse or neglect to the Department of Family Services. All teachers and staff members are required to report suspected child abuse to the principal immediately so that the proper authorities may be notified as soon as possible.

We want students to grow and develop, becoming mature, independent citizens. It is crucial to nurture self-esteem. Students should know specifically what is expected ahead of time, and then be held accountable for it. Students should learn logical consequences to their own success or failure in meeting expectations. If a student does not respond to the teacher's discipline program, it is the teacher's responsibility to address the problem. This sequence of steps is suggested:

1. Conference between student and teacher.
2. Notify/conference with parents.
3. Conference among student, parent, and teacher.
4. Conference among student, parent, teacher, and principal.
5. Conference with pastor.

Parent support is needed to preserve the union of authority that makes the teacher in the classroom an extension of the parents. Unless this happens the child is certain to become confused; eventually the child will learn to play one party against the other, making chaos out of what should be their education. The policy regarding parent concerns with students' problem areas, academic or disciplinary, is as follows: When children bring home complaints, investigate before you act or react by calling the teacher involved. They will be more acquainted with the facts in the case than the pastor or parents of the other children and the matter may be settled quickly. If the area of concern is not resolved and future consultation is deemed necessary, please make arrangements to confer with the principal or the pastor.

REPORT CARDS – CONDUCT GRADING

Good Shepherd Catholic School utilizes the following grading scale for disciplinary grades:

- + Outstanding – student follows the school rules without reminders; demonstrates personal responsibility for developmentally appropriate behavior, courtesy, and respect for self, others, and property. This designation indicates that the student demonstrates behavior, courtesy, and respect which are well above the developmental average.
- Satisfactory – student needs few reminders to follow school rules; demonstrates appropriate developmental growth and improvement in accepting personal responsibility for behavior, courtesy, and respect. This is the normal and “average” expectation for students of Good Shepherd Catholic School.
- N Needs Improvement – student often needs reminders to follow school rules; frequently does not demonstrate personal responsibility for behavior, courtesy, and respect. When reminded, student makes an effort to comply.

CURRICULUM

FIELD TRIPS

Each class may take field trips as a means to enhance the curriculum. Parents will be informed about these trips in advance, and a permission slip **MUST** be signed and returned to school for the child to participate. Families may be required to pay a fee to cover transportation and/or other expenses. The principal must approve all field trips. Since field trips are an integral part of the curriculum, students are not excused lightly from these activities. Should a student not be able to participate, a written note of explanation is requested. Good Shepherd Catholic School will take appropriate measures to ensure the safety of students when they are being transported for educational field trips or other official off-campus school activities. Whenever possible, Good Shepherd Catholic School will use bus transportation by an insured carrier for off campus, school sanctioned events. There are circumstances in which transportation in private passenger vehicles may be used appropriately. If a private passenger vehicle is used, the following criteria are required:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the driver's ability to drive safely.
2. The vehicle must have valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. Drivers must be experienced drivers and must demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Each person transported in a private vehicle must wear a seat belt.

Volunteer drivers must abide by the criteria listed above. A volunteer driver must provide Good Shepherd Catholic School with copies of a valid driver's license and proof of the required level of insurance coverage. If the driver has a cell phone, the number should be provided to the school. The documents must be maintained by the school. Each driver and/or chaperone is to be given a copy of the approved itinerary, including the route(s) to be followed and a summary of his/her responsibilities.

Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. RSMO Section 307.179

For any field trip involving young students needing a child passenger restraint system, the school must either hire a school bus to transport the students or the parent of each student needing a restraint system must be responsible for transporting his/her own children to and from the event. (Archdiocesan Policy 5202.09)

Employees and volunteers who are working with or who are in a position to be in contact with children undergo a records check for prior history of child abuse in the State of Missouri. Drivers who regularly volunteer to transport students in the manner described above are subject to this records check. Additionally, they are expected to attend the *Protecting God's Children for Adults* program and to read and sign *The Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors*. Participation in all field trips is a privilege, not a right, of the student. Students whose behavior has been less than expected may be excluded from participation in a field trip, at the discretion of the school.

HOMework

Students at Good Shepherd Catholic School are responsible for homework as assigned by the teachers. Homework is assigned appropriately according to student need, content of material, and level of work. Homework is intended as an extension of class work, an opportunity for students to develop responsibility and independent learning skills. Homework includes written work, reading assignments, and study. Teachers will discuss their expectations about homework with students during the first week of school. The role of parents in the homework routine is to provide a suitable environment in which the child can

work and concentrate. Though a parent may occasionally help a child, the main task of the parent is to check the work for completion. It is necessary that each student does his/her own work so the teacher may be adequately assured that he/she has incorporated the needed skills of development in a given subject area. Since each child is an individual and works at his/her own rate of performance, it may occur that one child may not have much homework on a given night while another student has more. Children should be encouraged to read every day, to visit the library, and to become engaged in some other educational activity.

HOMEWORK ASSIGNMENT BOOKS

All students in Grades 2-8 are issued homework assignment books at the beginning of the school year. Students are responsible for noting their assignments in this book and having this book with them for all classes. Parents should be familiar with the assignment books as they are excellent forms of communication between home and school regarding academic, social, and disciplinary progress.

HOMEWORK DURING ABSENCES

Children who are absent from school for sickness are considered too ill to complete school assignments on that given day. However, all class work and assignments given to the class must be completed by all students. Students who are absent have the same number of days to complete missed assignments as they were absent (A student who is absent for two days has two days to turn in all missing assignments upon his/her return to school.). Teachers provide home assignments at the end of the day when parents have requested them (if the student is out multiple days). The materials are sent home with a sibling or may be picked up by the parent from the school office. When a student returns to school after an illness, it is the student's responsibility to check with his/her teachers in order to catch up on all assignments and to insure that content has been learned.

HOMEWORK FOR VOLUNTARY TRIPS

Parents choosing to remove their children from school for a trip or for a reason other than illness must insure that their children attend to completing all missing work. Teachers do not prepare assignments prior to the trip. Upon returning the students should contact the teacher for any assignments given during the absence. (Education Commission policy adopted June, 2006)

INDIVIDUAL EDUCATION PLANS (IEPs) and OTHER DIAGNOSTIC/EVALUATIVE REPORTS

Students with IEPs and other diagnostic reports may apply for admission to Good Shepherd Catholic School. Acceptance is predicated on the belief that placement at Good Shepherd Catholic School will be a MUTUALLY positive and productive learning situation and experience for all involved: the admitted student, other students in the class, families, the teacher(s) and administration, and the school as a whole. Admission is based on sound and appropriate educational practice. Good Shepherd Catholic School is committed to working with each student's unique needs and abilities. The school is committed also to a mutually beneficial educational experience. Good Shepherd Catholic School may require that a student seek service and may require placement in a different educational setting. In such an event, the administration and staff of Good Shepherd Catholic School will appropriately assist families in finding an appropriate educational setting for the student. This decision of requiring placement of a student in an alternative school setting resides with the school whether the student is currently enrolled or applying for admission.

PROMOTION AND RETENTION

Students are promoted to the next grade level upon satisfactory completion of the required academic work for the current grade level (as outlined in the Good Shepherd Curriculum Guide) and upon demonstrating appropriate development readiness. The decision about promotion is the school's. Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level or if they have not evidenced appropriate developmental readiness or have had excessive absences during the school year.

The decision to retain a student is the school's--following consultation with all appropriate members of the faculty and following extensive communication with parents. (Education Commission policy adopted June, 2006)

SCHOOL SUPPLIES

A list of needed school supplies for each grade/level is provided prior to the beginning of the school year. Students are expected to have those supplies at the start of school. Some supplies may need to be replenished throughout the school year.

TEXTBOOKS

Students are responsible for the proper care of all schoolbooks. Each child is responsible for his/her textbooks and is responsible for any damages to the books while he/she is responsible for them. Each textbook must be covered at the beginning of the school year, and each child is responsible for keeping all textbooks covered. Each child must transport his/her books to and from school in a sturdy book bag.

VIDEOS/FILMS/CDs/DVDs

Good Shepherd Catholic School adheres to the current copyright laws governing printed material, videotape, computer software, music, and multi-media presentations. No illegal copies of copyrighted programs should be made or used on equipment owned by the school.

Limited use of copyrighted material by educators and schools is permitted under federal law (U.S.C. Title 17 Chapter 1 & 107). The "fair use" of a copyrighted work for purposes of teaching (including multiple copies for classroom use) and research is not considered an infringement of copyright.

Videos, films, CDs, or DVDs may be used to enhance the instructional program at Good Shepherd Catholic School. Only those items containing G-Rating may be used. If an item carries a PG rating, parental approval for participation will be sought.

DRESS CODE

UNIFORM INFORMATION

Good grooming contributes significantly to a person's physical health, to the realization of one's dignity as a Christian person, and to the general and positive atmosphere of school. Children must be appropriately dressed for each school day. Parents are responsible for insuring that their children wear only the designated school uniform. If there is an important reason why a child cannot be in complete uniform on a given day, the parent must write a note of explanation if there is a significant reason that the uniform cannot be worn. Teachers check students in the morning for proper uniforms. If not in proper uniform, a note will be sent home informing the parent of the improper attire. If the student is again out of uniform, parents will be notified. The student will not be allowed to return to class until he/she is wearing the proper uniform. Parents have the option of taking the child home to change or having the child spend the day out of class at school. A specific item of clothing or an accessory may be determined to be consistent with the Uniform Policy by the principal only.

Clothing (especially sweaters and sweatshirts) should be marked with the last name so that lost items may be returned in a timely fashion.

UNIFORM POLICY for all students grade K-8

Shirts – White or red cotton knit "polo style", long or short sleeve, with or without school logo. White or red long sleeve turtleneck. *Shirts must be neatly tucked into the waistband at all times.*

Sweater/Sweatshirt – A navy blue or red crew neck or hooded sweatshirt, with or without the school logo may be worn over the polo shirt or turtleneck. The hood on a sweatshirt must remain down inside the school building. The collar of the shirt must be visible. The navy or red sweatshirt with the Good Shepherd Catholic School logo may be purchased through school. Solid navy, red or white cardigan with crew neck or sweater vest is permissible.

Shorts – Navy, (or Khaki for 7/8th grade students only) knee-length, uniform style shorts may be worn during the first and fourth quarters of the school year. No cargo style shorts are permitted. Shorts must be worn “at the waist” and may not be overly baggy or overly tight fitting. Shorts may be no shorter than four finger’s width about 2 inches above the bend of the knee.

Pants – Navy blue, uniform style pants may be worn throughout the school year. Khaki pants are allowed for the 7/8th grade students. No cargo style pants are permitted. Pants must be worn “at the waist” and may not be overly baggy or overly tight fitting.

Belt – A solid black, brown or blue belt must be worn with uniform shorts/pants if there are belt loops.

Socks – Solid colored ankle, crew, no show, or knee-high socks only may be worn. Kindergarten thru 6th grades need to wear blue, white, black or grey socks. 7/8th grade students may wear any solid color socks. Girls may wear white or navy tights.

Shoes – All students must wear athletic or tennis shoes during their physical education classes. If students do not choose to wear athletic/tennis shoes on days the P.E. classes are scheduled, they may change into them prior to attending P.E. class. On days on which students do not have P.E. class, they may wear athletic/tennis shoes or leather shoes. (The guidelines for both styles of shoes are listed below.) All shoes requiring shoestrings must have shoestrings and must be tied appropriately. Shoes must be clean and in good repair. No sandals, flip-flops, clogs, mules, platform, heels, or open-type shoes are allowed. If boots, boon-dockers, etc. are worn to school due to inclement weather, they must be changed to regular school shoes upon arrival.

Athletic/Tennis shoes – Gray, navy, black, brown, or white athletic/tennis shoes are allowed. There may be a contrasting or a varying color on shoes. Shoelaces must be black, gray, navy, brown, or white as the shoes. Light-up shoes, fluorescent shoes, rolling shoes, musical shoes, high tops, or zipper shoes are not allowed. Leather athletic shoes are acceptable. All athletic/tennis shoes should have no heel.

Leather Shoes--Solid brown, black or navy leather shoes with tie or buckle, or slip-on dress shoes with a flat heel are allowed.

Jewelry- Simple, post earrings may only be worn in the ear lobe; dangling or loop/hoop earrings may pose a safety hazard on the playground and/or during physical education classes, therefore, they are not allowed. A simple, religious, chain style necklace may be worn. A simple ring may be worn on the ring finger of one hand. A simple wristwatch may be worn on the wrist of one hand.

Make-up, Nail Polish, Fake Fingernails, Body Art/Paintings/Tattoos are not allowed (except 7/8th grade girls may wear one color nail polish and light cover-up make-up naturally applied). No heavy eye, lip, or cheek make-up will be permitted. Fad accessories, haircuts and hair coloring are not allowed. Hair must be cut short enough so as not to hang in front of the eyes. Boys’ hair may not exceed shoulder length. Girls may wear simple non-distracting headbands. Buttons, bands, advertisements, scarves, and other “accessories” may not be worn.

Girls only in grades Kindergarten through Grade 4 may wear a solid, navy, V-neck, accordion-pleated-skirted jumper or pants.

Girls in grades 5 through 8 may wear a solid navy pleated-skirt, pants or skort. (7/8th grade girls may wear khaki skirts, skorts, or pants). All jumpers and skirts must be worn modestly (no shorter than four finger’s, about 2 inches width above the bend of the knee).

Scout Uniforms—may be worn to school on the day of the meeting.

Spirit Shirts—Good Shepherd spirit shirts may be worn with uniform bottoms on early dismissal days. During the first and fourth quarters students may wear uniform shorts or khaki shorts on those days. 8th graders will be allowed to wear their "future high school's spirit shirt on spirit shirt days.

****This dress code is subject to the discretion of the faculty and administration.***

Girls may wear modest athletic shorts for P.E. class. The procedure will be that they may wear them under the skirts. The girls will go to the restroom to remove the skirt and then return to the restroom to get back into "uniform." The athletic shorts may not have writing on the rear end and will not have holes. Also please choose something loose fitting. If the shorts are immodest, the young woman will need to wear the skirt. If a girl chooses to wear the school uniform shorts, there will NOT be a need to change. *Please mark a name in the skirts as there could be some confusion when the girls are getting back into "uniform."*

UNIFORM PURCHASES

Uniforms may be purchased through French Toast, Kohl's, Target, J.C. Penney's.... The school receives a donation from French Toast for uniforms purchased online. Questions or concerns about locating a uniform item should be addressed to the principal. Also, the Home & School Association maintains a selection of "gently used" uniforms donated by school families and free of charge. These are available in the Father Jakle Room.

****This dress code is subject to the discretion of the faculty and administration.***

EMERGENCY PREPAREDNESS

Response plans and procedures for emergencies which may arise have been developed by Good Shepherd Catholic School. Fire, tornado, earthquake, and other hazardous situation drills are held during the school year. Procedures for exiting each area of the school are posted throughout the building.

EXTENDED CARE PROGRAM

Extended care is provided at Good Shepherd Catholic School between the hours of 6:30 am--7:30 am and the hours of 3:10 pm--6:00 pm. The extended care program begins on the first day of school.

Extended care is not provided also on the days when school dismisses at 12:00 pm due to faculty meeting. Extended care is **not** provided on days in which school is not in session, such as school holidays, school breaks, or inclement weather days. Fees for extended care service are calculated in hourly increments using the following scale;

\$3.50 per hour for one child, \$6.00 per hour for two children per family, \$7.50 per hour for three or more children per family. Supervised childcare ends at 6:00 pm. Should children be picked up after 6:00 pm, parents will be charged \$5.00 per child for each additional 15 minutes.

Extended care program financial statements are sent home weekly in the Thursday Folder. Payments may be given to the Extended care Supervisor directly or may be made through the school office.

FINANCES

BOOK FEES

Book fees are per child and are due before the start of the school year. A late fee of \$15 per child will be assessed after August 1.

REGISTRATION FEE

A Registration Fee of \$100 per family is due at the time of registration. A late registration fee of \$150 (\$100 normal registration fee + \$50 late fee) will be charged for currently enrolled school families, after the first week of April.

TUITION

Good Shepherd Catholic School is a tuition-supported school. Every school year, the tuition rate is reevaluated and adjusted according to the school's finances and budget for the upcoming year. The parish support of the school continues to meet the difference between the tuition and total expenditures. Tuition assistance is available. For additional information about financial assistance, please contact the pastor at the Rectory.

TUITION POLICY

A registration fee of \$100 per family is due at the time of registration. Currently re-enrolling students, who have not been re-enrolled until after the first week of April, pay a late registration fee totaling \$150 per family (\$100 + \$50 late fee).

The following policies and rates govern all students attending Good Shepherd Catholic School:

Billing and Payments

Tuition for the school fiscal year is paid starting with June 1 and ending with May 31st. Statements are issued monthly. **Tuition is due on the first of each month and payable by the 15th. Any family who fails to pay tuition by the 15th day of each month will be considered in arrears and will be assessed \$10.00 late fee unless prior financial arrangements have been made with the pastor or the members of the Tuition Committee in formal session.**

Tuition may not be in arrears prior to the first day of school, unless approved by the pastor.

Student report cards and grades are withheld from any family who is in arrears. Transcripts, health records, grades, etc. will not be forwarded to any school until all outstanding balances are paid in full or arrangements have been made with the pastor. Any family who is seriously in arrears will receive a notice informing them that their child/children will not be allowed to attend classes until the balance is paid in full. If the balance cannot be paid due to serious financial problems, the family should arrange a meeting with the Tuition Committee by contacting the pastor or a committee member.

HEALTH

CONTAGIOUS ILLNESS

No student may be sent to school and no child will remain at school if exhibiting any of the following:

- Fever of 100 F or greater (student must be fever free for 24 hours before returning to school)
- Diarrhea
- Vomiting
- Bacterial infections such as impetigo, strep throat, pink eye, unless the child has undergone 48 hours of treatment
- Chicken pox, when blisters are still present
- Head lice when nits are present

HEAD LICE

Head lice infestations are prevalent in any school population. When an outbreak occurs, classrooms and homes must be checked and treated, family members and other close contacts need to be checked and be treated. The infestation requires thorough attention. All students found to have evidence of head lice infestation (lice or nits) will be excluded from school attendance until **all nits have been removed**.

Parents will be given written materials that explain the reasons for exclusion, methods to treat the infestation on the hair and in the school/home. Any evidence of nits requires exclusion from school. Each child will be examined upon returning to school.

HEALTH POLICY

Good Shepherd Catholic School follows the health regulations of the St. Louis Archdiocesan Catholic Education Office, the Archdiocesan Health Advisory Committee, and the Missouri Health Department. All teachers, parents, and students must comply with these regulations.

ILLNESS DURING THE DAY

Parents of students who become ill during the day will be contacted. Parents must pick up their child or arrange for someone to pick up the child who is ill. The child must be “picked up” inside the school, at the school office. The individual who picks up the child must sign the child out of school.

IMMUNIZATIONS

The State of Missouri requires that all students be immunized for mumps, rubella, measles, whooping cough, polio, diphtheria, tetanus, and hepatitis. These records must be updated and complete.

Verification information must include the dates (month/date/year) the immunizations were given. No child may attend school on the first day or thereafter unless immunizations are up-to-date and verified.

MEDICATION ADMINISTRATION

In accordance with Archdiocesan Catholic Education Office and the Archdiocesan Medical Advisory Committee, school personnel may administer medication to a student in school only under a direct **order** of a licensed physician AND with the written **permission** of the parent. All medication sent to school is secured under the supervision of the administration. Any student required to take or use prescribed or over-the-counter medication during school hours must comply with the following regulations:

1. Written orders from a physician: detailing the name of the drug, the dosage to be given, the time intervals for dosages, and the diagnosis or reason for the medication. (The information on the bottle of a medication is sufficient.)
2. The parent's or guardian's written permission: requesting that the school comply with the physician's order.
3. The medication must be brought to school in the original container, appropriately labeled by the pharmacy or physician. (Over-the-counter drugs also must be in the original container.)
4. The medication and forms are to be brought to the school office. Only the principal, the school secretary, or an appropriate designate may distribute medication.
5. Non-medicated Cough drops and lip balm are allowed provided the student has a permission note from the parent. The teacher may choose to keep the cough drops and/or lip balm at his/her desk to monitor their usage. However, doctors have stated that frequent drinks of water work better than cough drops in soothing a person's throat and cough.
6. Over-the-counter medications require the same documentation as prescription medications. The school distributes the necessary form for Medication Administration to every family in the beginning of every school year. Additional copies of the form are available in the Office. With every occurrence of illness and every need for a drug, a new form must be completed. The doctor's office may fax an order directly to school. Students may not carry medications (prescription or over-the-counter) with them while at school. This prohibition includes items such as medicated cough drops, topical creams, medicated lip balms, etc. as well as prescription medications. Students must turn in all medications in the school office. Please call the office concerning the medication policies if you have any questions.

LIBRARY

The school library is for the use of all students. Each child has the opportunity, at least once each week, to check out a book for his/her use and enjoyment. Students are responsible for the replacement cost of a library book that is lost or damaged. Reference books are to be used in the library only. The school library is enriched every year through the benefit of monies raised. The library is maintained and organized by volunteers.

LUNCH PROGRAM

Nutrition and good eating habits are important to good health. At Good Shepherd Catholic School, a government subsidized hot lunch program is provided for the convenience of parents and students. Every month, the menu is sent home via the Thursday Folder. The price to purchase lunch can be found on the lunch menu each month. Early every morning each student informs the teacher of the lunch choice for the day--sack lunch brought from home or hot lunch prepared in the cafeteria. The payment for lunches ordered may be brought to school on a daily, weekly, or bi-weekly basis. Teachers maintain records of the number of lunches purchased by each student. Children bringing a sack lunch from home are required to mark the lunch box/bag clearly with their names. Every family has the opportunity to apply for free and reduced price lunch grants. In early August of each school year, a letter explaining the eligibility requirements is sent home. Parents must read the letter and return the attached form to the school office immediately. The form must be returned regardless of the application status of the family. Applications for free and reduced price lunches are confidential. Reimbursement for all lunches served through a government-subsidized program assist in supporting the lunch program. Government commodities also assist the lunch program. The amount of product availability for Good Shepherd Catholic School is calculated based on the number of lunches served. These government programs assist in keeping our lunch program viable.

Lunch *will not be* served on early dismissal, faculty meeting days.
In fairness to all students, we ask that parents not bring restaurant food to students at school.

ORGANIZATIONS ATHLETIC ASSOCIATION

The Athletic Association is part of the Christian Athletic Conference, which includes area Christian schools, and offers soccer, volleyball, and basketball to all interested students. Additional information about the sports programs is provided throughout the school year.

HOME AND SCHOOL ASSOCIATION

The Home and School Association was formed for the purposes of bringing a sense of unity to school families and of supporting the school. All school families are members and are encouraged to attend the four meetings held each year, along with the various activities scheduled by the Home and School throughout the school year.

PARENT PARTICIPATION

Good Shepherd Catholic School encourages parents to participate in the educational, social, and religious activities of the school. Thus parents are working to build better relationships among members of our community. Fundraising is a means to ensure the affordability of our school program. The purpose in formulating a policy of parent participation is to establish an effective means to foster a quality Catholic school, according to our philosophy, in which parental involvement plays an active part. To insure the full participation of each family, the following policy is in effect:

1. Each family is required to satisfy a minimum of 20 points per school year in parent participation. (One point equals one hour in most cases.) The calendar year in which a family must accumulate the 20 points runs from July 1 through May 31 each year.
2. At the end of the school year, a fee of \$10 per each unearned point will be assessed to each family. (A family earning 12 points will be billed \$80 for eight unearned points.) The assessment for unearned points will be added to the June tuition statement.
3. A parent, guardian, or designated **adult** must participate in order to satisfy the point requirements.

4. The chairperson of each activity is responsible for providing the school office with a copy of the names of parents participating in each event, as well as with the total amount of points earned. The following is a partial list of activities and their point value:

Home and School Officer	4 points per school year
Fish Fry	1 point per hour
Race Night	1 point per hour
Santa Shop	1 point per hour
School Auction	1 point per hour
Aluminum Can Recycling	1 point per trip to Recycling Center
Parish Picnic	1 point per hour
Campbell Label, Box Tops, Terra Cycle Coordinator	3 points per school year
TWB Box Scheduled Workers (after Mass)	2 points per school year
Donation of 3 Reams of Copy Paper	1 point (max. of 3pts per year)

PROCEDURES

ABSENCES

Regular attendance at school ensures a basic condition for academic growth through learning. Students are expected to attend classes on all regular school days, unless poor health or other excusable causes prevent their attendance. Parents are encouraged to make doctor and dental appointments outside of school hours. If a child must leave class during the school day for a medical or dental appointment, parents should notify the school the morning of the appointment. The child will be marked absent "less than two hours" if he/she is absent less than two hours, or will be marked absent "half day" or "whole day" if he/she is absent two hours or more. If a child becomes ill during the school day, the parent/guardian will be contacted to pick up the child. Anytime a student is picked up during the day, the adult must pick-up the child inside the school office, and the person picking up the child MUST sign-out the student in the Log Book in the office. No child will be allowed to go out to a car alone. Upon returning to school after an absence, the student must present, to the teacher, a written excuse from home, stating the date of absence, the reason for absence, and the signature of parent or guardian. Parents will be notified if their child has excessive absences. The Archdiocese believes extensive, unexcused, excessive absences contribute to educational neglect.

ARRIVAL AND DISMISSAL

All classes at Good Shepherd Catholic School begin at 7:50 am. Any student arriving after 7:50 am and before 8:00 am will be marked tardy. After 8:00 am, students will be marked absent "less than two hours," "half day," or "whole day." The school doors open to accept students at 7:30 am every morning. Any student arriving before 7:30 am will need to report to Extended Care.

Please notify the school if your child will be absent or late. Please do this before 8:00 am of the day of absence or tardiness. Dismissal is at 3:00 pm. Students removed from school before 3:00 pm will be marked absent "two hours or less" or "half day." (On faculty meeting days, school dismisses at 12:00 pm). If a student is not picked up by 3:15 pm., the child will be taken to Extended Care and the parent will be charged for service.

Important note: Parents please drive slowly and use good judgment when entering and leaving the school parking lot. Be aware that many children are crossing the parking lot.

ATTENDANCE

In order to ensure that every student gets the most help and instruction from school, regular and prompt attendance is necessary and demanded. Tardiness and/or absence from school interfere with school progress. Persistent absenteeism and tardiness qualify as "educational neglect" and may be reported to the St. Louis Archdiocese and the Missouri Division of Family Services.

BIRTHDAYS AND CELEBRATIONS

Students' birthdays may be celebrated at school. Treats may be brought for the entire homeroom class. Please consult with the teacher in advance first to discuss the date, time, and an appropriate treat. Birthday and other party invitations may be delivered to students at school only after a parent has discussed the invitation with the teacher **AND only if the entire class is invited**. Invitations which do not conform to these descriptors may not be distributed at school, on school property, or in any school setting.

EDUCATION COMMISSION

Education Commission members welcome inquiries from parents of students attending Good Shepherd Catholic School regarding school policies and long-range planning for the educational programs. Parents wishing to have the Education Commission consider an idea or entertain a question, may contact the Commission in writing at least 10 days prior to the scheduled meeting. By doing this, the issue may be placed on the Commission agenda.

EMERGENCY FORMS

Each family completes an emergency form at the beginning of each school year. This form asks for information about the names of each child's doctor, dentist, or specialist. It also collects other important information. Included on this form are the telephone numbers needed to contact parents in case of an emergency, in addition to names and telephone numbers of at least two other persons who may be contacted in the event a parent cannot be reached. It is imperative that we have this form on file and that all information is maintained up-to-date.

Please notify the school immediately when there are any changes in the emergency information so school is able to maintain current files for the safety of each child.

FACULTY MEETINGS

Faculty meetings are held several times during the years. Faculty meetings are held to enable the entire Faculty to meet to discuss procedures, foster professional development, and practices which support the school program. Faculty meetings also provide opportunities for in-services for the entire Faculty. Any changes in the dates of faculty meetings will be included in the Thursday Folder. Students are dismissed at 12:00 pm on the days of faculty meetings.

INCLEMENT WEATHER

When circumstances occur which could change the school schedule, due to weather, building conditions, etc., families will be notified through The School Reach (BLAST) System, television, radio and Internet. Phone calls to the media will be made by the principal as soon as the decision about not having school has been made. School closings will be announced on television and radio stations: KSDK CH5; KMOV CH4; KTVI-FOX CH2; KMOX 1120AM radio and KTJJ-The Boot 98.5. In addition, the information will be posted on the school website.

NOTES REQUIRED FROM PARENTS

Notes are required from parents for any/all of the following reasons:

1. Absence/Tardy Notes
2. Doctor/Dentist Appointments
3. Early Dismissals
4. Uniform Excuses
5. Failure to Complete Homework Assignments/Projects
6. Non participation in Physical Education class or recess
7. Medication Administration

RELEASE OF RECORDS AND INFORMATION

Records and information regarding a student may not be released without prior written consent of the parents. Records and information may be transferred only from one school to another or from one school to another agency or professional. Records and information are not released to parents. Records and information may be released only with the approval of the principal. Good Shepherd Catholic School does not write generic evaluations of students which do not request specific information for a predefined purpose. The school will respond only to specific questions which are printed and which secure only specific information for an indicated purpose. These questions must be submitted only on specific forms. Stepparents, grandparents, and others do not have the right to records or information about the stepchild, grandchild, etc. unless a legal adoption or guardianship has occurred. A student may receive his/her own records if he or she is eighteen years old or older. Records and information may be released to the Division of Family Services or to a police officer for use in a child abuse investigation or proceedings. Good Shepherd Catholic School complies with requests when properly subpoenaed.

REGISTRATION ADMISSIONS POLICY

The principal, with the proper consultation with the pastor, will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational practice. Cooperation of parents with their church and school may be important criteria in determining the acceptance for admission. (Archdiocesan Policy 4100)

All students presently enrolled in Good Shepherd Catholic School and all new families wishing to enroll must register.

Children who may attend Good Shepherd Catholic School, include the following:

1. Children of registered parishioners;
2. Catholic children of non-parishioners;
3. Non-Catholic children of families in which the children and family hold positive values consistent with Catholic/Christian education.

Students for each and every class at Good Shepherd Catholic School will be accepted for enrollment in the following order:

1. Children of registered parishioners with siblings already attending Good Shepherd Catholic School.
2. Children of registered and practicing parishioners.
3. Catholic children of non-parishioners with siblings already attending Good Shepherd Catholic School.
4. Catholic children of non-parishioners registered and practicing at another parish.
5. Non-Catholic children with siblings already attending Good Shepherd Catholic School.
6. Non-Catholic children. (Education Commission Policy Adopted August, 2001)

All children attending Good Shepherd Catholic School must participate in required religious instructions and services.

Applicants for Good Shepherd Catholic School are screened for admission and must be appropriately recommended. Applicants fulfilling the criteria will be accepted up to the point at which class size limits are reached. All students are accepted for admission on a probationary basis; this probationary period lasts for the entire first year. Admission to Good Shepherd Catholic School is based on the assumption that acceptance will be a MUTUALLY positive and productive learning placement and experience for all involved: for the admitted student, for the family of the student, for the other students in the class and in the school, for the teacher(s) and administration, and for the school as a whole.

KINDERGARTEN REGISTRATION

The following information must be provided at the time of Kindergarten registration:

1. Verification of the child's age—child must be five (5) years of age **before** August 1.
2. Copy of the child's Baptismal Certificate (optional).
3. Copy of the child's up-to-date record of immunizations and any other health/academic problems.
4. Copy of the child's social security number.

All new school families are asked to sign a commitment form prior to the completion of the registration process.

REDUCTION IN FORCE POLICY

If and when Good Shepherd Catholic School needs to reduce the number of teaching positions due to changing enrollment or financial constraints, these factors will be taken into consideration by the administration and pastor, including, but not limited to:

1. Qualifications to teach assigned grade levels;
2. Past evaluations and work history;
3. Length of service at Good Shepherd Catholic School;
4. Length of service at other parish schools within the Archdiocese.

REGISTRATION FOR GRADES 1-8

Registration for students in Grades 1-8 takes place in the late winter/early spring. Re-registration forms are sent home via the Thursday Folder for currently enrolled students.

The following are guidelines for class size at Good Shepherd Catholic School:

1. The maximum class size should not exceed 25 students.
2. Consideration by the principal and pastor should be given to the combination of grade levels when the number of students in a grade level (K-8) falls below 10 students.
3. Consideration by the pastor and principal should be given to the separation of combined grades when the number of students in either grade level is above 10 students.

(Education Commission Policy adopted August, 2001)

RELIGIOUS INSTRUCTION

PRAYER

Since faith and religion are at the heart of Good Shepherd Catholic School, many opportunities are utilized to educate all students and to lead them through the developmental stages of their faith by building a deeper relationship with God.

The school day begins with morning prayer and continues with prayer throughout the day—as part of classes, before lunch, and at the end of each day. Additionally, prayer may be incorporated at various times throughout the day when appropriate.

Students in Grades 1-8 attend 8:00 am Mass, usually on Friday. (Changes in the schedule will be noted in the Thursday Folder.) Kindergartners begin attending Mass during the second quarter, and they sit among the 7th and 8th grade class. Students are involved in these celebrations, participating as readers, servers, musicians, and the offertory processions.

Prayer services for the whole school are celebrated throughout the school year, according to the liturgical seasons of the Catholic Church. Students participate in Eucharist Adoration on the first Fridays of every month. Students have the opportunity to be trained as Servers for the church at the end of 4th grade. All servers must be Catholic.

IT IS ANTICIPATED THAT THE CATHOLIC FAMILIES OF GOOD SHEPHERD CATHOLIC SCHOOL ATTEND MASS REGULARLY AND SHARE FAMILY PRAYER IN THE HOME, MODELING THE CATHOLIC VALUES THAT ARE TAUGHT IN THE CLASSROOM.

Non-catholic students attending Good Shepherd Catholic School must participate in all religious education, prayer, and other faith-based components of the school.

SACRAMENTS

The Sacraments of First Reconciliation and First Holy Communion are celebrated in grade 2. First

Reconciliation is celebrated before Christmas each year; and First Holy Communion is celebrated annually in the spring. The Sacrament of Confirmation is celebrated in grade 7 or 8 (held every other year). Confirmation occurs in the spring, following consultation with the Archdiocese. Confirmation is celebrated at the Cathedral Basilica in St. Louis. Parents are expected to help their child at home prepare for reception of the Sacraments. Parents must attend parent meetings, which intend to provide information to them about the preparation for the Sacraments. Notification of the parent Sacramental meetings is announced in the Thursday Folders. Students in Grades 2-8 are offered the opportunity to receive the Sacrament of Reconciliation during school hours at least 3 times per school year.

WITHDRAWAL FROM SCHOOL

Good Shepherd Catholic School office should be notified in writing of the decision to and reason for permanently removing a child from Good Shepherd Catholic School. Classroom teachers will be advised of the decision by the school office and the child's permanent records will be prepared for transfer by mail to the receiving school. A signed release is required for school documents to be sent to another school. This release may be secured in the school office.

The principal reserves the right to amend this handbook for just cause. Parents will be given a written notification if changes are made

APPENDIX



Good Shepherd Catholic School Tuition and Fees 2012-2013

The following policies govern all elementary students, K-8, attending Good Shepherd Catholic School, Hillsboro, MO.

Tuition Rates and School Fees (K-8)

1 Child:	\$315 per month/12 months
	\$344.64 per month/11 months
	Annual total: \$3,780
2 Children:	\$400 per month/12 months
	\$436.36 per month/11months
	Annual total: \$4,800
3+Children:	\$462 per month/12 months
	\$504 per month/11months
	Annual total: \$5,544

There is a \$100 non-refundable registration fee per family.

- Late registration fee of \$50 after April 10, 2012
- **(If you have applied for Tuition Assistance Late Fee will be waived.)**

There is a \$50 book fee per child.

- Late book fee of an additional \$15 per child after August 15, 2012

2% discount if the total tuition is paid by August 31, 2012: 1% discount if tuition is paid by semesters (August 31, 2012 and January 31, 2013)

Each **family** (friends and relatives may purchase and credit it to your family's account) will purchase \$2,000 worth of Together We're Better Certificates between July 1, 2012 and June 30, 2013 **OR** pay \$50 per quarter due the first day of each quarter. Each **family** is required to satisfy a minimum of **20** points per school year in parent participation. (One point equals one hour in most cases.) The calendar year in which a family must accumulate the **20** points runs from July 1 through May 31 each year. At the end of the school year, a fee of \$10 per each unearned point will be assessed to each family.

Tuition Rates (PreK)

Monday-Friday (full day)	\$374 per month/10 months (August-May)
Full School Day	Year total: \$3,740.00
Lunch and 2 snacks	
Monday-Friday (half-day)	\$187 per month/10 months (August-May)
7:30 to 11:30 (1snack)	Year total: \$1870.00

There is a non-refundable \$100 supply fee per year, per pre-kindergarten student to be paid at the time of registration. *For those who go on to Good Shepherd’s Kindergarten Program, a \$20 tuition reduction per month will be in effect for that year. Please call school for additional program (day/half-day) options and fees.*

Lunch Prices

Lunch price is currently \$2.00 (which includes milk). Milk also is available to those who bring a sack lunch. The cost for milk is \$.35.

WITNESS STATEMENT

For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values. In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor.... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families. Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

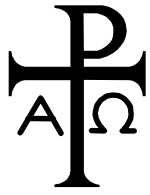
- **regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family;**
- **commit to speak more with my children about God and to include prayer in our daily home life;**
- **participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;**
- **support the moral and social teachings of the Catholic Church to ensure consistency between home and school;**
- **teach my children by word and example to have a love and concern for the needs of others;**
- **meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.**

IMPLEMENTATION OF THE PARENT WITNESS STATEMENT

BY LOCAL PARISHES AND SCHOOLS

The following is a thorough but not all-inclusive listing of possibilities for implementing this *Parent Witness Statement*:

- at the time of enrollment, the *Parent Witness Statement* is included in the registration process and is part of the registration form(s);
- the *Parent Witness Statement* is included in the parent/family handbook and in the teacher handbook;
- at the beginning of the school year, the *Parent Witness Statement* is incorporated into a prayer service;
- the *Parent Witness Statement* is included in the parish bulletin at certain times of the year (for example, Feast of the Holy Family, beginning of the school year, end of the school year, etc.);
- during sacramental preparation times or meetings, the *Parent Witness Statement* is affirmed;
- the *Parent Witness Statement* is published in newsletters from the principal and Director/Coordinator of Religious Education;
- school board documents include a copy of the *Parent Witness Statement*, perhaps as an appendix;



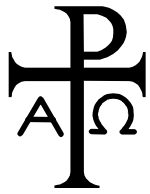
WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and
Parish Schools of Religion

Guidelines for application

The witness statements for students who attend Catholic Schools and Parish Schools of Religion are intended to help strengthen the Catholic Identity of these programs, in conjunction with the witness statements for parents/guardians and for educators. They call forth and celebrate the emerging Catholic identity of the students, leading to growth in awareness and commitment. They could be adapted and incorporated into the life of the Catholic school and PSR in a variety of ways. Following are some suggestions:

1. Age appropriate education should precede the implementation of the witness statements, explaining the beliefs/promises and their implications. This includes all teachers, not just religion teachers.
2. Each school/parish school of religion may supplement the witness statements for their particular situation, or have students personalize them with additional promises. When adapted for non-Catholic students, the fullness of the Catholic witness statement for Catholic students should not be compromised.
3. Children of each age level could proclaim the witness statements at morning prayer or at special all school Eucharistic celebrations, such as the patronal feast of the parish/school, vocation week, Thanksgiving, Catholic Schools Week, etc.
4. The witness statements could be linked to the school/PSR theme for the year and posters of the witness statements could be printed and hung in classrooms and/or hallways.
5. Copies of the witness statements could be given to each student to keep, and short versions could be printed for students to wear or carry on cards, buttons or bookmarks.
6. The witness statements could be explained at parent meetings, included in the student/parent handbook, and posted on the school/parish website.
7. An option could be to have students and parents sign the student witness statement.





WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and
Parish Schools of Religion

PRE-KINDERGARTEN AND KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I LOVE GOD.

GOD MADE EVERYTHING GOOD.

I WILL PRAISE AND THANK GOD.

GOD MADE ME SPECIAL.

I WILL ACT AS A CHILD OF GOD.

GOD MADE ME PART OF HIS FAMILY.

I WILL BE KIND TO ALL OF GOD'S FAMILY.



WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and
Parish Schools of Religion

GRADES 1-2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.
-

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.



WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and Parish Schools of Religion
GRADES 3-4-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.





WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and

Parish Schools of Religion

GRADES 6-7-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND PARISH A BETTER PLACE.



Good Shepherd Catholic School Faculty/Staff 2012-13

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Mrs. Christine Van Etten 3/4 Self-Contained cvanetten@mygoodshepherd.com
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Mrs. Lou Ann Duepner Art/Physical Education lduepner@mygoodshepherd.com
Mrs. Debbie Czmarko Music dczmarko@mygoodshepherd.com
Mrs. Sherry Isringhaus Preschool sisringhaus@mygoodshepherd.com
Ms. Becky Heinzer bheinzer@mygoodshepherd.com
Mrs. Lucy Woods Administrative Assistant schoolsecretary@mygoodshepherd.com
Mrs. Janet Haselhorst Cafeteria Manager
Mr. Mike Wagoner Maintenance
Mrs. Tammy Varady Custodian
Mr. David Van Etten Custodian

**PARENT PERMISSION FOR FIELD TRIP PARTICIPATION
GOOD SHEPHERD CATHOLIC SCHOOL**

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Good Shepherd School. A brief description of the activity follows:

Event/Educational Purpose:

Destination:

Designated Supervisor of Activity:

Date & Anticipated Time of Departure:

Anticipated Time of Return:

Method of Transportation:

Student Cost:

Lunch:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility that may result from any personal actions by the named child.

-----please cut along dotted line and return to school with payment-----

I hereby consent to participation by my child, _____, for the field trip to:

I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

I am available to drive for the journey. I have a valid driver's license, vehicle, and liability insurance. My vehicle will hold ___ children, with each having a seat belt.

Parent/Guardian Name _____

Address _____

Home Telephone _____ **Work Telephone** _____

Person to Contact in an Emergency _____

Emergency Telephone _____

Parent/Guardian Signature _____

****Check with each teacher to see about the number of parent helpers needed.**

Please return the bottom portion of this completed form by:

Good Shepherd Catholic School

Technology Use and Internet Agreement

As part of Good Shepherd School's commitment to academic excellence and technological enhancement, students will be provided access to classroom computers, the school computer lab, resourcing equipment and limited, supervised Internet access.

Rules for Technology Use

1. The computers and technology equipment are expensive learning tools and a privilege that is provided for our students. Any damage caused by misuse of this equipment will be paid for by the student/parent.
2. Users must always obtain permission from faculty/staff before using computers or technology equipment.
3. Users shall respect the privacy of others. There will be no access to other users' documents or files allowed or system files.
4. Use of vulgar, obscene, threatening, harassing or other inappropriate language, pictures, or graphics is forbidden.
5. Users are expected to adhere to the same behavior standards in the computer as are expected in the classroom.
6. Users shall respect copyright laws and licensing agreements of computer and Internet material.
7. Users shall not access inappropriate Internet sites.
8. Users should never publicize home addresses, phone numbers, personal photographs, or setup E-mail addresses.
9. Users will not intentionally introduce computer viruses.

Any users who do not comply with this agreement will lose their computer and equipment privileges.

Please read and sign the following statements

STUDENT: I understand and will abide by the provisions and conditions of this contract. I realize that computer and technological equipment is available for educational purposes, and I understand that any violation of the provisions may result in disciplinary action and the loss of access to computers and related equipment. I also agree to report any misuse of the Internet to the supervising faculty/staff member or the Administration.

Student name (please print) _____

Signature of Student _____

Homeroom _____ Date _____

Parent/Guardian: As the parent/guardian of the above named student I have read this contract and understand that the technology resources at Good Shepherd School are set up for educational purposes. I understand that my son/daughter will be held accountable for all activities. I further understand that these Rules for Technology use will apply to my family members and me should we have access to equipment. I understand that it is impossible for Good Shepherd School to restrict access to all controversial material. And I will not hold the faculty/staff or Good Shepherd School responsible for or legally liable for material acquired from the Internet.

Parent/Guardian Name (please print) _____

Signature _____ Date _____

Signature _____ Date _____

Please note: This contract must be returned to school by the first computer class or the usage of technology equipment will not be allowed.

Good Shepherd Catholic School

FAMILY HANDBOOK ACCEPTANCE

The Family Handbook is online at the Good Shepherd School website. If you need a “hardcopy” of the Family Handbook you may request one from the school office.

On the lines below, please have all parents (preschool through grade 8) and students in grades 1-8 sign their names in order to acknowledge having read the Family Handbook.

Please return this form by August 30th to school.

Please contact me with any questions or concerns. Thank you for your cooperation and support.

Mrs. Mariann Jones

Parent/Guardian

Parent/Guardian

Student

Student

Student

Student