

GOOD SHEPHERD CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK

2024 - 2025

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2024-2025

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Dear Good Shepherd Families,

This Parent/Student Handbook is presented to you as an aid in making the Good Shepherd educational experience a positive and productive one for all of us. In choosing Good Shepherd Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you this 2024-2025 school year to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. We expect that children who are registered in Good Shepherd and the parents/guardians who have registered them, are agreeing to abide by the policies and guidelines contained within this Parent/Student Handbook.

Attached to this letter are the Handbook Agreement form and the Volunteer Sign-Up sheet. Please read the handbook on-line (www.goodshepherdschoolvt.org) found on the Forms and Policies page, sign the attached forms, and return them to school by Friday, September 6, 2024. If you would like to receive a paper copy of the Parent/Student Handbook, please let us know. Thank you.

If you have questions regarding any of the information, please call the school office at (802) 751-8223.

Sincerely,

Lynn Cartularo
Principal

DIOCESAN MISSION STATEMENT

As part of the educational mission of the Catholic Church, our schools exist to instill faith values in our students and to create a desire to make a positive difference in the world. In addition to the quality academic programs, opportunities are provided for the school community to grow in their relationship with God, the Church, self and others.

GOOD SHEPHERD CATHOLIC SCHOOL MISSION STATEMENT

Good Shepherd Catholic School prepares students for a life of learning, service, compassion, personal excellence, and faith in God.

SCHOOL PHILOSOPHY

Good Shepherd Catholic School adheres to belief in Jesus Christ as the foundation of the entire educational enterprise in a Catholic School, and it recognizes its own role as part of the teaching mission of the Catholic Church. The school regards parents as the primary educators of their children and affords parents and teachers the opportunity to cooperate with one another in the formation of Christ's children.

Good Shepherd Catholic School recognizes the importance of the development of the whole child. We are committed to provide for the spiritual, intellectual, emotional, and physical growth of each student in a creative and safe environment. We believe in academic excellence built on a sound framework of moral values; therefore, we use a traditional, value-centered approach to education. This effort will include prayer and opportunities for service at every level.

Our instructional goal is to teach the art of learning and inquiry, with measurable results. Therefore, we follow a standards-based curriculum. With a contemporary understanding of child development and modern innovation, various educational methods will be employed to insure individual mastery.

Good Shepherd Catholic School cultivates spiritual growth, character development, and a work ethic based on a well-established moral compass. We foster academic mastery and esteem through achievement. We promote quality work through respect for learning, discipline, honesty, and punctuality. It is our expectation that each student of Good Shepherd Catholic School will grow to his or her potential.

ADMINISTRATION - FACULTY - STAFF

The Principal is the chief administrator of the school. He or she is ultimately responsible for a positive school climate and the operation and development of the school, including spiritual, academic, personnel, student, financial, physical and community dimensions.

Faculty Members are responsible for the instructional and supervisory schedules of the students assigned to them for the academic year. The teacher is a caring and highly qualified, professional educator, competent in the area of her/his academic discipline.

Support Staff includes all non-teaching staff that are vital to the overall effective and positive functioning of the school.

School Board:

Reverend Lance Harlow

Lynn Cartularo

Deacon David Baker

Deacon Tom Lovett

Mary Anne Gummere

Julie Kelley

Casey Leithead

Susan Mason

Peter Minich

Brooke Pierce

David Young, Superintendent

GOOD SHEPHERD CATHOLIC SCHOOL

GENERAL INFORMATION

Good Shepherd Catholic School is a Diocesan, Catholic school. We welcome students from families of all denominations in preschool through Grade 8. Good Shepherd is committed to the education of any child who is receptive to, and would benefit from, our philosophy and our academic and spiritual goals.

Good Shepherd Catholic School admits students of any sex, race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its education policies, admission policies, athletic and other school-administered programs. At Good Shepherd Catholic School we minister to each of our students as a beloved child of God based on their God-given humanity including their God-given biological identity. The School grants admission priority to Catholic children and children already having brothers/sisters in Good Shepherd Catholic School. Once a class is filled, names are placed on a waiting list.

Acceptance and Deposit

For families currently enrolled at Good Shepherd Catholic School - An advance deposit is required after the re-registration form is completed each spring.

For new families - Upon determination that a place is available in a given class and the child has been accepted into Good Shepherd, a deposit is required to secure the place.

In all cases, the deposit will be used to fund student activities throughout the year. Any remaining balance in the student's activities account will be refunded at the end of the school year. This deposit is not refundable if a student withdraws.

Application Process (Early Education - Grade 8)

All families wishing to enroll their child(ren) in Good Shepherd Catholic School will be required to complete an application form supplied by the School Office. A non-refundable application fee must accompany the form. After a family has applied, a meeting will be scheduled for the parent(s)/guardian(s) to meet with the principal. The child is also expected to visit the school and spend some time in the appropriate class(es). After this visit, the principal generally contacts the child's present school in order to speak to the child's teacher and/or the administration before sending a letter of acceptance to the parent(s)/guardian(s).

Childcare

Our childcare program is available for children aged 6 weeks to 5 years old. It runs year-round, Monday through Friday from 7:00 am to 5:00 pm. The center closes two weeks a year to allow our staff some well-deserved vacation time. Those are the week of the 4th of July and the week between Christmas and New Years.

Early Education Program

The Preschool and Pre-Kindergarten programs run during the school year, daily from 7:45 until noon.

Preschool Program

Good Shepherd Catholic School offers a preschool program for three-year-olds. Children must be three years old on or before September 1 of the current academic year and toilet-trained to be eligible for this program.

Pre-Kindergarten Program

Good Shepherd Catholic School offers a pre-k program for four-year-olds. Children must be four years old on or before September 1 of the current academic year and to be toilet-trained to be eligible for this program.

Kindergarten Program

Children must be 5 years old on or before September 1 of the current academic year to be eligible for our full-time kindergarten program.

Extended Care Program

Good Shepherd Early Education Program offers supervision for children in the Early Education Program from noon until 5:00 on regular school days and ½ day in-service days.

TUITION

2024-2025 SCHOOL YEAR

KINDERGARTEN – GRADE 8

- Tuition charged for 1st student in a family registered in a Catholic Parish \$6,050
- Tuition charged for 1st student in an other-than-Catholic family\$6,950

EARLY EDUCATION

Tuition charged for 3-day Preschool student of any denomination. \$3,000

Tuition charged for 5-day Preschool/Pre-K student of any denomination \$4,450

To the Parents: Your Role in Education

We, at Good Shepherd Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Good Shepherd Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Once you have chosen to enter into a partnership with us at Good Shepherd, we trust you will be loyal to this commitment. During these formative years your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents As Partners

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

- To set rules, times, and limits so that your child:
 - ~ Gets to bed early on school nights;
 - ~ Arrives at school on time and is picked up on time at the end of the day;
 - ~ Is dressed according to the school dress code;
 - ~ Completes assignments on time; and
 - ~ Has nutritious snacks/lunches every day.

- To actively participate in school activities such as Parent-Teacher Conferences, school-sponsored events, etc.;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

School Office Hours

The school office is generally open on school days from 7:30 a.m. – 3:30 p.m.

School Hours

Grades 1-8 begin at 7:45 AM. The school doors are opened for students at 7:30 AM.

Students must be dropped off in the back parking lot; the area in front of the school must be kept clear for the safety of our students. Students who arrive after 7:45 will be considered tardy.

Dismissal time is at 3:00 PM for students in grades 1 to 8. Parents should pick up their children in the parking lot behind the school. Please do not leave your vehicle to enter the

school building; if you will be going into school, please park on Cherry Street. Students who are not picked up by 3:15 will be sent to wait outside the main office. After 3:15, you must park your car and come into the building to sign out your child.

Dismissal time for our kindergarten students is 2:45.

ACADEMIC PROGRAMS AND CO-CURRICULAR ACTIVITIES

Good Shepherd Catholic School offers its students a well-rounded and enriching educational program. We attempt to address students' needs in all areas of education including the spiritual, academic, emotional, social and physical.

Preschool and Pre-Kindergarten Curriculums

Large and Small Motor Development; Language Development; Reading and Writing Readiness; Mathematics Exploration; Science and Social Studies; Music; Art; Physical Education; Social Skills and Religion Awareness.

Kindergarten Curriculum

Religious Education; Language Arts (including Reading Readiness and Library Skills); Number Concepts; Health; Physical Education; Art; Music; Social and Emotional Development; Field Trips; Story Hour; Work Habits and free and organized play.

General Curriculum – 1st – 8th Grades

Religious Education; Reading (including Phonics, Literature and Library skills); Language Arts (including Spelling, Grammar, and Creative Writing); Mathematics; Science; Social Studies; Physical Education; Art; and Music.

SCHOOL DRESS CODE

It is important that students adhere to the school's conservative policy on dress. The uniform for students in Grades K-8 has been established to support a commitment to simplicity and lack of competition in the area of dress. Students are required to wear the uniform each day. If you are not certain about the appropriateness or acceptability of clothing, jewelry, hair style, etc., please take the time to check with a member of the administration before spending money in these areas. Not doing so may result in unnecessary extra expenses.

In grades K-8, students should be dressed in school uniforms beginning on the first day of school. Please mark all clothing, sneakers, mittens, and coats with students' names. **Please note that students may not wear non-uniform sweaters or sweatshirts over their uniforms.** Be sure to send your child with a sweater or sweatshirt that is in dress code in case it is chilly in the building.

Judgment regarding compliance with the dress code is left to the discretion of the principal. If you have any questions as to whether an item is acceptable, please call the school before purchasing. The GSCS logo is the only logo permitted on uniform apparel.

Good Shepherd Catholic School Student Dress Code

GIRLS (Grades K-4)

Shirts: White, navy blue, or forest green short- or long-sleeve polo shirts with or without GSCS logo. Only polos with a straight edged hem and at hip length may be worn untucked; all other polos need to be tucked in.

OR

White short- or long-sleeve dress shirt with collar. Camisoles or undershirts must be white and must be worn tucked in. Dress shirts are worn tucked in.

Pants: Navy blue Chinos. Must be worn at the waist; no crop pants

Recommended Sources (but not required)

Navy blue. available through Lands' End (www.landsend.com)

Navy blue. French Toast Adjustable waist pleated pant

Skorts: Navy blue from Lands' End: Blended Chino Skort (no shorter than 3" above the knee)

Jumper: Classic navy jumper from Lands' End (no shorter than 3" above the knee)

White collared shirt must be worn with jumpers.

Polo Dress: Navy blue from Lands' End (no shorter than 3" above the knee)

BOYS (Grades K-4)

Shirts: White, navy blue, or forest green short- or long-sleeve polo shirts with or without GSCS logo. Only polos with a straight edged hem and at hip length may be worn untucked; all other polos need to be tucked in.

OR

White short- or long-sleeve dress shirt with collar. Plain white undershirts only. Dress shirts are worn tucked in and may be worn with a navy tie.

Pants: Navy blue dress pants. No cargo pants.

GIRLS (Grades 5-8)

Shirts: White short- or long-sleeve dress shirt with collar. Camisoles or undershirts must be white and must be worn tucked in. Dress shirts are worn tucked in.

Skirts: Navy blue. Lands' End: Solid classic navy A-line skirt, no shorter than 3" above the knee

Pants: Navy blue Chinos. Must be worn at the waist; no crop pants

Recommended Sources (but not required)

Navy blue. Available through Lands' End (www.landsend.com)

Navy blue. French Toast (www.frenchtoast.com)

BOYS (GRADES 5-8)

Shirts: White short- or long-sleeve dress shirt with collar, plain white undershirts only. Dress shirts are worn tucked in and may be worn with a plain navy tie or a conservative print navy tie. All ties must be predominantly navy.

Pants: Navy blue dress pants. No cargo pants.

WARM WEATHER UNIFORM

Students may wear polo shirts and Bermuda length navy dress shorts from the start of school through October 31st and from the Monday following April vacation through the end of the school year.

BOYS and GIRLS:

Fleece/Sweatshirts: Only fleece vests, fleece jackets and sweatshirts with the Good Shepherd logo are acceptable. (available through Lands' End or directly from the school office)

Plain navy blue or forest green sweaters or vests are allowed.

Tights/leggings: White, navy blue, black or forest green. Girls in grades K-4 **ONLY** may wear ankle-length, navy leggings.

Shoes/Sneakers: Non-marking soled shoes and non-marking soled sneakers may be worn with the uniform. No clogs, crocs, high heels, sandals, flip flops, or platform shoes/sneakers.

Hair: Hair is to be neat and clean and away from the student's eyes. A boy's hair should be above the collar. Only naturally occurring hair coloring is acceptable.

Make-up/Appearance: Nail polish, for girls only. No visible make-up. No visible tattoos or faux tattoos. No body-piercings other than ears.

Accessories: Excessive jewelry may not be worn. Small rings are acceptable. Thin necklace chains with small (quarter-size) medallions are acceptable. Earrings may be worn by girls only and may be no longer than 1" from post. Inconspicuous hair accessories may be worn by girls only.

PHYS. ED. UNIFORM Grades K- 8: Boys and girls come to school dressed for phys. ed. All phys. ed. uniforms (t-shirts, shorts, sweatpants, sweatshirts) bear the Good Shepherd logo and are ordered through Lands' End or directly from the school office. Shorts, tee shirts, sweatpants, and sweatshirts are navy blue.

Socks: Must be worn

Sneakers: Required - non-marking soles only.

Phys. ed. uniform items are required on phys. ed. days.

SCHOOL GUIDELINES AND POLICIES

Good Shepherd Catholic School is committed to providing all of its students with a positive school environment. The following guidelines are intended to help all have a positive, happy and productive experience. The goal of the faculty and staff is to support students in developing responsibility, self-reliance and self-discipline.

Prayer

The school day at Good Shepherd Catholic School begins with prayer at morning assembly. Other customary times for prayer include before snack, before lunch, before classes and at the end of the day.

Liturgy and Prayer Services

Eucharistic celebrations and prayer services take place regularly at Good Shepherd Catholic School, especially at holiday time and Church year events. Parents are always welcome to attend prayer services and liturgies. All students in grades K—8 and faculty members (whether Catholic or other-than-Catholic) attend school worship services. Attendance as well as respectful, reverent participation is naturally expected of all.

Educational Expectations

The aim of Good Shepherd Catholic School is to have an atmosphere that enables students to grow in knowledge, respect, responsibility, self-confidence and self-discipline. All students are expected to be responsible and to follow the rules and regulations of school and classroom and the Good Shepherd Catholic School Code of Conduct.

Good Shepherd Catholic School Code of Conduct:

With Jesus as my model and the Holy Spirit as my guide...

I am kind,

I respect God's creation and all it contains,

I accept responsibility in all I do, and

I behave in ways which uphold this sanctuary for myself and others.

Accidents

Accidents resulting in student injury and occurring during the school day will be reported to the teacher in charge and to the office. The teacher in charge will fill out an accident report to be placed on file in the office. If professional medical care is required, a Christian Brothers Services accident report will be provided to the parents/guardians; out-of-pocket medical expenses not covered by the primary insurance resulting from said accident may then be reimbursed to the parents/guardians through the Christian Brothers school policy.

Activities Fee

Students in grades K through 8 are required to submit a \$250.00 seat deposit each year with the enrollment contract. The seat deposit will be used to pay the student's miscellaneous expenses throughout the year such as field trips and winter sports expenses. Any unused funds remaining at the end of the academic year will be credited to the following year's tuition. Students who will be graduating or otherwise not returning the following year will be issued a refund of any unused funds after July 1st. The seat deposit is non-refundable if a student should withdraw during the school year.

Aggressive Behavior

Good Shepherd Catholic School is a safe environment for all. Aggressive behavior (pushing, fighting, etc.) and/or verbally abusive speech cannot be tolerated. Such actions will result in disciplinary action, as deemed appropriate by the principal.

AIDS/HIV Infection

This school concurs with the Recommended Guidelines for Providing Education to Students with AIDS/HIV Infection provided jointly by the Vermont Departments of Health and Education.

After School

Students in grades 1-8 are dismissed at 3:00 p.m. Please make sure that before the school day begins, students know how they are getting home. Students who are dismissed leave the school grounds at dismissal time. If your child(ren) is/are being transported by someone other than the regular driver, please send a note to school with your child.

After School/Extended Care Programs

Good Shepherd offers an After School Program in order to provide a safe and secure environment for the children during the time between the end of the school day and their return home. The After School Program is available from 3:15 p.m. to 5:00 p.m. during full school days for students in grades 1 to 4. An Extended Care Program is available for our Early Education students, which runs until 5:00 p.m.

Appropriate Behavior

It is the student's responsibility, appropriate to her/his age and grade level, to maintain appropriate behavior in the classroom. If a student exhibits disturbing behavior, and when ordinary means of classroom management have been exhausted by the teacher, a student may be asked to leave the classroom and be sent to the principal's office. Dismissal from a class at Good Shepherd Catholic School is considered a serious offense. If a student is dismissed a second time within the same marking period, she/he will be required to send a letter home to inform the parent of the dismissal. Parents will need to sign the letter and return it to the school office the following day. Parents may be asked to come in for a conference with the principal and child's teachers if inappropriate behavior persists. The student may not be allowed to return to class until the parent conference has taken place and a firm commitment for positive behavior has been made.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action.

We reserve the right to waive any disciplinary regulation for just cause.

Asbestos

Good Shepherd's Asbestos Management Plan is on file in the school office.

Attendance

Good Shepherd Catholic School has 175 student attendance days with additional days planned for snow or other emergencies. Students are expected to be in attendance and on time (grades K—8, 7:45 a.m.) each school day. A habit of regular and faithful attendance is a prerequisite for a successful school experience. Students should be absent only in case of illness or emergency. If a student is absent because of illness or other unforeseen circumstances, parents are required to call the office before 7:45 a.m. with that information. The student, upon returning to school, must present a note, explaining the child's absence, dated and signed by the parent. These notes will be kept in the child's permanent files.

Classroom/homework assignments may be picked up after 3:00 p.m. in the office. Requests for assignments may be made at the office before 7:45 a.m., and every effort will be made to accommodate these requests.

A child is considered absent if he/she does not remain in school for a solid session, which for Good Shepherd would be 7:45 a.m. until 12 noon. Please consider this when you are making doctor and dentist appointments. Should a student need to leave school during the day for an appointment, etc. a note needs to accompany your child to school.

The school calendar provides for extended vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

When a student accumulates a total of seven absences (excused or unexcused), the principal will send a letter of notification to the parents. When a student accumulates a total of ten absences, the principal will meet with the parents and student. When a student accumulates a total of twenty absences, the case will be referred to the Attendance Officer at the St. Johnsbury School.

Before School

Supervision begins at 7:30 a.m. for students in grades 1-8. Students should not arrive before 7:30 a.m.

Birthdays/Special Occasions

Students should not exchange individual gifts at school. This gesture can create hurt feelings among other students. Invitations for birthday parties or slumber parties should be sent to the homes of the students via the U.S. Mail unless an invitation is being given to every student in the entire grade. Students in grades K-8 may come to school dressed out-of-uniform on their birthdays (or half-birthdays).

Bullying

Bullying means any overt act or combination of acts directed against a student by another student or group of students and which:

- a) is repeated over time;
- b) is intended to ridicule, humiliate, or intimidate the student; and
- c) occurs during the school day on school property or at a school-sponsored activity, or before or after the school day at a school-sponsored activity.

Any staff members hearing reports by students of bullying will inform the principal who will investigate the reports. The principal will contact the parent or guardian of a student who commits a verified act of bullying and notify them of the actions taken by the school staff and consequences that may result from further acts of bullying. Consequences of bullying may be suspension or expulsion.

*The full text of the Hazing, Harassment & Bullying Policy may be found on our website: www.goodshepherdschoolvt.org.

Cancellation of School

In the event of school cancellation due to the weather or other circumstances, parents will be contacted via School Messenger, a telephone broadcast system that will notify all families by phone within minutes of a school cancellation or emergency. The service will call all parent phone numbers in our contact list and will deliver a recorded message to both live answer and answering machines. Please provide the appropriate contact numbers on page 23. We will also post information on the local radio and television stations beginning at approximately 6:30 a.m. (See radio/TV station listings below.) After the school day has commenced, if a severe snow storm begins, school will generally not be canceled. However, parents may pick up children early in this situation. Please call the office to request your child's early dismissal.

Radio: WGMT (97.7 FM)

TV: WPTZ – NewsChannel 5/WCAX – Channel 3/WNNE—NewsChannel 31

Cell Phones

All student cell phones must be turned off while at school. Depending on the individual classroom teacher's policy, storage of the cell phone during the day may be in the student's backpack or in a designated place in the classroom. If a student needs to call home on his or her cell phone during the day, he or she must bring the phone to the main office and place the call there. No other cell phone use by students is permitted. Parents are asked to call the school office if they need to reach their child during the day.

Classroom Concerns of Parents/Guardians

The first and best method of dealing with classroom concerns is a face-to-face discussion with your child's teacher. The teachers are skilled in settling a wide variety of issues in the classroom. We cannot urge you strongly enough to work with your child's teacher to resolve any school-related problems that you or your child may be experiencing. We believe that our faculty can answer and address the vast majority of classroom questions and problems in meetings with parents.

In the event that you are unable to resolve problems in your face-to-face meeting with your child's teacher, you may set up a meeting with the principal. If the complaint is not satisfied at the local level, the parent may proceed to the next level, the Superintendent of Schools, followed by the Vicar of Education.

Conferences

Parent/Teacher conferences are valuable to the overall education process and are scheduled in the fall and other times as needed.

COVID 19

Good Shepherd Catholic School has created guidelines for our school community to help mitigate the risk of students or staff members from contracting the Coronavirus. While we have done our best to develop practices and procedures to achieve these ends, we cannot guarantee that anyone in the building will not contract the virus while in our school.

Cyberbullying

Neither the school's network, the Internet or cellular phones (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment by any student at Good Shepherd Catholic School. All forms of harassment through any electronic means, often called "cyberbullying", are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website creations or postings (including blogs). Often the author(sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Any student, faculty, or staff member who feels that they have been victims of such misuses of technology should not erase the offending material from their computer or cellular phone. They should print a copy of the material immediately and report the incident to the Principal. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, major infraction, suspension, separation, or expulsion from school.

Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.

2. Protect Yourself – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.

3. Respect Others – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.

4. Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

5. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

6. Protect Intellectual Property – Do not use pirated software or distribute music or media in a manner that violates license agreements.

Disruptive Behavior

If a student consistently disregards school regulations or behaves in a manner that interferes with the learning process, further action will be taken such as removal from the classroom, a phone call to the parent(s), suspension or expulsion from school.

In- and out-of-school suspensions include all school-related activities and sporting events.

Evacuation

During a crisis it may be necessary to evacuate the building. Should that happen and it is necessary to leave the premises, students will be relocated to St. John the Evangelist Church at 49 Winter St. If that location is not feasible, our secondary relocation site will be at the St. Johnsbury Distillery, 74 Eastern Avenue. Parents will be notified via our Parent Alert messaging service of the crisis and the reunification procedures. Please do not try to call or come to the school during such a crisis as you may be placing yourself or others in danger.

Facial Coverings

Though not required, students or staff may wear facial coverings while at school.

Field Trips

A field trip is an educational experience planned by the teacher and approved by the principal. Trips are designed to supplement various aspects of the classroom curriculum.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.

2. All grades do not always have the same number of field trips.

3. Field trips are permissible for all grades when advanced planning, location, and the experience ensures a successful learning opportunity.

4. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. **Note:** a fax does not take the place of an original signature. Verbal permission **cannot** be accepted. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

6. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.

7. Parents who volunteer to drive are asked to provide a copy of their license, registration and insurance coverage and ensure that all children use seat belts. All volunteers must complete the Virtus online program and a criminal record check. We ask that parents defer to the teacher with regard to all carpooling decisions. There are many factors to consider when arranging seat assignments and the teacher is best equipped to address every student's individual needs.

*There should be two chaperones (at least 18 years of age) in each vehicle. Alternate arrangements must be approved by the Principal.

8. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardize the protection for our students and all other "official" adults on the trip.

9. Parents who chaperone a field trip may not bring siblings on the field trip.

Fire Drills

The school conducts fire drills regularly in order to give students practice in evacuating the building and proceeding to the assigned places outside the building in case of fire or emergencies. Students and adults are required to leave the building in a quick and orderly manner during a fire drill. No talking or running is allowed.

Google Apps for Education

Good Shepherd has implemented "Google Apps for Education" for students, teachers, and administrative staff. All students will have accounts allowing for their documents and files to be stored online and accessible from home, school, and anywhere there is an Internet

connection. These accounts can send and receive mail only from addresses within our Good Shepherd domain. Students will have access to Google Calendar, Google Docs, and Google Email. Students will also have training on how to use Google Apps for Education. In addition, Good Shepherd has created email accounts for all students in grades K-12 to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. Additionally, students may utilize their email address for signing up for collaborative Internet tools that may be used in the classroom.

Harassment Policy

The Catholic schools of the Diocese of Burlington are committed to providing a safe and supportive school environment in which all students are treated with respect. Harassment is a form of unlawful discrimination that will not be tolerated in the schools, on school property or at any school-related function.

“Harassment” means an incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

It is against the policies of the Diocesan Board of Education, and illegal under state and federal law, for any employee or student, male or female, to sexually harass another employee or student. (Diocesan Regulation 4137.1)

*The full text of the Hazing, Harassment & Bullying Policy may be found on our website: www.goodshepherdschoolvt.org.

Hazing Policy

It is the policy of Good Shepherd Catholic School to provide a safe, orderly, civil, and positive learning environment. Harassment, hazing, and bullying have no place and will not be tolerated in Good Shepherd Catholic School.

*The full text of the Hazing, Harassment & Bullying Policy may be found on our website: www.goodshepherdschoolvt.org.

Health

If your child becomes ill during the night or in the early morning hours, parents are requested to keep the child home. A child should be fever-free for twenty four hours before returning to school. When the child returns to school, he/she must bring a note. See the “Stay Home When Sick” section for specific information regarding COVID-19.

Homework Assignments

Homework is assigned as an extension and reinforcement of skills and activities introduced in the classroom situation. Assignments are made to ensure that students understand material being taught and to help monitor and evaluate what is taught in class and the individual's progress and/or mastery of the material.

Parents can help in several ways: 1) arranging a quiet workspace; 2) providing notebooks and other supplies; 3) helping students study for tests/quizzes; 4) seeing that assignments are completed; 5) encouraging students to always do their best.

The following time-frame should be used as a guide for Grades K-8:

Grade K: 10 minutes

Grade 1-3: 20-30 minutes

Grade 4 -5: 30-45 minutes

Grade 6: 45-60 minutes

Grade 7 & 8: 60-90 minutes

Assessment: Students' grades will include but not be limited to a combination of the following: homework, quizzes, exams, class participation and special projects.

Homework on weekends will occur as necessary. Teachers communicate with each other regarding large, long-term assignments and tests that might be assigned at the same time.

School work (whether classwork or homework) that is incomplete or delinquent due to absence, must be completed as soon as possible. Completing homework is the responsibility of the student, and this responsibility will be expected of the student, considering her/his age and grade level.

Learning Atmosphere

Toys, radios, I-pods, cell phones and all other items which may interfere with the proper atmosphere for learning are not to be used at school.

Leaving the School Grounds During the School Day

Students are not permitted to leave the school grounds during the school day without a written note from the parent. The school day begins when students arrive at school and ends when they are picked up or leave the grounds to walk home. Should a parent need to

pick up a child for an appointment or early release, that parent must come in the building to sign the child out.

Lost and Found

All articles are to be placed in the lost and found box, with the exception of money and jewelry. These are turned in to the school office and may be claimed upon proper identification.

Lunch

Students will need to bring their lunches to school or may purchase hot lunch on a month by month basis. Please send your child(ren) with healthy foods/snacks; no soda, sports drinks, caffeinated beverages, gum or candy are allowed. Every child should come to school with a clean, filled water bottle each day.

Medications

No child is allowed to carry any medication during school hours. If your child must take medication during school hours, it must be in its original container and left at the school office. A note must be written for the office to keep on file. Please advise and instruct the school office if your child may require the use of an inhaler or epi-pen. Over-the-counter medication (cold/headache products) may be provided to the school with permission to administer attached.

Pets

No pets may be brought to school without the principal's permission.

Physical Education Class

Please refer to the Dress Code for appropriate clothing for physical education class. All students are expected to participate in physical education classes. A doctor's note to the principal and physical education teacher is expected when a student is unable to participate for an extended amount of time.

Playground

Students are supervised by faculty members and volunteers while on the playground. Children should always dress for outside recess. We **do go outside** in rainy and cold weather, so students should bring hats, raincoats, and boots if there is a chance of rain, and they should bring hats, warm coats, snow pants, boots, and mittens/gloves if the weather is cold.

Team sports such as kickball, soccer or basketball are encouraged. No tackling games are permitted. Only school equipment is allowed on the playground. Rocks, pebbles, sticks and wood chips must remain on the ground. No snowball throwing is allowed at any time.

Students are to remain on the wood chips or blacktop behind the building during outdoor recess. The following behaviors are unacceptable during the school day or at school functions: wrestling, fighting, pushing, kicking, as well as inappropriate gestures and inappropriate language (spoken or written).

Progress Reports and Report Cards

Progress reports are sent home halfway through the second and third trimesters for students in grades 5-8. Report cards are issued to students in grades K-8 approximately every twelve weeks, about six weeks after progress reports.

Promotion to the Next Grade

The school is committed to providing its students with a happy and successful maximum learning experience at each grade level. The goal is for each child to become proficient in the curriculum skills and material taught and to prepare for a successful progression to the next grade level.

When it is apparent that more time is needed at a particular grade level and that the child would benefit from additional time in the present grade, dialogue among teachers, parents and administrators will commence as early as possible in order to plan an educational program best suited for the child and her/his growth and academic success.

Seat Deposit

Every K through 8th grade student is required to submit a \$250 seat deposit upon enrollment each year. The seat deposit will be used to fund the student's miscellaneous expenses incurred during the school year. Please refer to **Activities Fee** for more information. The seat deposit is non-refundable if the student withdraws from Good Shepherd prior to the completion of the academic year.

School Board Meetings

Meetings are usually held the 2nd Wednesday of each month at 6:00 p.m. at school. If a parent or teacher wishes to address the board, a written request should be submitted to the principal a minimum of two weeks prior to the board meeting.

School Vacations

Major school vacations are scheduled during Christmas, February and April. Families should plan their trips to coincide with the regularly scheduled school holidays. Absences

due to special vacations or trips outside the regularly scheduled vacation period minimize the value of school and should be avoided. It is virtually impossible to reclaim the benefits of the group interaction and instruction that occur during valuable class time. It is also disruptive to the educational process of other students when vacationing students return and are not up-to-date in their assignments or do not understand the material.

School Visitors

Diocesan Policy requires all visitors, including parents, to report to the office and to sign in before going to any classrooms. At Good Shepherd Catholic School, ordinarily parents, guest speakers and other visitors are welcome if they have been properly cleared through the school office. This is to ensure student safety and reduce interruption of the instructional program.

Stay Home When Sick

Students should not come to school when they have a fever over 99.5 degrees, have a communicable illness that requires antibiotics, or have diarrhea or are throwing up. They should also stay home if they are experiencing general malaise which will prevent them from participating in the daily classroom activities.

Students may return to school **24 hours after** beginning antibiotic medication, being fever free, or after the last bout of diarrhea or throwing up has occurred.

Substance Abuse

Alcohol and Drug Abuse – It is the policy of this school that no employee or student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school-sponsored activity away from or within the school.

Tobacco Prohibition – The use of tobacco on school grounds is prohibited. This extends to any student, employee or visitor to the school and applies at all times, whether or not school is in session. Students may not be in possession of tobacco.

Student violations result in parental notification and are reported to the principal for disciplinary action.

Supplies

A list of paper, pencils, and other supplies to be used throughout the school year will be provided by each classroom teacher. It is the parents' responsibility that their child(ren) has/have the necessary supplies.

Tardiness

Our school day begins at 7:45. After students have entered the building, the driveway will be closed to through-traffic until 2:45. If a student arrives after the driveway is closed, he or she will be considered tardy and must go to the office to get a late pass.

When a student accumulates seven late arrivals, the principal will send a letter of notification to the parents. When a student accumulates ten late arrivals, the principal will meet with the student and parents. When the student accumulates twenty late arrivals, the case may be referred to the Attendance Officer at the St. Johnsbury School.

Telephone Use

Students may use the school telephone for emergencies only. We will not call students or teachers out of class for telephone calls, except in an urgent situation. Students may not use personal cell phones during the school day. Arrangements for after school hours should be made at home before coming to school.

Testing

Students in grades 1 – 8 take the Terra Nova standardized test in the spring of the school year.

Threats of Violence

Every effort is made and every measure taken to ensure the safety and well-being of every member of the Good Shepherd Catholic School community. Threats of violence, whether directed toward self or another, are taken very seriously. Violations result in parental notification and disciplinary action by the principal.

Vandalism

A student who willfully vandalizes school property shall be disciplined by the principal. Full restitution for the damage or defacement shall be made by the student. The principal may impose such additional sanctions and conditions as the case may warrant.

Virtus

Volunteers in the Catholic schools of Vermont are required by the Diocese of Burlington to complete the online training program "Virtus", which gives information about recognizing signs of child abuse and/or neglect and the responsibilities of reporting suspected abuse or neglect. All parents are strongly encouraged to do this training. Please visit the diocesan website to participate in the training. The administration of Good Shepherd will be happy to help you sign up online and to provide the use of a computer at school for those who need it.

Volunteers

As part of our mission to foster a sense of community for our students, staff, and families it is imperative that we have a high level of family involvement in all of our activities. While we encourage participation at every event, we do require that a member from each family volunteer to help at a minimum of two school events each year. Please find the list of school events attached to this handbook.

Good Shepherd welcomes parent and non-parent volunteers. Please contact the office if you have time or skills which you can share to make our school a better place. Volunteers are required to complete the Virtus program (and update it annually) and to have background checks completed as required by the Diocese.

Weapons/Dangerous Materials

The Catholic schools of the Diocese of Burlington are committed to providing a safe learning environment. Weapons or dangerous materials of any kind are forbidden on school grounds or at any school-related activity.

Good Shepherd recognizes all federal, state and local laws with respect to possession and use of weapons. A student found with a weapon in his/her possession will be suspended from class until the situation is investigated thoroughly. See Diocesan Regulation 5184.

Website

Good Shepherd Catholic School's website, www.goodshepherdschoolvt.org is used to post school news, newsletters, calendars, and all manner of information. Students and families are urged to check the website regularly.

*We retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Volunteer Sign-Up Sheet

In order to foster community spirit and ownership in our school for all members, we believe every family should participate in our fund-raising and community events. Therefore, we are asking all families to prayerfully consider volunteering for at least two of the volunteer opportunities listed below. Please fill out and return with your Handbook Agreement form by Friday, September 6, 2024.

PLEASE CHOOSE AT LEAST TWO:

_____ The Kingdom Challenge – Saturday, October 12, 2024 (many opportunities to help out)

_____ Christmas Bazaar – December 14, 2024 (help needed to set-up, food prep, cookie walk, clean-up)

_____ January Thaw Basketball Tournament – Friday – Sunday, Jan. 24 – 26, 2025

_____ Father/Daughter Dance – Friday, February 8, 2025 (decorating, kitchen help, clean-up)

_____ Spring Gala – On a Saturday, May Date TBD (donation gathering, decorating before and cleaning after the event)

_____ Grandparents Day – Friday, May 2, 2025 (help needed in the kitchen – putting out food, clean up)

_____ I would also like to share a specific talent:

_____ I would prefer not to commit to a particular event and elect to make a tax deductible donation of \$500 toward the Annual Fund which these events help to support.

Please note: Dates and events are subject to change**

Name _____

Contact Number _____

Please return this form to the school office by September 6, 2024. Thank you.

Parent/Student Handbook Agreement

We have read the contents of this Good Shepherd Catholic School Parent/Student Handbook and will adhere to its directions with the realization that the guidelines set forth in this handbook have as their purpose the education of students for a life of learning, compassion, service, personal excellence, and faith in God.

Parent/Guardian Signature(s):

Date:

Student(s) Signature(s):

For students in 5th through 8th grade please read and sign the following Chromebook use guidelines.

Chromebook Rules and Guidelines for Students in 5th Grade and Above

Chromebooks may be brought home each evening, for the weekend and over vacations. It is the responsibility of the student to make sure he/she brings the Chromebook to school every day. If a student forgets his/her Chromebook, full participation in that day's classroom activities may be impacted. If a student forgets his/her Chromebook at home, he/she will not have it for the day. As with any assigned class work, all work assigned on the Chromebook is the responsibility of the student.

Students will make sure that their Chromebooks are charged and ready for use each dThe Chromebook is intended for use at school each and every day. Students are responsible for bringing their Chromebooks to all classes, unless specifically advised not to do so by their teacher.

While in class, students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks. Good Shepherd strongly recommends that every student have a protective case for his or her Chromebook.

General Precautions

- No food or drink should be placed next to the Chromebook
- Cords, cables, and removable storage devices must be inserted carefully into the device
- Heavy objects should never be placed on top of Chromebooks
- Chromebooks should never be exposed to extreme temperatures or direct sunlight
- Chromebooks should never be carried with the screen open
- Chromebooks should never be stored in a vehicle
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events
- Under no circumstances should a Chromebook be stored in unsupervised areas

Screen Care:

The most commonly damaged feature of a Chromebook is the screen. The Chromebook screen can be damaged if subjected to heavy objects, being dropped, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not carry the Chromebook by its screen
- Do not put pressure on the top of a Chromebook when it is closed
- Do not store a Chromebook with the screen open
- Do not place anything in the protective case that will press against the cover
- Make sure there is nothing on the keyboard before closing the lid

Please print and sign the following Chromebook Use Agreement.

I understand that while I am in school, my Chromebook can only be used for school-related projects. Computer use is always at the discretion of my teacher.

I agree to follow the Good Shepherd Acceptable Use Policy and will not use this computing device, in or out of school, for inappropriate or unlawful purposes. I understand that the school will fully cooperate with all relevant authorities in investigating and prosecuting any unlawful use.

I agree to be a responsible digital citizen at all times. (See guidelines attached.)

I understand that I may not photograph or record another student or teacher without his/her permission.

I agree to carry this computing device in a secure manner to minimize the chances that it will be damaged or destroyed.

I understand that the school shall not be responsible for any damages or losses related to this computing device. Any costs associated with instances of loss, theft or damage will be the full responsibility of the student and his/her parent/ guardian.

I agree that if I bring my Chromebook home for the evening, I will make sure that it is returned to school the following day and is adequately charged for school usage.

I understand that failure to comply with any of these rules and policies may result in disciplinary action including the suspension of my use of this computing device.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____