



**GOOD SHEPHERD**  
**SCHOOL**

**2023 - 2024 Parent & Student  
Handbook**

*Revised August 2023*

## **WELCOME TO GOOD SHEPHERD SCHOOL!**

This Parent Handbook has been prepared with you and your family in mind. It includes information about many of our procedures and policies. Please read it completely and keep it as a resource for the entire school year. Please contact the school office with questions. We're looking forward to a great year!

### **MISSION STATEMENT**

Good Shepherd School is a Catholic community, dedicated to the development of the whole child. We foster the spiritual, intellectual, moral, emotional, social, and physical growth of each child by providing a quality Catholic education. Our fellowship helps us to grow in our love for God, his Church, his people, and all of his creation.

### **PHILOSOPHY**

We believe in educating the whole child spiritually, intellectually, morally, emotionally, socially, and physically. We are mindful of the child's nature and ultimate goal; the child's beginning and end is Almighty God.

We believe that faith and virtue are essential for the spiritual, intellectual, moral, and emotional development of each child. By fostering faith and virtue, we aim to enable each child to pursue the good, the true, the beautiful, and to lead a truly Christian life.

We believe that each child has inherent dignity because he or she is created in the image and likeness of God. We understand it is our responsibility to provide experiences that will help each child recognize his or her dignity and ultimate calling.

We believe that education provides an opportunity for growth, creativity, and development of life skills. As a dedicated staff we try to be examples of Christ's love. It is our goal to create a positive learning atmosphere, to ignite a desire for life-long learning, and to help students achieve their fullest potential.

We believe parents are the primary educators of their children. As Christian educators, we accept the responsibility given to us by the parents of each child and we share in their duty to instill Catholic ideals, attitudes, and heritage.

We believe that we are called to love, and that we cannot fully find ourselves except through a sincere gift of ourselves. Therefore, we have a responsibility to serve others and to build up the Body of Christ, recognizing our membership in our parishes, in our local communities, and in the world.

### **OBJECTIVES**

We will urge the child to actively participate in the mission of the Church through:

- » the dedicated teaching of our Catholic faith
- » opportunities for worship and prayer
- » our Christian example
- » opportunities for involvement in works of charity, justice and peace.

We will emphasize personal development of the child by:

- » providing experiences in self expression and exploration
- » giving each child a variety of opportunities to succeed
- » creating a strong sense of personal responsibility for each child's behavior toward one's self and others.

We will offer a curriculum which:

- » provides a firm foundation for growth in the academic and technology skills
- » fosters the fine arts
- » develops physical skills and promotes Christian sportsmanship
- » emphasizes individuality and welcomes creativity
- » disciplines the mind in logical and rational thinking
- » helps the child experience success and encourages excellence
- » provides special attention and care for the individual student

We will assist parents in the Catholic education of their children through:

- » devotion of our time and resources
- » encouragement of open communication and active participation in the learning process

We will, as teachers, strive to develop total growth of the child by:

- » being a living example of the teachings of Christ
- » taking a personal interest in the teachings of Christ
- » using a variety of teaching methods and materials that will satisfy the individual needs
- » helping each child toward mastery in all academic areas
- » creating a positive learning atmosphere
- » continuing our own professional growth and education

We will provide opportunity for the student to develop:

- » active participation in sponsoring parish life and liturgy
- » parish and community awareness
- » responsible citizenship
- » generous response to human needs

## **GOVERNANCE**

Good Shepherd Catholic School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God's love. The starting point for Catholic education is a deeply held understanding that affirms the God-given, irrevocable dignity of every human person. The dignity of each person and the source of his or her most important identity is found in his or her being created in the image and likeness of God. Good Shepherd will provide an education, resources, and environment consistent with Catholic teaching, as articulated in sacred Tradition, Sacred Scripture, and the Magisterium of the Church.

## **SCHOOL ACCREDITATION**

Good Shepherd School is accredited by the Minnesota Non-public School Accrediting Association, and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.

## **PARENTAL ROLES AND RESPONSIBILITIES**

Parents and guardians are informed of the programs, regulations, and policies of the school (included in this handbook). In assisting your student, we require that parents and guardians:

- » Be familiar with the information contained in this handbook, in newsletters, and other communications from the school.
- » Inform the school in writing of:
  - o Student illness or absence
  - o Parental status and custodial constraints
  - o Change in transportation routine
  - o Change in address, phone, emergency contact, childcare, etc.
  - o Arrangements that might affect communication with the school
  - o Any need for a student to leave during the school day
- » Meet financial obligations of tuition, fees, lunch accounts, or other accounts that apply.
- » Meet admissions requirements.
- » Comply with:
  - o Policies and regulations
  - o Goals and objectives of our Catholic school as identified in this handbook.
- » Provide written request when a child needs to leave the premises with anyone other than a custodial parent or guardian.

## **RESPECT STATEMENT**

Consistent with the Good Shepherd School Mission Statement and our common goals for the best educational experience for the children, positive support by every parent or legal guardian is expected. As children are both observant and impressionable, a “united” team of teaching staff and parents and guardians will enhance the learning process.

In any team or collaboration, disagreement and concern is possible, and communication becomes critical. Productive communication involving disagreement or concern, which may occur when the children are present, should be mutually respectful to benefit everyone.

The Catholic Church and Good Shepherd School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

The chart below helps clarify acceptable and unacceptable actions on the part of Good Shepherd parents and guardians:

<b>DO</b>	<b>DON'T</b>
<ul style="list-style-type: none"> <li>» Do reinforce school policy and authority.</li> <li>» Do talk and act respectfully toward all staff members.</li> <li>» Do demonstrate positive support for the staff in front of the students.</li> </ul>	<ul style="list-style-type: none"> <li>» Don't advise students to disregard school policy or authority.</li> <li>» Don't use a hostile voice, threats, threatening language, etc.</li> <li>» Don't advise students of your disagreement with staff members.</li> </ul>
<ul style="list-style-type: none"> <li>» Do contact the staff member directly involved when you have a concern.</li> </ul>	<ul style="list-style-type: none"> <li>» Don't gossip with other parents or guardians or staff members about a staff member or incident at the school or parish.</li> </ul>
<ul style="list-style-type: none"> <li>» Do set an appointment with the staff member.</li> <li>» Do come into a meeting with an open mind.</li> <li>» Do listen to the staff member.</li> </ul>	<ul style="list-style-type: none"> <li>» Don't show up unannounced during the school day to discuss serious concerns.</li> </ul>
<ul style="list-style-type: none"> <li>» Do ask for all sides of a story before making conclusions.</li> </ul>	<ul style="list-style-type: none"> <li>» Don't have your mind made up. Don't come in only to yell or complain.</li> </ul>
<ul style="list-style-type: none"> <li>» Do develop relationships with the staff.</li> </ul>	<ul style="list-style-type: none"> <li>» Don't assume one person's side of the story is the entire truth about an incident or situation.</li> <li>» Don't think the staff is unable or unwilling to show concern for your child.</li> </ul>
<ul style="list-style-type: none"> <li>» Do be active members of the community, attend Home &amp; School Association meetings, and get involved as a volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>» Don't limit your vision of Good Shepherd School.</li> </ul>

**ABSENCE (See also: Vacations)**

Regular attendance and punctuality are necessary for a student to do his or her best. In the event of an absence, a parent or guardian should call the school office before 8:45 a.m. If a student is leaving school for any reason, parents and guardians are expected to pick them up at the office.

Excessive absences are detrimental to a child's education. A student who misses 25 or more school days, regardless of completion of make-up work, may be required to repeat that grade. If absences are a health concern, we reserve the right to notify the public health nurse. When a child has been absent 15 days, we will notify the public health nurse. **A doctor's note may be required if a student is absent for more than three days in a row.** Individual circumstances will be reviewed by parents and guardians, the principal, and teacher(s) to determine an appropriate course of action.

Each grade level is responsible for setting their own policies on absent students' homework. The individual classroom teacher will inform parents of their homework policy. Students are not allowed to miss class to attend events in other sibling's classrooms unless granted permission from the teacher and administration.

## **ACCIDENTS**

When an accident occurs during the school day, it is reported to the supervisor or the adult in charge and to the office. In case of a serious accident, parents and guardians are contacted to make any necessary decision and an *Injury Report Form* will be filled out and filed. In the event of any illness or accident, please come to the school office for your child.

## **ACTIVITIES**

Inappropriate behavior or poor academic standing will result in a student not being allowed to participate with his or her Good Shepherd team/extracurriculars for a period of time which will be determined by the Principal. (Some examples of activities are: Art Club, Band, Chess, Choir, Lego Club/Robotics, Safety Patrols, Ski Club, Sports, etc.)

## **ALCOHOL, DRUGS, AND SMOKING**

### **A. Alcohol and drugs**

No student is allowed to be in possession or under the influence of mood-altering chemicals (alcohol or drugs), except as may be prescribed by a physician, while attending school or any school-sponsored event. Violation of this policy will result in immediate suspension and possible expulsion.

If any student attending Good Shepherd School is found buying, selling, or giving away mood-altering chemicals, is found under the influence of mood-altering chemicals, or is found in possession of mood-altering chemicals while on Good Shepherd School grounds or attending any school sponsored event, they will be suspended immediately.

The principal, in such instance will:

1. Immediately notify the parents or guardians of their student's suspension
2. Notify the police in the case of possession of illegal drugs
3. Keep the student on in-school suspension until he or she is released to the parents or guardians
4. Schedule a conference time with the parents or guardians and the student to discuss the incident
5. Make a decision at said conference regarding the student's future attendance at Good Shepherd School
6. Refer the parents and student to an appropriate counseling agency.

If the principal receives a substantiated report that any student attending Good Shepherd School is buying, selling, or giving away mood-altering chemicals, is under the influence of mood-altering chemicals, or is in possession of mood-altering chemicals, even though this student is not on school grounds or attending a school-sponsored event, the principal will notify the parents of the report. The School Board of the Archdiocese of Saint Paul and Minneapolis recognizes chemical dependency, including alcoholism, as a treatable disease, which adversely affects not only the dependent person but also family members and friends.

### **B. Smoking**

No student is allowed to smoke or be in possession of tobacco products, lighters, matches, or related materials at school or any school-sponsored event. If a student is found smoking or in

possession of tobacco products, lighters, matches, or related materials at school or any school-sponsored event, the parents or guardians will be notified and the student will be suspended.

## **BACKPACKS**

These guidelines from the American Academy of Pediatrics will help you use backpacks safely.

Choose the right backpack. Look for the following:

- » Wide, padded shoulder straps – Narrow straps can dig into shoulders. This can cause pain and restricted circulation.
- » Two shoulder straps – Backpacks with one shoulder strap that runs across the body cannot distribute weight evenly.
- » Padded back – A padded back protects against sharp edges on objects inside the pack and increases comfort.
- » Waist strap – A waist strap can distribute the weight of a heavy load more evenly.
- » Lightweight backpack – The backpack itself should not add much weight to the load.
- » Rolling Backpack – This type of backpack may be a good choice for students who must tote a heavy load. Remember that rolling backpacks still must be carried up stairs. They may be difficult to roll in snow.

Correct use of backpacks is as follows:

- » Always use both shoulder straps. Slings a backpack over one shoulder can strain muscles. Wearing a backpack on one shoulder may increase curvature of the spine.
- » Tighten the straps so that the pack is close to the body. The straps should hold the pack two inches above the waist.
- » Pack light. Remember to unpack unnecessary items daily.
- » Organize the backpack to use all of its compartments. Pack heavier items closest to the center of the back.
- » Bend using both knees, when you bend down. Do not bend over at the waist when wearing or lifting a heavy backpack.

## **BEHAVIOR**

At Good Shepherd School we believe that each student should be treated with respect and dignity. We foster positive character education through daily interactions and lessons. Good Shepherd School defines bullying as “unwanted, aggressive behavior among school age children that involves real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, or [unjustly] excluding someone from a group on purpose.” <<http://www.stopbullying.gov>>

It is important that the students, school staff, and parents and guardians work cooperatively to resolve any issues that have occurred. Communication when incidents occur is critical in helping the student(s) involved.

Good Shepherd School believes each student is responsible for his or her own behavior and in maintaining a Christian atmosphere within the school. The goal of our behavior code is to

promote self-discipline. Respect for oneself, others, authority and property, and in maintenance of a safe and healthy environment in which to learn is at the heart of Good Shepherd School's philosophy of discipline. Students are to behave in a manner, which is morally responsible and brings credit to themselves, their families, and Good Shepherd School. Parental support is an important part of the school's discipline policy.

Each teacher will post and explain his or her classroom rules and familiarize the students with hall and playground rules. Since it is our belief that every student has a right to learn to her or his fullest potential, it is unfair for any individual to take time away from the students or teacher for behavior that does not contribute to learning. Small issues are usually best addressed within the classroom either by the teacher or the class as a whole. If a behavior is so disruptive that it interferes with the rest of the children's right to learn or it takes the teacher away from time or appropriate instruction, the teachers have been instructed to send the student(s) to meet with the Principal. The Principal may use his/her discretion regarding appropriate consequences. The consequences range from a quiet conversation and a little break from the classroom to something more serious that could involve suspension from school or possibly expulsion from school. Some items are by their very nature more serious than others. The presence of weapons, involvement with chemicals, and intimidation are never allowed at Good Shepherd School, are all very serious issues, and must be dealt with accordingly. In each of the previously stated incidents, students could be expelled from school. The Principal must use her/his discretion in each case.

***Incident Reports & Plans*** can be issued when altercations occur at school.

***Student Behavior Plans*** are created when a student is having repeat disruptive behavior(s) and/or multiple incident reports.

Improvement of behavior is required to maintain enrollment at Good Shepherd. The school requires guardians to work alongside the school to help the student make growth. If growth is not achieved expulsion may occur. Restorative practices are utilized to help all parties.

### **BICYCLES, INLINE SKATES, SCOOTERS, AND SKATEBOARDS**

Students using bicycles, inline skates, scooters, and skateboards do so with parental permission. Bicycles are to be parked in the bicycle racks and should be locked. Students are to walk their bicycles to the rack once they are past the north end of the building (gym). Bicycles, inline skates, scooters, and skateboards are not to be ridden on the playground during the school day. Students may not leave the playground at the end of the day until all school buses have left. We strongly encourage the use of helmets.

### **BIRTHDAYS**

Please do not send edible birthday treats from home. The school will provide a monthly birthday treat to celebrate all students with a birthday in each month. Students are welcome to bring a non-edible treat, but guardians must communicate with their child's teacher about this. This is not required.



On his or her birthday a student may choose to have a non-uniform day. Students with summer birthdays may choose to celebrate their birthday on another day during the year, which must be prearranged with their classroom teacher.

Please do not distribute party invitations on the school grounds. Please be sensitive and mindful of other student's feelings when students are leaving for birthday parties and play dates from school. If family contact information is needed, please contact the school office.

### **CELL PHONES/ELECTRONIC DEVICES/SMART WATCHES**

Students are not allowed to use mobile phones/smart watches at school, school activities, on field trips or on school buses, even if communications are disabled. Any phone or smart watch found at school will be turned into the principal's office and will be held until a parent or guardian can pick it up. Students at Good Shepherd School are allowed to bring e-readers or tablets to school for reading purposes only, and with homeroom teacher permission. All students do so at their own risk. Good Shepherd is not responsible for lost, stolen, or damaged electronic devices. Students who are caught using e-readers or tablets for purposes other than reading will not be allowed to bring their devices to school.

### **CHILD CARE PROGRAM**

Good Shepherd Before and After School Care Program provides care for any Good Shepherd School student K-6. (Preschool Before and After Care is a different sign-up and available only for 5-day a week preschool students, with no drop-in care.) Children are offered a variety of supervised activities including crafts, board games, choice time, reading, computer, and athletic games. Our program is planned with the children in mind... a program we hope is fun, exciting, and an overall learning experience. Any student that stays immediately after school that is not in a school activity, will be subject to an after school care fee.

### **TIMES**

7:00 a.m. – 8:15 a.m.	Before School Care (BSC)
3:10 p.m. – 5:30 p.m.	After School Care (ASC)
7:30 a.m. – 5:30 p.m.	Full Day Care (FDC- on select school release days)

### **REGISTRATION**

A registration link for school care will be sent via email to sign up your child for care. It will have the upcoming month's calendar with all ASC, BSC, and FDC days available. You will be able to check all the days your child needs care for the upcoming month. You may sign up your Kinder-6th grader for one day a week, two days a week, every day, or whatever works best for your family. Preschoolers that attend 5 days per week register their schedule for the entire year. If you are not signed up for a day and need care please notify the school for the drop-in days your son/daughter will attend (K-6). There is not drop-in care for preschoolers. The registration link closes at noon on the second to the last business day of the month. If you miss the deadline you can email [schoolcare@gsgvschool.org](mailto:schoolcare@gsgvschool.org) for the late link.

<b>COST PER DAY</b>	<b>DAILY FEE</b>	<b>DROP-IN FEE</b>
<b>BEFORE SCHOOL CARE</b>	<b>\$5.00</b>	<b>\$7.00</b>
<b>AFTER SCHOOL CARE</b>	<b>\$13.00</b>	<b>\$18.00</b>
<b>FULL DAY CARE</b>	<b>\$55.00</b>	<b>\$75.00</b>

**Late Pick-up Fee:** If you pick your child up after **5:30 p.m.**, there will be a \$15 per 15 minutes charge. These fees will be charged to your account. **This will continue to be strongly enforced out of courtesy for our staff and our program.**

### **Summer Care Program**

Our Summer Care Program is a full day (**7:30 a.m. - 5:30 p.m.**) childcare program. The Summer Care Program is for students of Good Shepherd School entering Kindergarten through sixth grade. There is preschool summer care as well, with specific registration.

### **CHILD NEGLECT/ABUSE**

The staff members of the school are legally required to follow the requirements of Minnesota law to report child neglect and/or abuse, which may be summarized as follows:

*Staff members are required to report a suspected case of child neglect/abuse to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is neglect or abuse presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.*

*Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance. Abuse can be physical or sexual abuse, or emotional maltreatment.*

### **CLASSROOM MATERIALS**

Each teacher will supply the students with the appropriate class books and a list of required materials, which need to be purchased. Students are expected to come to each class with the necessary materials for that class.

### **COLD WEATHER PROCEDURE**

The children do not go outside when the temperature is below -5 or if there is a wind chill factor of -10 degrees Fahrenheit. Please consider that when children come unprepared to go outside and need to stay in the classroom while others are outside, supervision is more difficult. If a student needs to stay inside for a longer period than two days, the school will require a note signed by a doctor. Appropriate winter dress includes hat, boots, pants/snow pants, and mittens/gloves. Also, be sure that they are dressed for an unexpected emergency or an extreme change in weather.

### **COMMUNICATIONS**

Important information is sent home each week electronically on Wednesdays to every family. Please review the contents. Wednesday Newsletter information is also available on the Good

Shepherd School website [www.gsgvschool.org](http://www.gsgvschool.org). Items intended for Wednesday Newsletter distribution must be approved and submitted “camera-ready” to the office by noon Tuesday.

Each staff member has voicemail and e-mail. Please feel free to leave a message for any staff member at any time. A directory of extensions is located on the website. Press “1” when you call the school to enter the extension of the staff you desire to reach.

Teachers are required to share their communication expectations for their specific grade level at the beginning of the year. The frequency in which they will communicate classroom notes and details is dependent upon the age, maturity, and grade-level of the students. In grades 3-6 a daily planner is utilized and the responsibility of the student to begin taking ownership of classroom communications is encouraged. At any time a parent needs more detail or clarification, they can reach out to the homeroom teacher and expect a timely response. After school hour responses may occur but are not to be expected.

### **COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

Administrators, teachers, support staff, students, and parents have limited access to the following: computers and peripherals, licensed software, school networks, online student management systems, electronic mail, and the Internet. It is the intent of the school that these technologies be utilized for the sole purpose of school operations and to meet the educational objectives specified by Good Shepherd School. The acceptable use policy establishes a set of rules for safeguarding Good Shepherd School’s monetary investment in technology tools and appropriate use of such tools by school staff, students, and parents. The school administrator has final ruling over disciplinary action in their determination of inappropriate use of technology at Good Shepherd School. Users of technology will be held accountable for their actions. We advocate responsible usage among all members of the school community beginning at the **preschool** level. All students will be required to sign a Computer and Internet Use Contract at the beginning of the school year.

### **COSTUMES (when permitted)**

In keeping with our policy of non-violence, students will not be allowed to wear violent costumes or any costumes that portray a character whose actions intentionally harm. No weapons of any kind are allowed.

### **DAILY HOURS**

School hours are from 8:30 a.m. until 3:10 p.m. Parents and guardians should not interrupt classrooms during school hours. Parents and guardians who wish to speak to their student(s) should go through the school office.

With the exception of students enrolled in the before or after school care programs, Good Shepherd is not responsible for the supervision of students before **8:15 a.m. and after 3:10p.m.** If students are on school property unsupervised before **8:15 a.m. or after 3:10p.m.**, they will be sent to the Child Care Program and charged the drop-in rate.

## **DAMAGE OR LOSS OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture provided by the school. Students who disfigure property, break windows, lose books or do other damage to school property or equipment will be required to pay for that damage. Report cards will not be released, and students will not be allowed to participate in activities if these damages are not paid.

## **DISMISSAL**

School dismissal is at 3:10 p.m. All students will be led out of the building, including walkers and those being picked up by parent(s). Parents will wait for their children outside of the building until all buses have left.

Should your student have a transportation change, contact both the teacher and the school office (email, note, or phone call).

Students who need to leave school early for any reason must have a written note, phone call, or email and must be picked up in the school office.

## **ENTRANCE AGE**

Students entering Good Shepherd must be at least five years old before September 1 to be accepted into kindergarten or three years old by September 1 to be accepted into preschool. Preschool students turning three within 90 days of the school start date will have an evaluative conference with the preschool teacher to determine readiness. Students entering preschool or kindergarten must be toilet trained unless there is a medical reason accompanied by a physician's note.

## **EMERGENCY INFORMATION**

An emergency card for each student is sent home at the beginning of the school year to be completed and signed by the parent/guardian. It is the responsibility of the parent or guardian to notify the school in writing or by phone of any changes that might occur during the year.

## **FIELD TRIPS**

Field trips are designed to enrich the educational programs offered at Good Shepherd School. Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form (permission slip) EACH TIME the students participate in a field trip. Failure to return this form means that the student may not go on the field trip and must stay at school. Phone calls to or from a parent or guardian do not fulfill the authorization requirements for participation. An activity fee to cover bus and activity expenses for most field trips for the year will be collected with your first tuition payment. Arrangements, and often fees, must be paid by the school in advance; therefore, permission slips must be received at the school before the end of the day prior to the trip. If any field trip expense presents a financial burden to your family, please contact the principal.

**We require all volunteers to have completed the Essential 3, which includes a criminal background check, VIRTUS training, and signature of the Code of Conduct.**

## **FIRE, TORNADO, AND LOCKDOWN DRILLS**

Drills are held several times (a minimum of 3) during the year to insure a safe and rapid exit should an emergency arise. All drills are conducted in an orderly manner. Notices are posted in each classroom indicating the exits and procedures to be used for fire, lockdowns, and tornado drills. Drills are practiced to be prepared and empower students to know what to do should a situation occur. After drills occur, parents will be notified so they can follow up and reinforce with their child(ren) at home. Teachers and staff work appropriately with their students to limit fear and anxieties that can arise when practicing drills. The full lock down procedures are not published for parents/guardians to protect student safety, but are accessible to any adult/volunteer working in the building. Good Shepherd's drills and procedures have been evaluated by local law enforcement, administration, and are communicated to all staff regularly throughout the year. A few general safety procedures in place included (but are not limited to): school-wide communication systems, doors are not to be propped, all visitors are screened prior to entering the building, all doors have key fobs and additional locking mechanisms, and all staff persons are trained in ways to exit the premises with reunification spots as well as in hide, escape, and fight protocols.

## **GOOD SHEPHERD VOLUNTEER CORPS**

The Good Shepherd Volunteer Corps (GSVC) is an organization of all parents and guardians of Good Shepherd School students and the faculty and staff of Good Shepherd School. The primary purpose of the GSVC is to be of service to the students, families, and faculty of Good Shepherd School. All parents are strongly encouraged to be active members of the GSVC.

## **HEALTH POLICIES: ILLNESS, INJURY & MEDICATION**

State law requires that all students entering Good Shepherd School must present to the school a record showing that all vaccinations required by state law have been received by the student or a record showing a notarized vaccine exemption. These records must be on file by September 15 in order for the child to continue in school. If the record is not provided to the school office staff, the child will not be allowed to attend classes. Although not required, we would recommend a physical exam prior to school entrance so as to identify any physical impairment which could threaten student learning and safety. Good Shepherd School also requires completion of a Health Emergency card for each student.

## **ILLNESS AND INJURY**

In the event of illness, parents are frequently concerned about whether a student should stay home or attend school. The following information is intended as a guide to help with this decision. Please do not send your child to school:

- » if he or she has or has had a temperature of 100°F or higher within the last 24 hours.
- » if he or she has vomited or had diarrhea within the last 24 hours.
- » **the day following an incident in which your child(ren) left school during the academic day with vomiting.**
- » if he or she has open sores or a rash of unknown origin.
- » if he or she has redness, irritation, or discharge from the eye(s).
- » if he or she has a persistent cough or persistent runny nose.

- » after an illness until he or she has eaten well and his or her temperature has been normal for at least 24 hours without medication.

Please do not send your child to school if he or she has had a throat culture or infectious disease test in which results have not been received. Wait until you have received results before sending a healthy child back.

Please do not send your child to school until 24 hours after antibiotic treatment is started and your child has a normal temperature for 24 hours without fever-reducing medication.

*If a student is ill, please call the school each day to report the absence.*

If a student has missed school because of illness, he or she **will not** be allowed to participate in any school activity that day or evening.

Injuries that may have occurred at home are the responsibility of the parents and will not be treated at school. Children are expected to participate in physical education and recess activities unless they have a health problem. A student may be excused from physical education and/or recess for three days upon a parent's written request. Beyond that, a note from a doctor is required. A doctor's note may be required if a student is absent for more than three days in a row.

In accordance with our health policy, stated above, we require a Health Emergency card completed for each student. If signs of illness or injury are detected during the school day, a parent is notified and is expected to pick up their child in the school office. If a parent cannot be located, the school will contact the designated person(s) on the child's Health Emergency card. If your work phone number or any emergency contact number changes during the school year, please notify the secretary so the card can be updated.

## **MEDICATION**

If a student requires any kind of medication (including inhalers and cough drops) during the school day, it will be administered only by school personnel and only with a written order and/or instructions from the student's parent or physician. ANY medication, prescription, or non-prescription, must be sent in its original container. Please ask the pharmacist for an extra labeled bottle for school.

Our preferred medication administration consent form is included in the Fall Parent Packet and may be duplicated as needed. If you do not have the consent form, written instructions should include:

- » student's name
- » name of the medication
- » dosage
- » preferred approximate time for administration
- » reason for medication,
- » length of time or number of days to continue medication

Tylenol/Ibuprofen will NOT be administered unless we have parental approval.

Epinephrine pens should be up-to-date and an allergy action plan given to the school.

### ***GOOD SHEPHERD IS A NUT FREE CAMPUS!***

#### **HOMEWORK**

Homework will be given at each grade level. At the beginning of the school year, each grade will send a letter or have a parent meeting to inform them of the homework policies in his or her classroom. Each grade will set its own policy regarding absent students' homework. Each grade will inform parents in writing of their homework policy. For each day a student is absent he or she will have two days to make up any missed homework. Students will not receive credit for work that is not completed within the given time. If an extended absence for infectious disease or extenuating circumstance occurs, a plan needs to be worked out with the student's teachers for work to be completed and returned.

#### **INSURANCE**

We recommend you check with your insurance carrier to see if you are adequately insured for injuries to children riding in your car on field trips or any other school activity. There is no insurance provided by the parish or school for any personal injuries, property damage, or loss. School insurance does not cover loss of personal possessions; therefore, students need to understand that these items are their own personal responsibility.

#### **LEARNING SPECIALIST**

The Learning Specialist teaches several programs using small group instruction during the school day for grades Kindergarten through sixth grade. This teacher also acts as a resource to classroom teachers by conducting screening tests of reading skills when teachers have concerns about student progress. The Learning Specialist is a resource to help teachers and parents navigate their way through resources offered in the public school Special Education Programs.

#### **LEAVING SCHOOL PREMISES**

No student may leave the school premises at any time for any purpose without approval. The school cannot accept responsibility if a student leaves without permission. Notification from a parent or a guardian is required for release of a student from school before the time of dismissal. No one will be released unless the teacher knows the reason and the person to whom the student is released. Each student should check out with the office when he/she leaves for an appointment and check in upon return. Please note that parents or guardians who pick up a student during the school day because of illness, appointments, etc., are expected to meet the student in the office.

#### **LIBRARY**

Books may be checked out for a two-week period. Students in kindergarten and first grade are allowed to have one book out on loan. Older students may have two books out on loan. There are no overdue fees, but a lost book fee is charged if books are not returned before the end of the school year. Fees for lost books are \$20 or a replacement of the book. Virtus-trained parents are invited to volunteer to help distribute library books to students.

## LITURGIES

Parents are invited to attend all school liturgies. Students are expected to sit with their classes during these liturgies. We appreciate your cooperation. School Masses are on Wednesdays at 9:30 am (excluding some Holy Days).

## LOST AND FOUND

A Lost and Found container for all “found” articles is located in the hall by the After School Care room. You and your child are encouraged to check frequently for lost articles. To help eliminate the problem of so many lost articles, please label all uniforms, sweaters, sweatshirts, as well as boots and outdoor clothing. Periodically, all items unclaimed will be given to charity.

## LUNCH (AND BREAKFAST - NEW THIS YEAR 2023/24)

Good Shepherd participates in the state/federal food program. Lunches and breakfast will be served for free. Individual Payschool student accounts **must** be created for each student, regardless of participation in the breakfast or lunch program, this is due to reimbursements and the potential of a student forgetting a breakfast or lunch. Parents and guardians can deposit money into student Payschools accounts for the purpose of purchasing extra entrees and extra milk. The daily meal includes one half-pint of milk. Milk is also available for those who want milk with their home lunch or breakfast. An “a la carte” option is available for students in grades 1 - 6. Students with heartier appetites may purchase a second entree portion of the meal for an additional \$1.75. (A la carte, and extra milk are not free.) Purchases are deducted from each child’s account as selections are made. Menus are published monthly.

Prices as follows:

Daily breakfast:	Free (includes milk)
Daily lunch:	Free (includes milk)
Milk:	\$0.50
A la Carte:	\$1.75 (grades 1-6)
Adult meal:	\$5.00 (includes milk)

\*Adults may NOT purchase lunch through their child(ren)’s account.

Payments can be made through the Payschools program or by sending a check or cash to school. When sending lunch account deposits to school, PLEASE place any check (or cash) in a sealed envelope and label with student name, grade, teacher, and account number. We encourage deposits to be made on a monthly basis to facilitate our record keeping and hopefully to minimize billing. **Free and reduced-price lunch programs are available for those eligible. Applications and eligibility requirements are distributed before school begins in September or on request. Contact the food service manager. Even with the distribution of free lunch/breakfast, filling out the form can help the school obtain additional benefits.**

Parents and guardians will be notified when student accounts drop below \$15. If the student account is negative, a Food Service Staff member will call or email parents and guardians. The school may request assistance from County Social Services for possible neglect when the above procedures are unsuccessful.



Students may bring their own bag lunch to school, but no pop or glass containers are allowed. **Good Shepherd is a nut-free campus.** All food brought from home should be nut-free. Please refrain from bringing in food from local fast food establishments as this is in conflict with our state-regulated hot lunch program. Parents are welcome to purchase lunch through our program as well and eat with their children as your schedule permits. If you do so, please contact the lunchroom at ext. 813 for a reservation. **We are not able to deduct adult meal prices from student accounts.**

## **MONEY**

Whenever money is sent to school, it should be placed in an envelope and labeled with student name, grade, teacher, and the purpose for the money.

## **OFFICE HOURS**

The school office hours are 8:00 a.m. to 3:30 p.m., Monday through Friday. After these hours, voice mail is available for any messages. Someone will contact you as soon as possible.

## **PARENTS' RIGHT TO KNOW ACT**

### **A. Criminal Background Checks**

The State of Minnesota has required all schools to notify parents of who is required to receive background checks. All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors as well as vendors or independent contractors. The following positions are subject to a mandatory background check: Administration, Teachers, Office Staff, Substitute Teachers, Food Service Personal, Coaches, Extra Curricular Advisors, all Volunteers, Paraprofessionals, and Maintenance Personal.

We require all volunteers to have completed the Essential 3, which includes a criminal background check, VIRTUS training, and signature of the Code of Conduct.

### **B. Pest Control Materials**

Our school utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the building. Their program consists of:

1. inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children

from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying in the Principal's office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held twice a year for the purpose of discussing the educational program and progress of the child. Attendance at fall conferences is required. The second conference held in February or March (see calendar for date) is optional, at the discretion of teachers or parents. All conferences are professional and confidential. *Parents or teachers may request additional conferences at any time during the year.* All students in grades 4-6 are also required to attend conferences.

### **PHOTOGRAPHY / VIDEO**

Faculty and staff will not publish internet photos or videos of a student whose parent has opted out of publicly shared photos and videos. Photography release forms are needed for use of student photos.

### **PROGRESS REPORTS TO PARENTS AND STUDENTS**

Report Cards are issued three times per year, at the end of each trimester. Parents are free to contact any teacher and the Principal if there is any question concerning the report card. All families will receive instruction for access to the gradebooks in the fall.

### **PSYCHOLOGIST AND SCHOOL COUNSELOR**

Our school counselor, Tiffany Johnson, through Phoenix School Counseling will be on site three days per week. Dr. Jules Nolan, Psychologist and Director of Phoenix School Counseling is also available and endorses Peace of Mind (see below). Ms. Johnson is available to consult with parents on a broad range of topics related to school and family life. Typical concerns include questions about learning or behavior issues, stressful family changes, illness, or screening for mental health concerns. Parents may set up a meeting with Tiffany by contacting the school office. Concerns should also be discussed with the principal and homeroom teacher. We are a Peace of Mind partner school, and offerings for parents, students, and teachers will be available to help foster strong social and emotional health.

### **RECORDS**

In accordance with state and federal laws, parents and guardians are entitled to see their student's records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time. Records will be reviewed in the presence of the principal or designated personnel.

## RELIGIOUS ACTIVITIES

Good Shepherd School is a Catholic school that welcomes students of all faiths. As a Catholic school, we expect all students, regardless of faith, to take religion classes and to attend and participate in all required liturgies and prayer services. Non-Catholic students shall be invited to participate to the extent that Catholic Church doctrine and discipline permits.

## RETENTION

Teachers will inform parents and guardians if students are not making satisfactory progress. If a student is not making satisfactory progress in grades K-6, parents and teachers need to consider the possibility of retention as soon as possible. To reach a decision that will be in the best interest of the student, a number of factors will be considered, including academic progress, maturity, work habits, ability, and attitude. Excessive absences may also be a cause for retention. The final decision regarding retention will be left up to the Principal.

## ROOM VOLUNTEERS

Because of different teaching styles and the varying ages of the students, teachers at each grade level have different needs for their classroom volunteers. At the beginning of each school year, each teacher may ask one parent or guardian to coordinate the volunteers for their classroom activities during the year. The teacher will sit down with this parent to discuss specific plans and needs for the year. This parent or guardian will contact other parents who have expressed an interest in volunteering and will then organize the activities.

**We require all volunteers to have completed the Essential 3, which includes a criminal background check, VIRTUS training, and signature of the Code of Conduct.**

## RULES

Classroom rules will be formulated each year by the students and/or teachers. School, playground, and lunchroom rules, however, are as follows:

## SCHOOL

### 1) Respect Yourself, Others, and Things

Looks/Sounds Like: <ul style="list-style-type: none"><li>» Is neat and clean in appearance</li><li>» Follows uniform policy</li><li>» Asks for help in an appropriate way</li><li>» Is prayerful at Church</li><li>» Honors other's space and things</li><li>» Includes classmates in activities</li><li>» Gives attention at all school gatherings</li><li>» Follows directions of the safety patrols</li><li>» Uses proper manners</li></ul>	Doesn't Look/Sound Like: <ul style="list-style-type: none"><li>» Appears unclean or sloppy in dress</li><li>» Uniform shirt not tucked in</li><li>» Blurts out</li><li>» Disturbs others at Church</li><li>» Borrows without permission</li><li>» Gets into others' personal space</li><li>» Uses putdowns, gossips or is a bully</li><li>» Shows disrespect at school gatherings</li><li>» Fights, pushes, name-calls</li><li>» Laughs at the mistakes of others</li></ul>
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### 2) Contribute to the Learning Environment

Looks/Sounds Like:	Doesn't Look/Sound Like:
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<ul style="list-style-type: none"> <li>» Attends school promptly and regularly</li> <li>» Attends to classroom learning</li> <li>» Talks with pride about the school</li> <li>» Is silent/quiet in the halls</li> <li>» Participates in learning activities</li> <li>» Follows homework policy</li> <li>» Plays safely on the playground</li> </ul>	<ul style="list-style-type: none"> <li>» Is tardy or absent</li> <li>» Distracts others</li> <li>» Talks negatively or disrespectfully about school/staff/students</li> <li>» Runs or yells in the halls</li> <li>» Is unwilling to cooperate with others</li> <li>» Fails to work independently</li> <li>» Hurts others when playing</li> </ul>
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### 3) Follow School and Classroom Procedures

<p>Looks/Sounds Like:</p> <ul style="list-style-type: none"> <li>» Reports to the office if tardy</li> <li>» Follows lunchroom and playground rules</li> <li>» Practices safety drills appropriately</li> <li>» Returns notes/forms on time</li> <li>» Listens to announcements</li> </ul>	<p>Doesn't Look/Sound Like:</p> <ul style="list-style-type: none"> <li>» Enters classroom late without a tardy slip</li> <li>» Runs in lunchroom/hall</li> <li>» Talks during safety drills</li> <li>» Fails to take notes home to parents</li> <li>» Talks during announcements</li> <li>» Uses a phone without permission</li> <li>» Enters a classroom without permission.</li> </ul>
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## PLAYGROUND

### 1) Respect Yourself, Others, and Things

<p>Looks/Sounds Like:</p> <ul style="list-style-type: none"> <li>» Picks up and puts away equipment</li> <li>» Uses equipment properly</li> <li>» Includes others in activities</li> <li>» Shows common courtesies</li> <li>» Follows directions of the Safety Patrols</li> </ul>	<p>Doesn't Look/Sound Like:</p> <ul style="list-style-type: none"> <li>» Leaves equipment on the ground</li> <li>» Uses "put-downs", gossip, or is a bully</li> <li>» Laughs at the mistakes of others</li> <li>» Fights, pushes, or name calls</li> </ul>
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### 2) Contribute to the Learning Environment

<p>Looks/Sounds Like:</p> <ul style="list-style-type: none"> <li>» Lines up immediately when the bell rings</li> <li>» Places garbage in garbage container</li> <li>» Stays out of building unless given permission</li> </ul>	<p>Doesn't Look/Sound Like:</p> <ul style="list-style-type: none"> <li>» Continues to play after the bell rings</li> <li>» Litters</li> <li>» Goes into building without permission</li> </ul>
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### 3) Follow School and Classroom Procedures

<p>Looks/Sounds Like:</p> <ul style="list-style-type: none"> <li>» Plays in designated areas</li> <li>» Stays off bike racks</li> <li>» Never throws sticks, rocks, wood chips, or snow</li> </ul>	<p>Doesn't Look/Sound Like:</p> <ul style="list-style-type: none"> <li>» Plays on bike racks</li> <li>» Throws sticks, rocks, wood chips, and snow</li> <li>» Crosses yellow line and plays in parking lot</li> </ul>
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» Stays on correct side of yellow line or on grass field	
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## LUNCHROOM

### 1) Respect Yourself, Others, and Things

<b>Looks/Sounds Like:</b> <ul style="list-style-type: none"> <li>» Uses good table manners</li> <li>» Cleans up own space; takes things to the garbage</li> <li>» Respects personal space</li> <li>» Makes everyone feel welcome at the table</li> </ul>	<b>Doesn't Look/Sound Like:</b> <ul style="list-style-type: none"> <li>» Chews with mouth open, plays with food, throws food</li> <li>» <b>Share/trades</b> or takes others' food</li> <li>» Leaves garbage on the table</li> <li>» Hits, elbows, kicks, or pushes others</li> <li>» Tells others, "You can't sit here"</li> </ul>
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### 2) Contribute to the Learning Environment

<b>Looks/Sounds Like:</b> <ul style="list-style-type: none"> <li>» Uses quiet inside voices</li> </ul>	<b>Doesn't Look/Sound Like:</b> <ul style="list-style-type: none"> <li>» Shouts/uses outside voices</li> </ul>
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### 3) Follow School and Classroom Procedures

<b>Looks/Sounds Like:</b> <ul style="list-style-type: none"> <li>» Remains seated until finished eating or dismissed</li> <li>» Walks at all times</li> <li>» Brings tray to scrapers</li> <li>» Empties milk carton into appropriate container</li> <li>» Puts fork and spoon in appropriate container</li> </ul>	<b>Doesn't Look/Sound Like:</b> <ul style="list-style-type: none"> <li>» Gets up and wanders around or stands at the table</li> <li>» Runs, skips, etc.</li> <li>» Leaves tray on the table</li> <li>» Leaves milk carton on lunch tray</li> <li>» Leaves fork/spoon on lunch tray</li> </ul>
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## SCHOOL CLOSING

School closings and changes in school hours due to inclement weather conditions will be announced to parents by email, phone call, text, and the local news stations. These incidents are rare and are usually unpredictable. Factors that influence these decisions are often out of our control; therefore, your patience and cooperation will be greatly appreciated in the event of any weather-related changes.

## SECURITY AND EMERGENCY PROCEDURES

All parents, volunteers and any other visitors to the building are required to report to the school office to register and receive a visitor badge. Fire drill, tornado drill, lock down drills and other emergency procedures have been reviewed and will be implemented as needed for the continued safety and security of the children and staff at Good Shepherd School.

### Firearms and Weapons

Students and non-students, including adults and visitors are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school

grounds, at school activities, at bus stops, on school buses or school contracted vehicles, or entering or departing from school premises, property or events.

### **SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication. Sexual violence is a physical act or aggression that includes a sexual act or sexual purpose.

Good Shepherd School shall maintain a learning and working environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee to be sexually harassing or violent to any student or employee.

Good Shepherd will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence. If the complaint is found to be substantiated, then Good Shepherd will discipline any student or employee who sexually harassed or was sexually violent to a student or employee of the school.

**ANY PERSON WHO BELIEVES HE OR SHE HAS BEEN THE VICTIM OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE BY A STUDENT OR EMPLOYEE OF GOOD SHEPHERD SCHOOL SHOULD REPORT THE ALLEGED ACT(S) IMMEDIATELY TO THE PRINCIPAL AND/OR PASTOR.**

### **SIGNIFICANT FAMILY FACTORS**

Please notify the teacher if any significant family factors, physical or emotional, could affect the needs of your child in school.

### **SNACKS**

On most days, students are given an opportunity to have morning snacks. We ask that these be of a healthy nature (e.g. fruit, vegetables, crackers, cheese). Good Shepherd is a nut-free campus. All food brought from home should be nut-free.

### **SPECIAL NEEDS SERVICES**

It is to be expected that some students in our school, as in all schools, will experience difficulty with their learning. At times, the difficulty can be attributed to the different rates at which children develop. At other times, the child may have specific causes for that learning difficulty which time alone will not improve. Good Shepherd School has access to a variety of resources to help us determine the source of the student's challenges and provide the best instruction for that student in the regular education classroom. If necessary, additional special instruction can be provided.

#### **School Psychologist**

Good Shepherd School employs a school psychologist on a part-time basis. Dr. Steve Kahn provides evaluations, testing, and counseling, and works closely with teachers, parents, special education staff, and other community resources as the need arises.

### School Counselor

Our school counselor works in our school on a part-time basis. This counselor works with individual students and small groups on the recommendation of teachers and with parent permission.

### Special Education Services

School districts are legally required to provide Special Education services in their district whether students with special needs attend a public or private school. Since Good Shepherd School is geographically located in the Hopkins district, Special Education services are available through School District #270 (Hopkins).

Hopkins Public Schools conducts formal assessments of students to determine eligibility for Special Education services through Hopkins Public Schools.

One of the services that Hopkins Special Education provides to our students is Speech Therapy. If a student needs to be assessed for speech services, a parent or teacher may contact the Speech Services Provider. The main office staff at Good Shepherd will have the name and contact information of the Hopkins Public Schools Speech Services Provider.

If a student's parents would like to request an assessment through Hopkins Special Education for other possible Individual Education Plans (IEPs), please contact the classroom teacher or the Learning Specialist. Your student's classroom teacher will help with the process by completing paperwork which addresses the areas of concern and the interventions that have been attempted to correct that concern.

To ensure confidentiality, any information requested from teachers or school staff will be sent directly to the doctor, psychologist, psychiatrist, or institution that requires said information.

### **SUPERVISION**

Students involved in any before or after school activities must be directly supervised by the adult in charge of that specific activity.

### **TARDINESS**

Students are expected to arrive at school between 8:15 a.m. and 8:25 a.m. School begins at 8:30 a.m. Any student who arrives in the classroom after 8:30 a.m. is considered tardy, regardless of the reason. Arrivals after this time must check-in at the school office to ensure their presence is recorded. A parent must accompany the child to the school office upon arrival.

Although rare, in past years there have been instances of repeated tardiness by some families. Usually student tardiness is not the student's fault. However, when the student is late, it affects his or her learning and is disruptive to the entire class.

With this in mind, the following policy will be in effect on repeated tardiness:

- » After five unexcused late arrivals in a quarter, the teacher of the tardy child will notify the family to explain the situation and try to resolve the issues.
- » If after the first contact by the teacher, three more late arrivals occur in the school year, the principal will notify the family of the situation and the potential consequences.
- » If late arrivals continue after this point, the school will be obligated to turn the matter over to the community truancy officer and possibly deny enrollment for the following year.

### **TELEPHONE CALLS**

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten items, books, assignments, etc.

As a rule, neither teachers nor students are called to the phone during class time hours. Messages may be left with school office personnel if it is necessary to contact either a student or teacher. Children may not use the school phone except in cases of an emergency.

### **TRANSPORTATION: BUS (daily riders and/or field trip use)**

Bus riders are to obey the bus driver and safety patrols. Bus riders who do not obey the rules and guidelines will be denied transportation. Discipline of the bus riders will be provided by the bus drivers with assistance from the safety patrols and the teachers.

Good Shepherd School observes the following regulations relating to safety and timeliness as recommended by various local school bus transportation companies.

### **Bus Ridership Rules and Guidelines (daily riders and/or field trip use):**

1. (Daily riders) Students shall be at the designated bus stop or several minutes before the time listed. The recommendation is five minutes prior to the listed time. Any designated stop that is not “used” for a two-week period will be canceled. This does not include scheduled school breaks. A parent must contact Good Shepherd Transportation to reactivate the stop.
2. (Daily rider & field trip) Students will line up in orderly fashion, single file, and facing the oncoming bus.
3. (Daily rider & field trip) Students will remain in line until the bus has come to a complete stop. Students will then enter the bus in an orderly manner and go directly to a seat, clearing the aisle as soon as possible.
4. (Daily rider & field trip) At no time will any passenger stand or leave his or her seat until the bus has come to a complete stop and the students are dismissed by the bus driver.
5. (Daily rider)The bus driver will not permit a student to board or depart from the bus at any other point than the designated stop without prior written permission.



6. (Daily rider & field trip) At designated bus stops where students must cross the road before boarding or after departing from the bus, students should wait for an all clear signal from the driver and cross in front of the bus.
7. (Daily rider & field trip) In order that the bus driver may devote his or her full attention to driving, each student's behavior and conduct will be the same as in the classroom, except that the student may talk quietly with the person near him or her.
8. (Daily rider & field trip) Depositing of refuse or waste paper on the floor will not be tolerated.
9. (Daily rider) No pets are allowed on the bus. Large projects and equipment require permission from the bus driver prior to being allowed on the bus.
10. (Daily rider & field trip) All food, drink, and gum are prohibited on the bus.
11. (Field trip) The use of student electronic devices and cell phones/smart watches are prohibited on the bus.
12. (Daily rider & field trip) Students may be denied school bus transportation for misconduct on a school bus. The principal must deem that such action is necessary, and parents or guardians will be notified.
13. (Daily rider) Written permission from a parent or guardian is required for any student who wishes to get off at a different stop than his or her regular stop OR who wishes to ride a bus other than his or her designated regular route. The note must be initialed by the teacher and given to the bus driver when boarding.

### **Good Shepherd School Bus Services:**

Good Shepherd School owns one school bus and utilizes it if for field trips. Good Shepherd accesses Hopkins Public School transportation for riders in district and some outside of district.

\*Transportation options are reviewed yearly and by the School Advisory board.

### State Laws and Requirements:

Students and parents are mandated by Minnesota State Law to read, understand, and sign a statement outlining school bus riding rules and stating that "Riding a school bus is a privilege, NOT a right." Minnesota State Law also requires students to participate in a course on school bus ridership, which includes bus drills and passing a written test.

All students, even those who are transported to and from school by car, are bound by this law, since all students are transported by bus for field trips and other activities.

### **TRANSPORTATION: CARS**

Morning drop off of students may not begin before 8:15 a.m. Parents and guardians are asked to form a line on the east side of the driving lane nearest to the school/gym; follow the directions of

the Lot Monitor for stopping, and be prepared to unload quickly when allowed to do so. During the morning drop off time, please do not bring your student to the classroom. After 8:30 a.m., please have your student enter the school by the school office and proceed to the classroom by themselves. Please refer to the Parking Lot Map.

Afternoon pick-up Parents and guardians will park in designated parking areas to the north of the parking line and cones. Students (K-6) will be dismissed from the far east school door and will walk in an orderly fashion to their parents when dismissed. PreK students should be picked up at door 1.

**\*Please refer to maps provide and note during the 2023-24 school year that there will be changes for drop and pick up due to construction in progress.**

### **TRANSPORTATION REIMBURSEMENT**

Transportation reimbursements for those eligible students residing outside the school busing boundaries will be mailed upon receipt of reimbursement. Transportation reimbursements will be processed if the district of the student's primary residence offers it. Families can recoup the funds or offer to donate to school programming.

### **TUITION**

Preschool      5 days: \$9,105  
                     3 days: \$5,570  
                     2 days: \$4,071  
All preschool tuition rates include daily lunch and snacks.

Grades K-6	\$7,345.00	Standard Tuition Rate
	\$5,705.00	Active Parishioner*^

\* Families who are active and contributing members of the parish community pay the Active Parishioner Rate in recognition of our parish's mission to support Catholic education for K-6 students. To qualify for the Active Parishioner Rate, Good Shepherd School families must: 1) be registered members of Good Shepherd Catholic Church, 2) regularly attend Sunday Mass at Good Shepherd (two times per month or more), 3) volunteer time and talent in parish ministries or events, and 4) support the work of the parish through traceable, unrestricted financial contributions (e.g., envelope offerings or electronic fund transfers). Families who do not qualify for the Active Parishioner Rate pay the Standard Tuition Rate. We will assess a family's fulfillment of these expectations throughout the year. If, after being reminded and encouraged to do so, a family does not meet the expectations of the Active Parishioner Rate, that family may be charged the Standard Tuition Rate.

^ Some area parishes support their parishioners by subsidizing the difference between the parishioner and non-parishioner rates. Currently, Saint Mary of the Lake (Plymouth) and Saint Margaret Mary (Golden Valley) support their families in this way. Check with your parish to see if you are eligible for help.

Family Plan: The third child of a family concurrently enrolled in the school pays half tuition cost. The fourth child of a family concurrently enrolled in the school pays no tuition. Students must all be in school concurrently.

Additional Fees:

Registration fee of \$100, for new students only, is non-refundable, and is paid at the time of the child's registration to hold his or her place in class.

Activity fee of \$200 per student, grades 1-6 for usual field trips and assemblies; due with first tuition payment.

Activity fee of \$275 for kindergarten students for supplies, usual field trips and assemblies; due with first tuition payment.

Supplies Fee: \$50 for preschoolers and kindergarteners

Technology Fee: \$200 for students in grades K-4 and \$300 for students in grades 5 and 6.

Sixth Grade Hyland Ski Trip, Long Lake Conservation Camp trip and graduation trip are at additional cost. Notice of these fees will be made in advance.

## **TUITION PAYMENTS AND SCHEDULES**

Good Shepherd offers several tuition payment plans:

1. Pay in full: Due on or before July 1<sup>st</sup> or 15<sup>th</sup>
2. Two payments due in July and January.
3. Four payments due in July, November, January and March.
4. Payment in 10 installments: Due monthly from July through April.

After May 15<sup>th</sup>, any outstanding fees (lunch, school care, extracurriculars, etc.) will be automatically charged through Blackbaud.

Any questions or concerns about tuition or fees should be directed to the school office at 763-545-4285.

## **TUITION POLICY**

A student attending Good Shepherd School will pay a registration fee and tuition as determined by the Good Shepherd School Advisory Board. Financial aid or other tuition assistance may be available through your parish. All subsidy arrangements are an agreement between your family and your parish. You are responsible for any required application and compliance issues.

Tuition is paid on an annual, semi-annual, quarterly, or 10-monthly basis. The first tuition payment is due by July 1<sup>st</sup> or 15<sup>th</sup>, based on the day you select. The second semi-annual payment is due by January 15. Subsequent quarterly payments are due by November 15, January 15, and March 15. Monthly payments are due each month beginning in July. A notice will be sent after

payments are delinquent for 30 and 60 days. The student may not be admitted to class after payments are delinquent ninety days.

Report Cards will not be released and students will not be allowed to participate in school activities if tuition and other expenses are not paid in full by May 15. Unpaid tuition accounts are turned over to a collection agency as of June 20 following the school year. Any student with delinquent payments cannot be guaranteed priority registration for the next year.

All tuition must be paid through each semester registered, regardless of whether the child withdraws from the school during the semester. Withdrawal after August 31st – families are responsible for 1/2 of the year's tuition. Withdrawal after December 21st – families are responsible for the full year's tuition. In the event of unforeseen circumstances, the administration reserves the right to grant exceptions to this policy.

## **UNIFORMS**

It is the intention of this uniform policy to ensure a look that is standard for all students. Students and parents are expected to comply with this policy without exception, so that the school administration and staff are not put in a position of having to police uniforms. Students out of uniform will be sent to the office and a uniform will be provided.

### **Girls and Boys**

**PANTS:** Plain black dress twill, permanent press or corduroy uniform pants. Not acceptable: metal rivets, blue jeans, brushed denim, contrasting color stitching, elastic fitted cuffs, or form-fitting pants. No 'cargo' pants. Pants are to be purchased only from approved uniform suppliers.

**SHORTS:** Uniform shorts, solid black walking shorts may be worn from May 1 to October 1. The shorts must be purchased from approved uniform suppliers. No "cargo" shorts are allowed.

**SWEATSHIRTS:** Good Shepherd School **burgundy** sweatshirts, fleece or zip-up, with GS logo, purchased through Educational Outfitters or approved uniform suppliers. Sweatshirts must be appropriately sized for the student. Uniform shirt must be worn under the sweatshirt, and must be tucked in at all times. No hooded sweatshirts allowed.

**SWEATERS:** Burgundy cardigans, pullovers or sweater vests (v-neck or crew), can be purchased from Educational Outfitters or approved uniform suppliers.

**SHIRTS:** Shirts must be white or burgundy with a collar. Please note all burgundy shirts must be purchased at Educational Outfitters. **NO EXCEPTIONS** on the burgundy shirts. *All shirts need to have the school logo embroidered on them.* White shirts may be purchased elsewhere but will need the logo added at Educational Outfitters for an additional fee.

**SOCKS:** Socks must be worn at all times and must be solid white, grey, burgundy, or black.

SHOES: Must be closed toe and not high heels, preferably tennis shoes for running and playing.

Miscellaneous:

- » No sandals, crocs or flip flops
- » No hats or bandanas
- » No earrings allowed for boys or dangly earrings for girls
- » No tattoos of any kind
- » No “skate shoes”
- » No makeup
- » No dyed hair

### **Girls**

JUMPER: Burgundy/Gray plaid jumper available from uniform suppliers: Donald’s, Education Outfitters, or Lands’ End. Girls in Grades 4 - 6 only have the option of wearing either the jumper or kilt skirt. The jumper or kilt must come down to the knee. Skorts are not allowed.

LEGGINGS: Girls may wear plain black, burgundy, or white SOLID colored ankle length leggings under their uniform during the school day. Leggings, yoga pants, jeggings, and other form-fitting pants may not be worn as pants.

### **Preschoolers:**

SHIRTS: Preschoolers may wear a white or burgundy polo shirt (same as K-6). They also have the option to wear a Faithful Beginnings burgundy t-shirt, as well as a burgundy sweater or sweatshirt. Girls may wear a knit polo dress (with shorts or leggings underneath).

PANTS: Black uniform pants or shorts.

SOCKS: Socks must be worn at all times and must be solid white, grey, burgundy, or black.

## **UNIFORM NONCOMPLIANCE PROCEDURE**

The student will be given a change of clothing from garments available at the school. If that is not possible, a parent or guardian will be called to bring the correct uniform to school. Repeated offenses may result in loss of uniform privileges. (e.g. wearing uniforms on non-uniform days)

## **NON-UNIFORM DAYS: DIRECTIVES ON APPROPRIATE WEAR WILL BE GIVEN BY ANNOUNCEMENT**

- » Must wear socks and shoes (No crocs, no sandals)
- » No hats or other headwear during class time. (Headbands are allowed but should be flat on the head.)
- » No worn out, faded, patched, written on, or torn jeans.
- » No muscle shirts, halter tops, spaghetti straps, bare backs, or midriffs.

- » No t-shirts with indecent or inappropriate language, pictures, or advertisements (e.g. tobacco, alcohol, etc.).
- » Scout members (boys and girls) are permitted to wear their approved scout uniform shirt on meeting days, but must be worn with school uniform pants, kilt, or skirt. Jeans are not permitted with scout uniform at school.

### **UNIFORMS: PHYSICAL EDUCATION**

All students will be required to wear tennis shoes to gym class; shoes that tie are preferred. For safety reasons, students must remove all jewelry for physical education classes.

### **VACATIONS**

We encourage parents to take vacations during scheduled school holidays. If this is not possible, parents should contact the homeroom teacher at least one week in advance. Appropriate homework arrangements will be made with the teacher. Teacher discretion will determine when the homework is due. Parents, please keep in mind that there are some classroom activities i.e. experiments, discussions, etc. that cannot be made up.

### **VISITORS**

We welcome parents to visit our school. Parents and visitors should check in at the school office rather than go directly to a classroom.

Occasionally a student may wish to have a friend attend classes with him or her for a day. Arrangements for visitors must be made with the principal at least one full day prior to the planned visit.

The visitor must be an elementary student. Permission must be secured from parents, teachers, and the Principal.

### **WEBSITE**

There are teacher grade level websites and a school/parish website to check often.

### **WEDNESDAY NEWSLETTER/BULLETIN BOARD (Method of Communication)**

Every Wednesday each family will receive a Wednesday Newsletter/ Bulletin Board Update electronically including important, often time-sensitive information from the school. Please review the contents.