

The Good Shepherd Catholic School Handbook



Good Shepherd Catholic School
800 Aiken Avenue
Perryville, MD 21903
(410)642-6265
www.goodshepherdschool.net

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ADMISSION TO GOOD SHEPHERD CATHOLIC SCHOOL

All children are welcome at Good Shepherd Catholic School. Parents who register their children at Good Shepherd Catholic School must believe in our philosophy of education, accept the values that are taught, and cooperate with the school in its policies and discipline standards.

A student entering PreK must be four years old by August 31st of the new school year. Students entering Kindergarten must be five years old by August 31st of the new school year. Children entering first grade for the first time must be six years old on the same timeline. In other grades, admission for children who do not meet these age requirements will be determined by the principal but only after review of academic records from the previous year.

All students are required to have their official birth certificate on file (a copy may be made by the school secretary after viewing the original). For children who are Catholic but who were not baptized at Good Shepherd Parish a baptismal certificate is also required at registration.

Proof of immunizations and a Health Inventory, as required by the State of Maryland, must be provided at the time of registration.

All new students are accepted provisionally. If either the school or the family feels that a child is not adjusting to the curriculum, guidelines, or behavior norms, a conference will be held with the parents, teacher, and principal to discuss alternatives.

Parents must re-register their children each year.

FINANCIAL POLICIES

Good Shepherd Catholic School is not fully self-supporting and is subsidized by the parish.

A tuition agreement is set up by parents at the time of initial registration through the FACTS Tuition Management website and at the time of re-registration for each subsequent year that a child attends Good Shepherd Catholic School. If any financial difficulties arise they should be brought to the attention of the principal immediately. Student records may not be released until accounts are settled.

A limited amount of tuition assistance is available to families who qualify, and is broken into two stages. The first stage requires that a family apply for Diocese of Wilmington Tuition Assistance through Facts Tuition Aid. This application may be completed online at www.factstuitionaid.com or a written application may be submitted to Facts Tuition Aid by mail by the application deadline for the following school year. If tuition assistance is not given in this stage, the application will be reviewed by Good Shepherd's pastor, parish administrator, and the principal of the school. Tuition assistance may be awarded in this stage.

Because tuition and fees do not cover the total cost of educating each child, parents of students in pre-k through eighth grade are expected to support the fundraising efforts of the school in two ways:

Each family is required to sell 5 of the Tuition/Cash raffle tickets as part of our fundraising efforts.

Each family is required to pay \$450 towards fundraising. FSO gives families the opportunity through smaller fundraising activities held throughout the year to earn a credit toward the next year's tuition. Families may pick and choose in which fundraisers to participate.

Each family is also required provide 20 hours of service to the school. It is a family's responsibility to report the Volunteer Hours that they have worked to the school office, and this may be done using the Volunteer Hour Log (found online at www.goodshepherdschool.net/volunteerhours or in the office). Hours are tracked by the school office, but only as they are turned in using this form. Please try to fill out and send in your Volunteer Hour Log on a monthly basis. Any hours not worked will be billed at the rate of \$20 per hour immediately following the last fundraising event of the school year via an EFT withdrawal from your FACTS account.

The school hosts several events each year (AYCE Breakfasts, Spring Gala, Strawberry Festival, etc.) which are a major source of income for the school. All school families are expected to support and help run these events. Time working these events may be considered toward your volunteer hour requirement.

THE SCHOOL PROGRAM

Good Shepherd has one classroom for each grade level, PreK through eighth grade. Good Shepherd's curriculum is designed to meet both state and Diocesan standards. A sequential program of learning in Religion, Reading, Language Arts, Spelling, Math, Science, Social Studies, and Handwriting is offered. Special subject areas include Art, Spanish, Health, Physical Education, and Music. While the educational program for each student includes subjects that are basic to the curriculum, the needs of each individual child are always taken into account. Every effort is made to challenge the advanced student as well as to provide extra assistance to those students who need it. It is important that children learn thoroughly, in their own time, the basic skills necessary for Reading, Writing, and Math.

HOMEWORK

Students in grades 1 through 8 have homework every day. Students in PreK and Kindergarten will also have homework. Homework includes reading and studying as well as written work. Assignments that are given are proportional to the grade level; therefore, the homework will be more difficult and take longer to complete as the child advances.

We suggest and encourage an additional 15 minutes of supplementary or pleasure reading each

evening.

Homework is not “busy work” but rather an extension of what is being taught in the classroom or preparation for the following day’s lessons. Every student is expected to accurately copy down each day’s assignments in a book, on a paper that is provided by the teacher or the school, or on an electronic notepad or calendar. While it is the student’s responsibility to complete the homework, it is the parents’ responsibility to guide the student in selecting a quiet, well-equipped place for study and, especially in the primary and intermediate grades, to supervise the homework or check it upon completion. Students are required to complete all class work, homework, and projects by the assigned deadline. Please check with your child’s teacher regarding their policy on missing assignments.

Students should not have tests in more than 2 different subject areas on any one day. Projects and other long-term assignments will require careful budgeting of time so that they are completed in stages.

As noted previously, homework is included in determining the subject-area grade on the report card. When a teacher notices that a student is consistently missing assignments, that teacher will notify the parents and offer appropriate suggestions.

If a student is unable to complete a homework assignment because of illness or some other extenuating circumstance, a parent should provide a written explanation that the child can give to the teacher. Any work that is missed must be made up allowing one day for each day absent. While extracurricular activities such as sports, band, etc. are important and have their place in a child’s development, practice for those sports and attendance at events are not valid reasons for failure to complete homework.

MAKE-UP WORK

In case of absence for any reason, make-up work is the responsibility of the parent and child. The child should ask the teacher for make-up work. The student is responsible for completing all work - allowing one day for each day absent to complete the work. Please check with your child’s teacher regarding her or his expectations and policies for turning in missed or late work.

We *strongly encourage* that trips and vacations be scheduled around times that school is *not* in session. Parents who take a child out of school to go on a trip or vacation must give written notice to the principal and the teacher in advance. It is the parents’ responsibility to contact the teacher for specific assignments that need to be completed upon return to school. Assignments will not be given until the student returns. All work and tests will be completed within two weeks. It is difficult to replace the teaching that takes place in the classroom, therefore it is possible that this absence may affect their grades.

POWERSCHOOL

The teachers at Good Shepherd maintain close communication with parents and parents will be notified promptly if a child is encountering difficulties in his or her studies or is not meeting

behavioral expectations. Good Shepherd uses PowerSchool, which is a web based grade book. This allows parents to monitor their child(ren)'s grades from their computer or phone. It is strongly encouraged that parents check PowerSchool regularly. Teachers are required to have the grade for each assignment posted no later than a week after the work was assigned. If you do not have a PowerSchool log-in and password or you are having trouble accessing PowerSchool please contact the school office.

PARENT-TEACHER CONFERENCES

At the request of either a parent or a teacher, conferences can be arranged at any time during the school year. Please call the school office or email your child's teacher if you would like to schedule a conference. These conferences will be held outside of normal school hours. Time is set aside in mid-October specifically for parent-teacher conferences. The teacher will contact you about setting up a conference time.

Keep in mind that teachers are very busy both before and after school. Please do not visit teachers before or after school without an appointment. Teachers are eager to keep parents updated on their children's progress but wish to do so in a meaningful setting. Parents are always welcome to visit classrooms by making prior arrangements with the teacher.

GRADING

At Good Shepherd Catholic School, it is our aim to give you as complete an evaluation of your child's progress as is possible. It is important to realize that scores on tests which are given in each subject area account for only part of the grade which each child receives on the report card. Participation in classroom discussions, class work and activities, and accurate and consistently faithful completion of homework assignments are taken into account in determining report card grades.

REPORT CARDS

Good Shepherd Catholic School issues electronically-generated report cards three times each year – November, March, and June. The exact dates for the end of each trimester are posted on the monthly calendar which is on the school website. Digital report cards will be distributed to parents via email each trimester.

REPORT CARD GRADES

Grades 3 through 8

Marking Code for all subjects:

- A 93 to 100
- B 85 to 92
- C 77 to 84
- D 70 to 76
- E 0 to 69

Achievement codes for effort, conduct, and standards:

- P Demonstrates Proficiency
- G Very Good Progress
- S Satisfactory
- I Improvement Needed
- N Not Yet Demonstrating

Grades Kindergarten through 2

Progress Codes:

- P Demonstrates Proficiency
- G Very Good Progress
- S Satisfactory
- I Improvement Needed
- N Not Yet Demonstrating
- NA Not Assessed At This Time

HONOR ROLL

In order to give public recognition to those students in grades 3 through 8 who set and maintain high standards in both their academic subjects and in their personal development, Good Shepherd awards First and Second Honors at the end of each marking period. Those who achieve the awards are honored during the morning announcements and will have their names published in the school newsletter.

An Honors Reception will be held for Honor Roll students for Trimesters 1 and 2.

The following criteria represent the minimum standards used in selecting students for the Honor Roll:

- | | |
|----------------|--|
| First Honors: | No grade lower than “A” in all subjects. |
| Second Honors: | No grade lower than “B” in all subjects. |

Additionally, students must show evidence of good personal and social development. To be considered for the Honor Roll, students must have Effort and Conduct grades of either Outstanding or Good in every subject and no more than four “tardies” in a marking period. The number of Orange Slips and Office Referrals will also be considered for determining honor roll.

STANDARDIZED ACHIEVEMENT TESTS

Standardized testing can serve as a measurement tool that provides one way of judging competency in basic skill areas and guidance in instruction. Good Shepherd Catholic School (along with all elementary schools in the Diocese of Wilmington) administers the Renaissance Flow 360 assessment to students in grades K-8. This occurs during two week testing windows 4 times a year dictated by the Diocese. These dates are listed on the school calendar that can be found on the school webpage. It is important that students are in school during the time in which these tests are given. If absolutely necessary, make-up tests will be arranged.

Results of the standardized testing assist teachers in understanding the strengths and weaknesses of each individual student. The test results also help the teachers and the principal in evaluating and, if necessary, strengthening the curriculum. A parent report will be sent home after each

testing period. Parents are welcome to request a meeting with the teacher or principal to discuss the test results or to receive help in interpreting the scores.

If any student has been diagnosed with a learning difference, it is important that the school office have on file written documentation to that effect from the doctor. Accommodations are made for students who have recent (within last three years) written documentation that has been provided to the school.

PROMOTION AND RETENTION

A student is promoted only if she or he has successfully completed the requirements of the current grade. Students may be retained in any grade, PreK through 8, only after consultation with parents, teacher, and principal. Either or both of the following conditions may result in retention: the student has inadequately completed the grade work or the student is socially, emotionally, or developmentally immature.

Parents will be notified midway through the second marking period if there is a possibility that their child may be retained. If a situation should arise after report cards for the second marking period have been distributed, parents will be advised of the possibility of retention at the earliest possible opportunity.

GRADUATION

A student who has satisfactorily completed all courses of study in the eighth grade will be awarded a Diocese of Wilmington diploma at the conclusion of the school year. Any eighth grade student who fails to meet this Diocesan policy will not graduate. Parents will be notified in person and in writing at the earliest opportunity if there is a possibility that their child may not receive a diploma.

TRANSFERS

When a student transfers to another school before graduation from Good Shepherd, parents should inform the school office in advance. Student records are transferred directly from school to school. Records cannot be released to another school until an official record release form, signed by the parent or guardian, has been received in the office. A verbal request, either from the parents or from the receiving school, does not meet this requirement. Students who are transferring to another school must return all books (including library books) and other materials not paid for. All obligations on the part of the student and the parents must be met, including payment of all bills and fees before records are released.

ARRIVAL AT SCHOOL

The school building opens for students at 7:00 A.M. Students may not be dropped off any earlier than this because it is unsafe for a child to be on the school grounds without supervision. All students should go directly to the auditorium when they arrive at school. Students must remain in their seats and may not leave the auditorium without permission. Toys, stuffed animals, and

game or collector cards are strictly prohibited. Students may bring coloring books, crayons, puzzle books, or other quiet activities to pass the time until the bell rings at 7:45.

LATE ARRIVALS

The first bell rings at 7:45 A.M. and the front doors will be locked at that time. Any student arriving after 7:45 A.M. will be marked late and must be signed in by a parent at the school office. Tardiness due to late buses is automatically excused. Students who are late more than four times in a marking period will be ineligible for the Honor Roll.

A pattern of lateness will necessitate a conference between the parents and the principal. It is unfair to teachers and other children in the classroom when instruction is interrupted by late-arriving students.

DISMISSAL

The final bell rings at 2:30. If a child's normal pattern of transportation home is to be changed, notification to the teacher is required. For example, if your child normally rides a Cecil County school bus and, on a particular day, wants to go home with someone who rides in a car, parents must let the school know of this change in advance and in writing. This is for your child's protection.

Students who ride a Cecil County school bus go to the side door of the auditorium and wait there for a teacher to walk with them over to Perryville Middle School where they board the buses.

Students who will be staying in aftercare go to their assigned places in the auditorium immediately following dismissal.

Students who are walkers will be escorted to the sidewalk in front of the school, will wait until the parking lot is free of vehicles, and will cross the parking lot in front of the modular classrooms. They then go on across the grass to Aiken Avenue. If the ground is muddy, they may walk carefully along the side of the driveway to Aiken Avenue.

Students in PreK will exit the building through the outside door of the PreK, near the back of the building.

Students in Kindergarten and grades 2 and 5 leave the building through the side doors on the parking lot side of their classrooms. All other students in the main building exit through the front door. Students in Junior High gather at the steps of the modular classrooms. All students may not leave their teachers until the teacher has marked their daily checklist that an approved adult has that student in their care. Because of this, the adult must leave their vehicle and let the teacher know that they have arrived.

Parents who are picking up their children from the car rider line will enter the parking lot through the main driveway and park in lines on the parking lot. Please pull up to the orange

cones if you are the first person in line. If you are not the first person in line, please pull up the whole way and park in line directly behind the car ahead of you. Please do not leave gaps in the line. To ensure that the parking lot dismissal moves as safely and quickly as possible, drivers should form three lines of vehicles on the main lot in back of handbook. Vehicles that are running should not be left unattended at any time.

Parents who park in the rear parking lot (which is not our property but is part of the Perryville Middle School grounds) must come to the front sidewalk to pick up their children, except for parents who are only picking up a PreK student. In this case they may go to the PreK room door.

Once the parking lot is clear of pedestrians, the signal is given for the first line to move. All vehicles exit the lot using the driveway that runs to the right of the parish office. No vehicles may exit using the entrance driveway.

If parents want to meet with a teacher after dismissal they should park in the lot and wait until dismissal is complete. Because the teachers' attention and concentration is directed toward a safe dismissal, the parking lot is not the place for conferences.

Students who have not been picked up by 2:40 P.M. on a full day of school or by 12:10 P.M. on a day with early dismissal will go inside and wait in aftercare until their ride comes. *It is not necessary for you to call the office if you are running late. Your child will automatically be brought to aftercare if you are not here by 2:40 p.m.* aftercare charges begin to accrue in the usual manner. We do not leave children outside without supervision.

EARLY DISMISSALS

No child may be dismissed early until and unless a parent or guardian signs the child out in the school office. Students who return to school the same day must be signed back in to school. These regulations are for your child's protection. No student may leave the building or the school grounds without permission.

ABSENTEEISM

Parents are responsible for the regular attendance and punctuality of their children. Frequent absence or lateness interferes with a child's academic progress and, for some children, this could affect their performance resulting in being retained in their current grade.

If a child is absent, parents should call or email (tharreld@goodshepherdschool.net) the school office before 9:00 A.M. to let the school know that the child will not be in school that day. If possible, parents should designate another child or parent to whom the teachers can give the class work, homework, etc. that has been missed so that the absent student does not fall behind in her or his schoolwork.

In the event of frequent or regular absences and/or tardies, parents will be contacted and a conference may be scheduled.

DISCIPLINE

Discipline in a Catholic school is an important part of moral guidance and is not designed to be repressive or punitive. Students at Good Shepherd Catholic School are responsible for their own behavior. All students at Good Shepherd are asked and expected to accept the opportunity and the obligation to respect their own person and property and to respect other students, school personnel, and all others with whom they have contact as sisters and brothers in Christ.

At Good Shepherd Catholic School, we strive to foster responsible, courteous, and respectful conduct as well as to create a safe and happy place in which all can work, play, and pray in peace.

Good Shepherd Catholic School students are expected to:

- know and abide by the rules and regulations published in this handbook.
- be honest in their dealings with others.
- respect school property and the property of others.
- know and abide by the dress code of the school.
- be respectful, courteous, and attentive to others.
- cooperate with their teachers, classmates, and school volunteers.
- behave properly and with reverence in church and at all liturgical celebrations.
- come to class on time, prepared, and with the correct materials (including books, notebooks, pens and pencils, and homework completed accurately).
- use appropriate language in speaking and in writing.

We strive to help our students look at their actions, accept the consequences of those actions, and learn from their mistakes or lapses from acceptable standards of behavior. Since there are times when an individual student may fail to meet his or her personal responsibility for good conduct, it is necessary for both parents and students to know the consequences of inappropriate conduct. If we are to be successful in teaching children respect, responsibility, and self-discipline, we will need and expect the full cooperation of parents and guardians.

School personnel will deal with each issue as it arises. School and classroom rules will be enforced consistently and fairly. Students may receive an “Orange Slip” in the event of misbehavior. Actions which might be taken may include (but are not limited to) any of the following depending on the situation: a meeting with the student and the teacher, a note home to the parents, a telephone call to the parents, a meeting with the parents, a meeting between the student and the principal, a meeting between the principal and the parents, or detentions.

Teachers will document and the principal will review notes regarding disciplinary incidents and actions. In cases of a serious nature (detailed below) or in cases of repeated misbehavior where there seems to be no improvement, suspension or dismissal from Good Shepherd Catholic School will occur.

While it would be impossible to list every possible example of inappropriate behavior, the following serious infractions must be noted:

- Fighting or throwing objects at any time may result in immediate suspension from school.
- Indecent or obscene conduct or language will not be tolerated.
- Destroying or defacing property (including writing on walls, desks, books, etc.) amounts to vandalism. Not only is suspension a possibility, but the student and parents will be financially liable for any damages caused by the student to school property, including buildings and equipment.
- Stealing.
- Willful disrespect to other students, teachers, school personnel, or volunteers.
- Leaving the school grounds at any time after arrival in the morning and before dismissal in the afternoon.

EXPULSION FROM SCHOOL

******* PLEASE READ_CAREFULLY*******

Expulsion from school is a last-resort action that will be taken after consistent misbehavior or is an immediate action for serious offenses. The following behaviors will result in IMMEDIATE SUSPENSION from school and, after appropriate investigation and consultation with the parents, principal and pastor, EXPULSION from school:

- Possession of a gun of any nature or ammunition for a gun.
- Possession of a knife or other object of a threatening nature.
- Use, sale, or possession of narcotics, drugs, or non-prescription drugs not authorized by a doctor or parent (including inhaling or sniffing any substance). Pretending to have drugs, bringing “fake” drugs to school, or trying to sell these “fakes” (examples: oregano, sugar) to other students may also result in immediate expulsion.
- Use, sale, or possession of alcoholic beverages of any kind (beer, wine, etc.) or use, sale, or possession of cigarettes.
- Assault, battery, or threats of force or violence directed toward students, school personnel, or school property.

Parents and students should be aware that Good Shepherd Catholic School recognizes all federal, state, and local laws in regard to the possession, use, or sale of drugs or alcohol and possession of weapons. We are required to notify the appropriate law enforcement agencies in these situations.

UNIFORM POLICY

Part of the tradition of Catholic education has been the “equality of person” proclaimed in the message of Jesus. This value is the underlying purpose of our school uniform. We are proud of Good Shepherd Catholic School and its students. We expect all of our students to reflect our good image. Students are to be clean, well groomed, and neat at all times. No extreme haircuts (such as Mohawks) or extreme colors are acceptable. Boys’ hair should be no longer than their jaw line.

The school’s uniform company is Rush Uniform Inc. All items for the uniform (excluding socks and shoes) must be purchased through this company. Their store is located in New Castle, Delaware (101 Harrison Avenue). Rush Uniform will also provide measurement dates in the spring/summer to accurately size each child. Items ordered at the fittings will then be shipped directly to your house. You may also shop online (www.rushuniform.com) or by calling the store at 302-328-5444.

Girls' Uniform

In grades Kindergarten through 5th, girls wear a yellow polo shirt (short or long sleeve) with the school logo on it and a scoop neck two-pleat jumper or khaki pants with a black or brown belt. In the Junior High, girls wear a yellow polo shirt (short or long sleeve) with the school logo on it and a two-pleat skirt. Shirts are to be tucked in at all times. The jumper/skirt length must be *no shorter than the middle of the knee*.

Girls in grades Kindergarten through 5th should wear all-white sneakers. Girls in Junior High should wear brown dress shoes with NON-MARKING soles. Heels may not be higher than one inch. Clogs, platform shoes, shoes with stacked heels, sling backs, moccasins, etc. are not acceptable. Socks must be grey, white or hunter green, and must come to 3 inches above the back of the shoe. On cold days girls may wear white, grey, or black leggings or tights. Loose pants or nylons are not acceptable.

Girls may wear a watch and ONE pair of earrings (one earring per ear). Earrings may be posts only; hoops or dangling earrings of any kind are not acceptable. One necklace of religious significance (a crucifix, cross, St. Christopher medal, etc.) may be worn tucked under the shirt. Girls in Junior High may also wear one ring. Other jewelry is not permitted. Clear fingernail polish is acceptable; no other color will be permitted. Make-up of any kind is not to be worn.

Boys' Uniform

Boys in Kindergarten through 5th wear a hunter green polo shirt (short or long sleeve) with the school logo on it and khaki pants. Boys in Junior High wear a yellow button down oxford shirt (short or long sleeve) with a plaid tie and khaki pants. A black or brown belt must be worn with the pants. Pants should fit properly; baggy pants or pants with inseams that fall below the heel of the shoe are not permitted. Shirts are to be tucked in at all times.

Boys in Kindergarten through 5th wear all white sneakers, while boys in Junior High wear brown dress shoes with NON-MARKING soles. Socks must be white or brown, and must come to 3 inches above the back of the shoe.

Boys may wear a watch and boys in Junior High may also wear one ring. It is the parents' as to whether or not their son is allowed to pierce his ear(s). However, the school policy for the boys is the same as for the girls in this regard – no hoops or dangling earrings of any kind are permitted. If an earring is worn, it may be a post only and no more than one earring is allowed in each ear. One necklace of religious significance (a crucifix, cross, St. Christopher medal, etc.) may be worn tucked under the shirt. Other jewelry is not permitted.

Optional Summer Uniform

Warm weather uniforms may be worn from the first day of the school year through October 15th, and again from April 15th through the end of the school year. These dates may be altered at the principal's discretion, depending on the weather.

Girls

Girls may choose to wear khaki uniform shorts, paired with the yellow polo shirt. A black or brown belt must be worn as well.

Boys

Boys may choose to wear khaki uniform shorts. In Kindergarten through 5th, these will be paired with the green polo. In Junior High, this will be paired with the yellow oxford and tie. A black or brown belt must still be worn.

GYM UNIFORM

The gym uniform consists of forest green shorts and gray ringer T-shirts and dark green sweatshirts and sweatpants. These items are imprinted with the Good Shepherd Catholic School logo and must be purchased at Rush Uniform. Students do not have to wear white uniform sneakers on days that have gym. They do, however, have to wear white socks.

Summer Uniform

Warm weather uniforms (forest green shorts and gray ringer T-shirts without the sweatpants and/or sweatshirt) may be worn from the first day of the school year through October 15th, and again from April 15th through the end of the school year. These dates may be altered at the principal's discretion, depending on the weather.

PRE-K UNIFORM

All Pre-K students wear the gym uniform Monday through Friday. They should also wear all white tennis shoes and white socks. Students do not have to wear white uniform sneakers on days that have gym. They do, however, have to wear white socks.

Important

It is hoped that students will wear the school uniform with respect and pride. The school uniform policy will be strictly enforced. It is the responsibility of the parents to be sure that their children are in proper uniform. Students who are out of uniform may be sent to the school office and the parents will be called and asked to bring whatever is necessary to ensure that the student is in uniform. If an unusual circumstance arises and a student is unable to be in complete uniform, the parents should send a written note to the office. The office will provide a copy of that note to the teacher(s).

COLD WEATHER

During times of cold weather, students are NOT permitted to wear coats, jackets, non-uniform sweatshirts, etc. during class. The following are acceptable for a student to wear over their uniform shirt inside on a cold day, and may be purchased only from Rush Uniforms:

- Forest green gym uniform sweatshirt with the school logo
- Gray V-neck sweater vest with school logo
- Gray cardigan sweater with school logo

Coats and jackets may be worn when going outside, including moving between the Junior High and the main school building. However, the coat or jacket must be removed once inside. A student will be asked to remove his/her coat or jacket if they have not done so themselves.

Non-uniform sweatshirts and “hoodies” may not be worn at any time during the school day, whether inside or outside. Please be sure your child has an appropriate weight jacket or coat to wear when outside.

TAG DAYS

A tag day is an out of uniform day for students. Occasionally during the school year a tag day will be announced.

These special days are usually associated with an effort on the part of the school and its students to raise money for a specific cause or charitable organization, or may be given as a class or individual reward. On tag days it is expected that whatever clothing is worn will be appropriate for a Catholic elementary school.

The following MAY NOT be worn on tag days:

Make-up	Dangling earrings
Mini skirts	‘Shorty’ shorts
Halter tops	Tank tops
Spaghetti strap tops	Leggings
Clogs, Slides, Mules, Flip flops	Heels

BIRTHDAYS

Birthdays may be celebrated in all classes. Students in Pre-Kindergarten through eighth grade may come to school dressed out of uniform on their birthday. Birthday treats may be brought to school to share with classmates. Please consider ease of serving, utensils and napkins, and expediency of enjoying.

Please do not send party invitations to school to be distributed by your child unless the entire class is invited. In this case please ask that they be sent home in the Wednesday envelope.

LOST AND FOUND

All clothes should be marked or labeled with your child’s name. If lost articles are found, they are placed in the Lost and Found shelf in the main office. If items have been labeled, they will be returned directly to the owner. Unmarked articles are kept in the lost and found for a period of a week. Because the school does not have the space to store lost and found items indefinitely, unmarked and unclaimed items will be given to a local help center.

CELL PHONE & ELECTRONIC EQUIPMENT

The use of cell phones, smart watches, stereos, iPods, mp3 players, electronic games, electronic books, or other recreational electronics by students at school is expressly forbidden. If any of these are seen during the school day or on a class trip it will be confiscated until it is picked up by a parent in the office.

RESTROOM POLICY

PreK students will be accompanied to the restroom by an adult. Students in grades K through 8 will receive a verbal “okay” from the teacher to use the restroom. Students are expected to return immediately to class, and avoid lingering in the hallway or visiting other classrooms.

LUNCH & RECESS SCHEDULE

Students eat lunch and have time for outdoor or indoor (in times of inclement weather) recess in three shifts. This schedule ensures that the younger students and older students are not on the playground at the same time.

Pre-K and Grades K, 1, and 2 eat lunch from 11:15 A.M. until 11:40 A.M. and go outside to play from 11:40 A.M. until 12:00 P.M. Grades 3 through 5 eat lunch from 11:55 A.M. until 12:20 P.M. and go outside to play from 12:20 P.M. until 12:35 P.M. Grades 6 through 8 go outside for recess from 12:10 P.M. until 12:20 P.M. and eat lunch from 12:20 P.M. until 12:45 P.M.

WELLNESS PLAN

Life and health are precious gifts entrusted to us by God. We must take reasonable care of them, taking into account the needs of others and the common good.

The Catholic Schools of the Diocese of Wilmington acknowledge that childhood and adolescent obesity have reached epidemic levels in the United States. Poor diet and lack of physical activity negatively impact students’ health and their ability to learn.

Good Shepherd Catholic School is committed to:

- Providing students with healthy and nutritious foods in our meal programs, including lunchtime and Aftercare snacks
- Encouraging the consumption of fresh fruits and vegetables, low-fat milk, and whole grains
- Supporting healthy eating habits through classroom instruction
- Providing adequate time for serving and eating lunch
- Providing students with daily opportunities for physical activity

Good Shepherd’s Hot Lunch Program serves only low-fat milk and ice cream. Students may not buy sodas or bring them to school. Candy, drinks, and foods with minimal nutritional value (as defined by the U.S. U.S. Department of Agriculture) will not be served at school (with the exception items sent in by parents for holiday parties and birthdays).

HOT LUNCH PROGRAM

Good Shepherd Catholic School provides a hot lunch program on days when school is in session for a full day. The menu for the coming month is sent home at the end of the current month. Parents order and pay for lunches in advance. Hot lunches cost \$ 4.00 per lunch. Low-fat milk may be purchased for \$1.00 in both white and chocolate. Students who are not buying lunch can purchase milk on a daily basis or parents can order and pay for milk in advance. It is extremely important that directions for ordering and paying for lunch or milk (clearly spelled out on the monthly order form) be followed carefully. The deadline for turning in orders and payment is important so that proper quantities are ordered and prepared. Ice cream is also available to purchase after lunch for 75 cents, but this is not paid for in advance.

Special Note: Students may not have sodas in school (including after dismissal). Students do not have access to microwave heating or to refrigeration equipment, and the lunch staff will not heat lunches. Please pack your child's lunch accordingly.

CAFETERIA GUIDELINES

- When entering the cafeteria, students go directly to their seat or to the hot lunch line.
- Once seated, students remain seated until they are finished eating unless they are buying milk or a snack.
- Students who are buying milk or snacks go to that area only when their table is called.
- Students will obey the direction of all adults who are volunteering or are on duty and will treat those helpers with respect at all times.
- Students will talk quietly among themselves. Chairs are arranged 4 per table and are not to be moved.
- Students are responsible for leaving their tables, chairs, and the floor in good order and free of trash and food.
- Many children in our own country and around the world go to bed hungry every day. Food is not to be thrown, smashed, or wasted.
- Students pray after eating and before they go outside or return to their classrooms.
- Students are not allowed in the kitchen without direct adult supervision.

Failure to comply with these guidelines may result in the loss of the privilege of eating in the cafeteria or loss of recess time.

PLAYGROUND GUIDELINES AND EXPECTATIONS

Students on the playground are supervised at all times. They are never left on the playground alone.

All students must remain in front of the school and are not permitted to play along the sides of the building, in the back of the building, in between the modular classrooms and the main building, or behind the modular classrooms. They may not go past the mailboxes and dumpster area of the parking lot or playground area.

The steps and ramp to the modular classrooms are off limits. Care must be taken that balls do not hit the skirting or sides of the modular classrooms or the walls and windows of the main building.

Students who are on the playground and need to use the restroom may not enter the building without permission and must see one of the teachers who are supervising their outdoor recess if they want to come into the building. The Restroom Policy will be followed.

- Students are expected to use common sense while on the playground at recess.
- Students will not play roughly on the playground.
- Students will show respect for others and will follow the directions of the adults in charge.
- Students will stay away from puddles, mud, ice, and snow and will leave rocks, sticks, and other dangerous objects alone.
- Students may not climb trees and may not play or walk in landscaped areas.
- When the bell rings, students are to stop what they are doing and walk to their class lines quickly and quietly.
- Students will not take food or drinks outside of the cafeteria. Chewing gum at any time or in any place on school property is strictly prohibited.
- Hard balls and other objects that might be unsafe are to be left at home.
- Students will settle differences peacefully.

Playground Equipment

- Students may only be on the slide one at a time.
- Students may never walk up a slide or block the bottom of a slide.
- Teachers at each grade level may set additional guidelines for their students.

Special Note: Playground guidelines and expectations are to be followed at all times, including the hours that the aftercare program is in operation.

ENRICHMENT ACTIVITIES

Good Shepherd Catholic School affords students the opportunity for, and encourages participation in the spelling bee, geography bee, drama club, essay contests, poster contests, and other activities which might be offered in conjunction with other public or private schools, the Diocese of Wilmington, or outside organizations such as the Knights of Columbus, American Legion, or the VFW. A parent's consent is required for a student to participate in these activities.

Athletics

Good Shepherd is proud to offer a mini cheerleading team this year. We are always looking to expand our athletic department. Any parent interested in coaching a team should contact the school office.

Student Council

The purpose of the Student Council is to develop in the students a sense of responsibility and competent leadership. It encourages students to take a more active role in their school and fosters a sense of spirit and pride. It provides a chance for the student body to participate in service, social and learning activities, and to voice their opinions about school affairs.

Students in grades 3 through 8 elect a student from their grade to represent them on the Student Council. Elections for class representative are held in September. The President, Vice-President, Secretary, and Treasurer are elected from among the students in the Junior High. Because Student Council members are special role models for their peers, they must maintain set academic standards and show good conduct. Students who want to campaign for a Student Council office must have the written approval of their parents, homeroom teacher, and the principal.

National Junior Honor Society

The NJHS Chapter at Good Shepherd serves to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. Membership is open to students the second half of sixth grade, seventh and eighth grade.

After completing the process of invitation, evaluation, and induction, the students will work to promote the qualities that represent the NJHS in our school.

Altar Servers

Both boys and girls in grades 3 through 8 are invited and encouraged to assist at Mass and other liturgical celebrations by serving at the altar. These volunteers are trained by the parish priest or deacon.

School Cantors

Boys and girls from Good Shepherd are invited to participate in the cantor program. This program allows our school children to lead the songs at school Masses. The cantors practice on scheduled days after school.

Instrumental Music / Concert Band

Students in grades 4 through 8 have the opportunity to take weekly lessons on the musical instrument of their choice. These lessons are given during school hours, one day a week, at a reasonable rate. Students are responsible for contacting the teachers and completing any work they have missed while they were at their music lesson. Band rehearsals will take place after school. All arrangements will be made through our Instrumental Music Director.

Chorus

Students in grades 1 through 8 may choose to participate in Chorus. Practice for chorus will take place after school. All arrangements will be made through our Chorus Director.

Field Trips

Educational field trips are scheduled when appropriate. Field trips provide a definite learning experience. Follow-up assignments may be given which will help the students assimilate the knowledge they have gained from the trip.

Parents are required to complete a permission form for each field trip. The school staff takes all reasonable steps to safeguard the physical and educational welfare of students. Children with no signed permission slip will stay behind and be supervised. The school is not able to accept phoned permission for field trips. Students must sign a code of conduct form at the beginning of the school year that addresses behavior when representing Good Shepherd away from school.

PARKING

Parking on the school lot while school is in session is prohibited. Parking in the area around the basketball nets, the dumpsters, and the mailboxes is not permitted. The parking spaces on the entrance driveway and behind the parish office are reserved for faculty and parish office staff. If you are visiting the school and leaving by 8:30 a.m., the parking spaces directly behind the parish office may be used. Vehicles must be gone by 8:30 a.m., when the parish office staff arrives. Cones will be strategically placed to prevent vehicles from entering the parking lot once school is in session.

MEDICATION

Parents have the primary responsibility for the health of their children. As much as possible, medications should be given at home. When medication absolutely must be given during school hours, certain procedures must be followed.

No student may keep any medication, prescription or non-prescription, on his or her person, in book bags or jacket pockets, or in the desk at any time.

Any prescription medication that is to be given during school hours must be delivered to the school secretary or the principal in the original, labeled container from the pharmacy. Additionally, a form filled out by the prescribing physician must be provided.

All medications are kept in the main office. If a child's condition requires that prescription medication (such as an asthma inhaler) be kept on her or his person, the school must have a note from the doctor indicating that need.

Medications are dispensed by the school office manager, administrative assistant, principal or the aftercare manager and students must take the medication in their presence. Students are responsible for reporting to the office at the time the medication is to be given. The school will

make every effort to ensure that each child receives his or her medication at the prescribed time.

The school is not permitted to dispense non-prescription medications (including Tylenol, cough drops, or over-the-counter cold medicines).

If students go on a field trip, their medication will be kept by the teacher in charge in an envelope noting the student's name and the time the medicine is to be given. The teacher will initial the envelope after the medication is given and will return the envelope to the school office where it will be kept on file.

HEALTH, ACCIDENT AND INJURY

Parents are *strongly encouraged* to keep their children home if any of these symptoms are noticed: nausea or vomiting, fever, enlarged glands, red eyes, or sore throat. Students should be fever free for 24 hours before returning to school.

All students must have up-to-date emergency forms on file in the school office. In case of an emergency or if a child becomes sick in school or is running a temperature above normal, a parent or other designated contact person will be called immediately. If no one can be reached, the doctor noted on the emergency card may be consulted.

First aid is supplied for minor injuries (scraped knees, bruises, minor cuts or scratches, etc.) at school. Parents will be notified of any accident or injury involving the head or face.

The school should be notified if a child contracts an infectious or communicable disease.

IMMUNIZATION / PHYSICAL EXAMS

Good Shepherd Catholic School must have on file verification that each student has met the requirements of the Health Department of the State of Maryland. Any changes that will go into effect at the beginning of the next school year will be sent home to parents as soon as the school receives them. Parents are encouraged to give a copy of any new information to the school office to keep it that child's permanent record.

TELEPHONE USE

The school telephone is a business phone and is not intended for student use unless there is an emergency. Students are not available to receive calls during the school day, except in the case of an emergency. The office will take messages and deliver them as soon as possible. If you would like to speak with a teacher on the phone or at a conference, the office will be happy to have that teacher call you to make whatever arrangements are mutually acceptable.

Any after school plans such as playmates or leaving with another family must be made in

advance. Students will not be permitted to make telephone calls for these or similar purposes.

Students may not have or use cell phones in school or on school grounds.

MONEY

Any money that is sent into school by parents should be sent in an envelope that is clearly marked for the teacher or the office and also marked with the purpose for which the money is intended. Please be sure to include your name and / or the student's name on the envelope so that it can be credited properly.

If a request for payment for a field trip or other event is sent home and you wish your child to participate, please send in the money as soon as possible.

Parents should carefully monitor how much money their children bring to school. Students are never allowed to lend or borrow money from each other.

CARE OF TEXTBOOKS AND PROPERTY

Students are expected to take good care of all school textbooks, library books, etc. All textbooks and workbooks should be covered with book covers that are available from the school at no charge. Every student must have a book bag or back-pack in which to carry their belongings. It is preferred that the book bags do not have wheels (unless there are special circumstances). If the book bag does have wheels, students are not to use the wheels in the building. This helps prevent scuffing on the floor. Students who damage or lose books will be subject to a charge to cover partial or total replacement of those books.

Desks and other property and equipment should be handled with care and respect.

SCHOOL PICTURES

Twice a year a professional photographer takes individual pictures of each child. In early Autumn the child may choose what clothes they wish to wear (appropriate for a Catholic school). In early Spring uniforms are to be worn, as a class photograph is taken.

For best results, it is important that the directions sent home prior to the picture-taking session be followed. The school receives a commission from the photographer based on the number of students who have their pictures taken.

COMMUNICATIONS TO PARENTS

Communications from the school office, including mail from the Family School Organization, parish, and other groups or organizations is sent home on Wednesday. Mail will be put in a "Wednesday Envelope" and sent home with the youngest child if a family has more than one child in the school. If each student needs a copy of the information (for example, a permission slip or lunch order form), each student will bring home their Wednesday envelopes, not just the

youngest child. This envelope should be signed and returned the next day. Please be mindful to return any forms or letters to school in a timely manner.

Please read the contents of the weekly envelope carefully and respond promptly when appropriate.

The school maintains a web site that is updated frequently throughout the week. Please check the web site often for the most up-to-date information. An online e-mail directory makes it easy for parents to contact teachers or office staff via e-mail. Allow at least 48 hours for teachers to respond to your correspondence- written notes, emails, and phone messages.

FEDERAL PROGRAMS

Good Shepherd Catholic School works closely with both the Cecil and Harford County Public Schools to ensure that the school and its students receive the benefits of the various entitlement programs that have been funded under the Federal Elementary and Secondary Education Act.

SCHOOL CLOSING / SNOW POLICY

Good Shepherd Catholic School follows the Cecil County Public Schools' decision regarding the closing or delayed opening of school due to snow. If the Cecil County schools open late, Good Shepherd opens late; if the Cecil County schools are closed, Good Shepherd is closed. We will send out a school messenger call as soon as that news is received.

Should it be necessary to close the school during the school day because of bad weather or other extenuating circumstances, Good Shepherd follows the Cecil County public schools' decision. If school is in session and it begins to snow, parents should expect notification with a call, email, and/or text message by our automatic calling system. If watching the news or listening to the radio, parents should listen for information referring to the Cecil County Public secondary Schools. Because some of Good Shepherd's students ride the public school buses from Perryville Middle School, Good Shepherd dismisses at the same time that Cecil County Public secondary Schools dismiss.

There will be no aftercare on days when school is dismissed early because of bad weather. The school does not want to expose children, parents, or staff members to any additional danger by keeping them in school beyond the time of an early dismissal when road conditions are deteriorating and becoming unsafe. Please arrive as soon as possible to pick up your child.

EARLY DISMISSAL / OTHER EMERGENCIES

At the beginning of each school year all parents receive a form on which they list phone numbers where they or another responsible party can be reached in case of an emergency. The school uses these phone numbers in all cases when it is necessary to get in touch with a family member quickly. It is extremely important that parents notify the school office immediately if there is a change in address, home telephone number, place of employment and work number, cell phone

numbers, etc.

If it should become necessary to close Good Shepherd Catholic School unexpectedly during the school day because of an emergency that does not involve other Cecil County schools, parents will be notified with a call, email, and/or text message via our automatic calling system. There will be no After-School Care in cases like this. Please arrive as soon as possible to pick up your child.

TECHNOLOGY / INTERNET

Chromebook carts are available for teachers to use in their classroom. Junior High students have a 1:1 device program. Which means, each student has their own Chromebook to use throughout the day. All classrooms are equipped with a View Board. Teachers are encouraged to incorporate technology in the classroom on a regular basis to best prepare our students for high school and beyond. The school has wireless internet access as well as a LAN (local area network).

A link to the Diocese of Wilmington Catholic Schools Acceptable Use of Technology Agreement can be found on the school web page. Please carefully read this with your child. Students will be expected to adhere to these policies when using technology at school. Students may not use the internet without adult supervision.

It is the responsibility of students to charge their Chromebooks at night so that they are prepared for class the next day. When the Chromebooks are distributed a power cord/charger is also given. Students should not be sharing power cords/chargers. In the event that the Chromebook charger is lost, it is the responsibility of the parent to replace it.

RESOLUTION POLICY

While we try to maintain fairness and equality within our daily lives, there are sometimes issues that arise. In the event there is an issue that needs to be discussed, please do this with the child's teacher first. If you do not feel that you have received a satisfactory response, please contact the principal. If after meeting with the principal you still feel the resolution is not satisfactory, you may contact the pastor to discuss the issue.

If the issue has still not been resolved at a parish level, you may contact the Catholic Schools Office within the Diocese of Wilmington.

SAFETY AND SECURITY

All school personnel are concerned about the safety and security of students, staff, and visitors in the school. In the interests of security, all parents or visitors must sign in at the office upon

entering the school. If you need to bring a lunch, book, or assignment for your child, it should be dropped off in the school office and not taken to a classroom. The office staff will deliver the item to your child or to the teacher in a timely fashion.

Additionally, there are security cameras in shared spaces and in the classrooms. Security cameras in shared spaces are monitored regularly by the office staff. Cameras located in the classrooms will only be accessed by designated personnel, the principal, or pastor in order to evaluate specific situations. Teachers will be informed prior to accessing the camera located in his/her classroom.

ANTI-DISCRIMINATION ASSURANCE

The Diocese of Wilmington's policy manual, For The Sake of God's Children (2003), states that "employees will honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person by providing service without regard to economic status, age, gender, race, ethnicity, sexual orientation, or physical or mental abilities."

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Md. Code, ED § 26-704

Added by 2022 Md. Laws, Ch. 739, Sec. 1, eff. 7/1/2022.

POLICY TO ADDRESS STUDENT BULLYING

Catholic Education is rooted in our responsibility to teach the Gospel message. As we model the teachings of Jesus we are called to affirm the dignity of the human person as created in the

image and likeness of God.

Good Shepherd Catholic School strives to provide a safe learning environment for students to reach high moral and academic standards. A positive, supportive climate allows the school community to function in an atmosphere of social, emotional, and physical safety.

It is the policy of Good Shepherd Catholic School to prohibit bullying, harassment, or intimidation of any person on school property or at school-sponsored functions or by the use of electronic technology. In accordance with this, it is also the policy to prohibit reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

Definition of Bullying, Harassment, or Intimidation

As stated by the Maryland State Board of Education, bullying, harassment, or intimidation means intentional conduct (including verbal, physical, or written conduct or an intentional electronic communication) that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. It is further defined as:

- Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
- Threatening or seriously intimidating; or
- Occurs on school property, or at a school activity or event, or on a school bus; or
- Substantially disrupts the orderly operation of a school.

“Electronic communication” means a communication transmitted by means of any electronic device, including a telephone, cellular phone, computer, iPod, mp3 player, or other electronic device.

Prevention

- Professional development for staff and administration to increase awareness of the prevalence, causes, and consequences of bullying and how to address the behaviors.
- Collaboration with families to promote a safe and nurturing school environment/climate.
- Health curriculum that educates students' knowledge of bullying, harassment, and intimidation, and how to prevent and handle these situations.
- Education through the use of *For the Sake of God's Children* in religion and integrating into all subjects.
- Reading and signing the Code of Conduct from *For the Sake of God's Children*.
- Reading and signing the Acceptable Use policy from *For the Sake of God's Children*.

Intervention

- Professional development for staff on how to respond appropriately to students who bully, are bullied, and are bystanders who report bullying.
- Education/intervention for student exhibiting bullying behaviors.
- Support for victim or witnesses, with protection from retaliation and further bullying.
- Recommending/utilizing community health and mental health resources.

Consequences

Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation, for persons engaged in reprisal or retaliation, and for persons found to have made false accusations will be determined after appropriate investigation has determined that such an offense has occurred.

The following list of consequences and remedial actions is presented in no particular order and by no means limits the school from implementing other additional consequences or remedial actions.

- Time Out
- Loss of a privilege
- Verbal reprimand
- Parental notification
- Reassignment of seats in classes, auditorium, or on the bus (if applicable).
- Completion of letter of acknowledgement of action, with apology, to victim
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Referral to law enforcement
- Expulsion
- Ask to withdraw from school

Remediation

- Parent/student conference
- Counseling
- Education about the effects of bullying, harassment, or intimidation
- Behavioral contract
- Referral to an external agency

Reporting

Teachers or staff members will document possible instances of bullying, harassment, or intimidation on a **Bullying, Harassment, and Intimidation Reporting Form** and inform the school administration. All reports will be investigated.

Teachers or staff members must contact the parents of victim and offender by phone call or email to notify of incident to be investigated. The details of this contact must be documented on the reporting form.

All discussions and information relating to the investigation will be documented. Copies of all reports, investigation, and follow up will go in the Bullying, Harassment, and Intimidation binder in the office.

If determined that bullying, harassment, or intimidation has occurred, consequences and/or remedial actions will be determined and applied.

If actions or occurrences continue or escalate, conferences with teacher, parents, and administration will be implemented and the determination for further action will be decided.

GUIDELINES FOR USE OF THE SCHOOL BUILDING

Children who are present at any function or activity (indoors or outdoors) must always be under the direct supervision of an adult. They may never be left unsupervised.

COMMON AREAS (Auditorium, Kitchen, Hallway, Bathrooms)

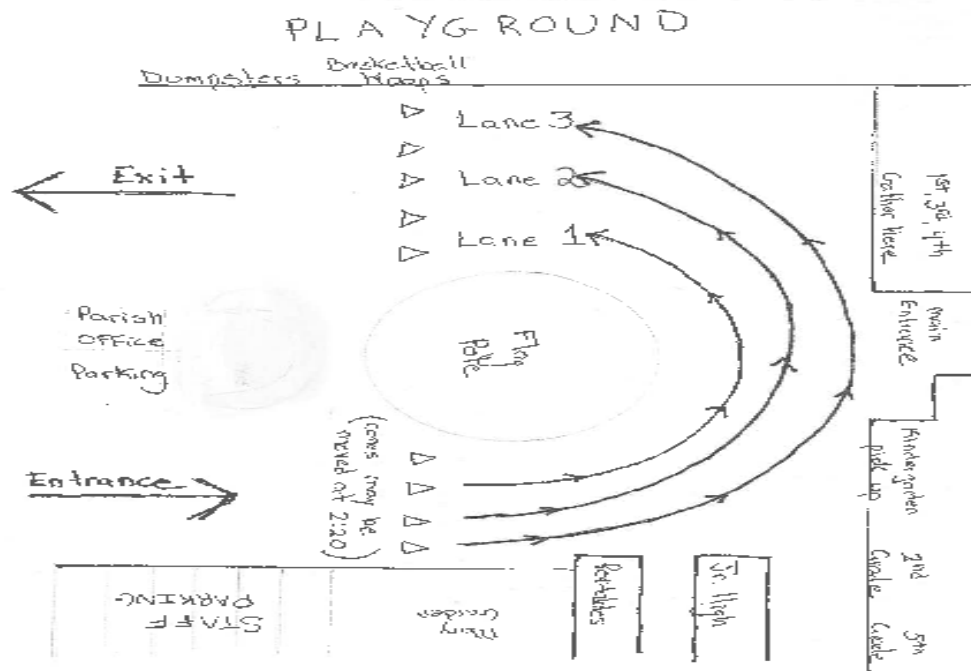
- Close and lock all windows and doors (both interior and exterior).
- Turn out all lights.
- Be sure floors are swept and spills are cleaned up.
- Put tables, chairs, and desks in proper order.
- Take out all trash and replace trash bags (DO NOT DRAG TRASH BAGS AROSS THE FLOOR OR PARKING LOT).
- Be sure all toilets are flushed and there are no paper towels on the floor.
- Be sure kitchen sink is clean.
- Be sure all appliances are turned off and refrigerator and freezer doors are closed.

CLASSROOMS and LIBRARY

- Computers and other electronic and / or audio-visual equipment are strictly off-limits.
- Animals and projects in the classrooms are not to be touched or handled in any way.
- Books and other items in or on student and teacher desks and shelves are not to be disturbed.
- Desks and chairs should be put back where you found them.
- If the chalkboards have been used, they should be erased and, if possible cleaned.

SPECIAL NOTE: All individuals or organizations who wish to use the school hall for anything other than a school or parish activity will be required to leave a security deposit. Arrangements to reserve the school hall are made through the parish office, 410-642-6534.

DISMISSAL DIAGRAM



Dismissal is at 2:30pm. Parents who take their children from the car rider line will enter the parking lot through the main driveway and enter the circle area with the Jr. High Portables to the right, flag pole to the left. If there are orange cones barring the entrance the first vehicle may move these cones to the side, but no earlier than 2:20 pm. Once in the circle, three separate lanes should be formed (see diagram). Pull all the way up to the second set of orange cones if you are the first person in one of the three lanes. If you are not the first person in line, please pull up all the way and park in line directly behind the car ahead of you. Please do not leave gaps in the line. Vehicles that are running should not be left unattended.

Once the parking lot is clear of pedestrians, the signal is given for the first line of cars to move. All vehicles must exit the lot using the driveway that runs along the right side of the parish office (parish office should be on your left as you exit).

Parents who park in the rear parking lot or in the church parking lot must come to the front sidewalk to get their children and must NOT walk through the lined up cars during dismissal. Please remain on the sidewalk until all cars have exited the black top area before proceeding to your vehicle.

Please remember that you must “check out” with your child’s teacher. A teacher will not release a child to go to a car until they see that the parent or guardian is there and takes responsibility for the child.

VOLUNTEER HOUR OPPORTUNITIES

Each family PreK—8th grade is required to volunteer a minimum of 20 hours per school year. We have created a list of opportunities for you to fulfill this obligation.

General Help-

Cafeteria Workers:

Help serve and clean up lunches from 11:15 a.m.-12:45p.m.

Assisting the Teachers:

In the classroom

At home- cutting, assembling, etc. (Just ask them)

General Maintenance:

Painting

Weeding

Planting

EVENTS

Volunteer hours can be earned for these events.

Ice Cream Social-

After the New Family Welcome we invite all returning families to visit each other, meet new families, new teachers and enjoy a bowl of ice cream.

Golf Tournament-

This event is hosted by the Parish to raise money for our school.

Soliciting Sponsors

Take items from school and Setting-up

Beverage Cart

Clean-up (take down and return to school)

Crab Feast-

We host an All-You-Can-Eat-Crab Feast each year at the Wellwood.

Set-up/Clean-up

Running Raffles

Grandparents Day-

Guiding Grandparents to classes

Serving food

Halloween Party-

Decorating

Setting up/Clean-up

Working games

Snack window

Bingo Events-

Set-up/Clean-up

Working the day of the event.

Christmas Bazaar-

Spaghetti Dinner

Making Meatballs

Set-up, cooking, clean-up of spaghetti dinner (2 nights)

Bazaar

Set-up/Clean-up

Selling Raffles

Tables, Wheels, Movie Room

Santa's Workshop-

Buying Gifts

Set-up/ Clean-up

Assisting kids with purchases

Wrapping

Indoor Flea Market-

Our coordinator sells tables (enough to fill Cifaldo Hall) to anyone wanting to bring their items to Good Shepherd on a snowy February morning to sell. The school also takes donations for our school run table to make money for our school.

Selling Tables

Collecting items to sell at school table

Set-up/Clean-up

Running School Table

Selling Snacks

Pancake Breakfasts and Fat Tuesday Supper-

The FSO hosts AYCE Pancake Breakfasts and a Fat Tuesday Pancake Supper. Everyone is welcome to attend.

Set-up/Clean-up

Cashier

Cooking

Serving

Good Shepherd Gala-

This is our biggest fundraiser of the year. We start in October/November gathering items for the auction. We hold monthly meeting to discuss centerpieces, donations, favors, program, etc.

Gathering donations

Putting together centerpieces

- Designing a program
- Decorating the tent at The Wellwood the day of the event
- Clean-up

School Play-

Mrs. Rothka and her team hold auditions for the students to be in the school play. Then the cast rehearses once or twice a week to put on a wonderful show. We also design a set with the help of our “crew”.

- Set design and creation
- Costumes
- Kitchen work (the nights of the play)
- Selling tickets (the nights of the play)

Teacher Appreciation Week-

Our teachers do a great job helping to prepare students for the future. During teacher appreciation week, FSO plans treats for the teachers.

- Creating treats (see FSO president)
- Covering a class during teacher appreciation lunch

Color Run-

- Set-up
- Manning obstacles/color thrower
- Water station
- Lap counter
- Clean-up

Field Day-

- Set-up
- Monitoring games
- Serving and making smoothies
- Clean-up

Strawberry Festival-

Like our Fall Festival we have food, games, music and rides.

- Set-up
- Running games
- Running rides
- Food stations
- Soliciting vendors
- Clean-up

Spaghetti Dinner

- Making meatballs, cooking, serving, clearing tables
- Clean-up

Other Events

No hours can be earned for these events.

Classroom Parties/Celebrations- On holidays, such as Halloween, Christmas, Valentine's Day, etc., classes will often celebrate together. Parents should check with teachers about the plan for these celebrations.

Christmas Program- The students put on a Nativity Play, all are welcome to come watch.

Family Movie Night- The FSO hosts a movie for families to enjoy either outside or in the auditorium. This takes place twice a year. Concessions and pop-corn are sold at this event.

Jump Rope for Heart- This school wide event raises funds for the American Heart Association. The kids get to play games and win prizes for the top fundraisers.

Science Fair- All students must turn in a Science Fair Project. This event is held every other year opposite of the Talent Show.

Talent Show- This is an optional activity. This event is held every other year opposite of the Science Fair.

May Procession- A chance for us to honor Mary and our own Mother's. We meet at the school at 11:40a.m. and process across the street to church. After Mass a student is chosen to place the crown on Mary's head outside in front of the church.

Evening of Fine Arts- This is a chance to see the hard work of our students with our teachers of fine arts. We see art work from the students and are treated to a sampling of music from our band and chorus.

Light refreshments are served by the FSO.

8th grade graduation- Celebrating our graduates at Mass, followed by cake and refreshments.