



2019-2020

Family-Student Handbook

Dear Members of the Good Shepherd Catholic Academy Family:

The 2019-2020 school year at Good Shepherd Catholic Academy promises to be a year filled with learning about the faith, our world, and the role we are all called to play in God's creation. The faculty and staff, with the help and support of our parents and families, will continue to work towards the spiritual, intellectual, social-emotional, and physical growth of each one of our students.

This handbook is meant to provide you with an understanding of the goals, policies, and procedures of Good Shepherd Catholic Academy. It is meant to be informative and helpful to you. You are asked to familiarize yourself with its contents and refer to it as necessary. Your familiarity with this handbook, along with the regular notices and updates you will receive via email, notices sent home with students, and our website, will ensure quality and productive communication, resulting in a productive and smooth academic year.

With all of us working together, and with all of us, educators, students, and families holding ourselves accountable for the role we play in the education and formation of our students, this will truly be an excellent year.

Thank you in advance for your participation in the education of your children, and for your cooperation and support throughout the school year!

Sincerely in Christ,

Mr. John O'Brien  
Principal

# **Good Shepherd Catholic Academy - Brooklyn, NY**

1943 Brown Street, Brooklyn, NY 11229

Phone - 718.339.2745

Fax - 718.645.4513

[www.goodshepherdbklyn.org](http://www.goodshepherdbklyn.org)

## **Family-Student Handbook**

### **Mission Statement**

Good Shepherd Catholic Academy exists to provide an excellent education to its students in a safe and secure learning environment. Through Christ's example set forth in the Gospel, our dedicated faculty show our children how to love and respect each other, themselves and their community. Our Academy provides the knowledge and skills needed for success in life through a rigorous curriculum, enriching activities and an atmosphere of mutual responsibility. Good Shepherd Catholic Academy's philosophy is rooted in the belief that each child is made in the image and likeness of God, uniquely called to love, learn and share life to the fullest. It's through that framework that we encourage every student to develop as a total person- intellectually, emotionally and spiritually- in hopes that they may lead others beyond their days at GSCA.

### **Vision Statement**

At Good Shepherd Catholic Academy, the faculty and staff will work collaboratively to ensure that meaningful student learning will take place each day. All teachers will dedicate themselves to striving for excellence in their profession, thus modeling that same desire for excellence for their students. All students will be proficient throughout the curriculum, demonstrating their ability regularly in their daily work and through formative and summative assessments. Dedication to and growth in the Roman Catholic faith will fuel our existence as each member of the Good Shepherd community will strive to grow in the knowledge and love of the Lord and His Church. Proficiency and excellence in both literacy and mathematics will be emphasized, as will a commitment to discovering the world through social studies and the sciences. Students will be equipped with interpersonal and 21st century skills, allowing them to be successful beyond their days at Good Shepherd Catholic Academy.

### **Admission Policy**

Students registering for Grades K to 8 will be accepted only if their previous academic and conduct records are satisfactory. All admissions are subject to the principal's approval. **All new students are accepted on a probationary basis.** This means that if it is determined that if a student is unable to meet the behavior expectations and/or will not be able to succeed academically, he/she may be subject to dismissal.

### **Time Schedule**

#### **Nursery**

Full Day Program - Monday through Friday 8:10 am - 2:30 pm

Five Half Day Program - Monday through Friday 8:10 am - 11:30 am

Three Half Day Program - Monday, Wednesday, Friday 8:10 am - 11:30 am

#### **Pre-K for All**

Monday through Friday 8:00 am - 2:20 pm

#### **Kindergarten to Eighth Grade**

Monday through Friday 8:10 am - 3:00 pm

Half day dismissal time will be at 12:00 pm

### **Arrival and Dismissal Procedures**

Students in our Nursery and Pre-K for All program are to arrive using the lower level entrances on Brown Street.

Students in Kindergarten through Eighth grade are to line up in their designated areas in the school yard for morning assembly. In the case of inclement/cold weather, morning assembly will take place in the auditorium. Students should enter the building and proceed to the auditorium through the rear entrance of the school off of Batchelder Street. Morning assembly, which includes prayers and the Pledge of Allegiance, along with announcements, will begin promptly at 8:10 am. Students who are not online when the bell rings at 8:10 will be marked late.

Ball playing, running, etc. are not permitted in the school yard or auditorium prior to morning assembly. Additionally, there is to be no ball playing in the school yard until after dismissal is complete (approximately 3:10 pm).

Parents are welcome to remain in the school yard, behind the students, for morning assembly. Due to space constraints, parents are unable to remain for morning assembly indoors.

Typically, on the first Friday of each month, grades K-8 will attend Mass at 9:00 am. Many of these First Fridays will also be a 12:00 Dismissal (11:30 for JPK) as there will be a faculty meeting on these days. Our Pre-K for All program will *not* have half days on these First Fridays.

### **Attendance**

There is a high correlation between academic success and school attendance. Prompt, regular attendance has a positive influence on student achievement. Families are encouraged to schedule vacation days in accordance with the school calendar. All students are expected to be on time for school each day.

When a child is absent:

It is the responsibility of the child to make up assignments, projects and tests missed during any absence. Homework and class materials will be ready for pick up between 3:00 pm and 3:30pm or arrangements can be made with a classmate to get the work and books. In case of an extended absence due to serious illness, families should arrange to meet with the teacher to discuss long-term planning.

- All work must be completed upon the student's return.
- A parent/guardian must call the school or email the main office between 8:00am and 9:00am to report the absence.
- New York State Education law requires a written note to be submitted to the school via the homeroom teacher upon return. Please use the school form distributed at the beginning of the school year to record the dates and reason for the absence. Please note that an unexcused absence will be recorded as illegal on school records.
- For three or more consecutive days a doctor's note is required. If a child becomes ill in school, the parent or emergency contact person will be notified and asked to pick up the child.

If it is necessary for a child to leave school early, a written request or email must be sent to the teacher. A parent or another approved adult must meet the child in the office and sign the child out.

## **Lateness**

Arriving late is a negative way to start the day for the child and a disruption to the teacher and other students in the class. **Students in grades 6-8 who accumulate of five latenesses within a trimester may be given a detention. Students in grades K-5 who accumulate at least five latenesses in a marking period will have a parent conference scheduled.**

## **Vacations**

Since we have three extended breaks during the school year (Christmas, Winter Recess and Easter Recess), all families are encouraged to arrange trips during that time. If it becomes necessary for a family to take a trip at other times, students are expected to bring their school books with them and check the website in order to remain up to date with school work..

## **Emergency School Closings/Emergency Procedures**

In case of inclement weather conditions, the schools/academies in the Diocese of Brooklyn will always close when the New York City Public Schools are closed. This will be announced on radio stations WCBS (880) and WOR (710). Families will also be notified of a school closure through our Option C messaging system.

Should it be necessary for us to evacuate the school, arrangements have been made for us to go to designated evacuation sites. Circumstances prompting the evacuation would determine which site we go to.

- Good Shepherd Church
- Marine Park Junior High School - 1925 Stuart Street
- St. Edmund Preparatory High School - 2474 Ocean Avenue

If an emergency occurs and we are not evacuating the building, families may pick up their children at the school. Procedures have been developed for rapid pickup. Please enter the main door of the school for sign-out and you will be directed to the classrooms. If someone other than a parent or a person listed on school files as an emergency contact is coming for your child, he/she MUST have a written note from you authorizing the pickup. We cannot accept phone authorization for this. Please make these arrangements before signing the last page of this handbook.

## **Communication**

Families are encouraged to communicate with the child's teacher. If it is necessary to arrange an appointment, please either send a written note or an Option C message to the teacher requesting an appointment and a mutually convenient time will be arranged. Teachers should not be approached for a conference at the beginning of the day, during classes or at dismissal. Families are asked not to attempt to reach teachers through their personal numbers, email addresses, etc. All communication should take place in person or through communication methods established by the academy. Before approaching the principal on matters that happened in a classroom, families are encouraged to make arrangements to speak to the teacher first. Every effort is made to keep families well informed of both school events and the child's progress. The school will distribute the necessary communications but it is the child's responsibility to deliver them to the parent. The following means of communication are used:

- The school website
- Letters sent home with the child
- Home-Academy Association meetings
- Assessments (Tests, quizzes, projects, etc.)
- Progress Reports
- Report cards
- Parent-Teacher interviews
- Email blasts/Option C Messages

## **E-Mail Etiquette Tips for Parents and Teachers**

These guidelines can help parents use e-mail in ways that will be most beneficial to the student.

- Never use e-mail for matters of controversy or real distress. When you have a really serious matter, it is always best to meet with the teacher directly.
- Do not send multiple e-mails on the same topic. Generally, teachers will try to get back to you as quickly as they can. Remember, they have many students and are concerned about all of them.
- Never say anything by e-mail that you wouldn't want published.
- The rules for civility in e-mail are the same as in face-to-face meetings. Convey a positive tone in your e-mails which can set the stage for a cordial working relationship with teachers and other school personnel.

## **Calendar**

Monthly calendars will be sent home at the beginning of each month. The school calendar is available on the academy website as well as on our Option C site. The website calendar will supersede information previously published.

## **Email Correspondences/Blasts**

It is extremely important that the school office is aware of each family's email address. Throughout the school year, "blasts" are sent out on a weekly basis. This may include, but is not limited to, emergency information.

## **Calls to the School**

Calls cannot be taken for children except in a real emergency. If family plans change, it is a parent/guardian's responsibility to make arrangements that do not involve the school office. Children are not permitted to make phone calls from the school office, except in a real emergency. If an after school activity is canceled, a text will be sent home.

## **Family Information**

It is very important that the school has the most current information on each child's record card. If a family has a change of address, home phone number, mother and father's work phone number, cell phone number, email address or emergency contact numbers, the school must be notified in writing as soon as the change occurs.

## **Emergency Information**

Emergency contact information was provided when you first registered your child. Any changes that occur in this information over the course of the school year must be reported to the administrative staff immediately. Inaccurate information impacts your child's safety and security. In the event of an emergency in which an immediate decision is needed or in which no emergency contacts can be reached, the administration, in conjunction with the school nurse, will make the decision we feel is in the best interest of the child.

Only adults listed on the emergency contact sheet are authorized to take a child from school. A note from the parent/guardian may be accepted if someone other than those listed on the emergency form has to pick the child up, as addressed under Dismissal Procedures.

### **Early Dismissal**

Leaving school early for an appointment is discouraged. If a student must leave school before dismissal he/she must bring a note from a parent and give it to their homeroom teacher upon entry. Included in this request should be the student's name and class/grade, the reason for the early dismissal, the name of the person who will pick up the student, and the time requesting to leave. The person who comes for the student needs to meet the student in the school office. Students who are sent home sick by the school nurse must be signed out in a similar fashion.

### **Custody**

Divorced or separated families must file a court-certified copy of the custody section of the divorce or separation decree with the principal.

### **Health and Safety**

Good Shepherd Catholic Academy has a full time nurse assigned to the school every day who is available to students as needed. Minor injuries are treated at the school. For more severe illnesses or injuries, the nurse will notify families to have the child taken to the doctor. In emergency cases the school will be required to call for an ambulance. Families/guardians will always be notified of a serious problem. Good Shepherd Catholic Academy follows NYC Department of Health policies and protocols for all health related issues. Good Shepherd Catholic Academy's school nurse, can be contacted at 718-627-0639. If there is no answer, call the school number: 718-339-2745

### **Prescription and Over the Counter Medications**

If your child requires prescription medication during the school day, a written note from the doctor is to be provided to the nurse, as well as the classroom teacher, along with the medication in its original container with the child's name and the name of the medication on the bottle. A 504 medical form must be completed by the child's doctor, and signed by the child's family. Forms are available in the Nurse's office. A child who feels ill in the middle of the school day will be given a pass and escorted to the nurse's office. If it is determined that the child needs to leave school for the day, a parent/guardian will be contacted to take the child home. Teachers are not allowed to administer medication to students, even with a doctor's note. All requests must be referred to the school nurse.

## **Administration of Epinephrine**

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis: 1. To notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises 2. To supply the school with the epinephrine device in its original packaging as received from the pharmacist 3. To replace the epinephrine device when it expires, discolors, or has been used. When the student is away from the school building, the parent or another adult who has been trained in administering epinephrine must accompany that student.

## **Pesticide Notification**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year. Good Shepherd Catholic Academy is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications. However, if the school remains unoccupied for 72 continuous hours following the application, we are not required to give advance notice.

Pesticides are applied in Good Shepherd Catholic Academy during vacation periods. Therefore, we are not obligated to provide notification prior to the pesticide application.

## **Volunteers**

Good Shepherd Catholic Academy has been greatly assisted by many wonderful and generous volunteers. Good Shepherd needs and appreciates this service. If you could volunteer your time and talent please do so when the call for volunteers support is made. All volunteers (anyone in contact with children, including school trip chaperones) must attend a Virtus training session, sign a Code of Conduct form, and participate in a background screening. This protocol is required by the Diocese of Brooklyn's Safe Environment Office.

## **Field Trips**

At various times during the year, field trips may be organized to enhance the curriculum taught in the classroom and/or to celebrate/contribute to school spirit. Families/guardians will receive written notification prior to the field trip as well as a parental consent form, which must be returned on time in order for your child to participate in an off-site trip. The teacher will request parent volunteers to assist with the trip, and/or a monetary contribution to fund your child's

participation. Payment must be sent in on time to ensure proper and efficient organization and planning of the trip. As a reminder: all field trip volunteers must be Virtus trained, as per Diocesan guidelines.

### **Special Education**

Every effort will be made to accommodate the needs of students with IESP's. Namely, testing modifications such as extended time and separate location can be made, as can arrangements for Speech Therapy, Occupational Therapy, SETSS and SEIT services. Please note that not all students with IESP's will be able to be served Good Shepherd Catholic Academy.

### **Report Cards**

Report cards are distributed three times a year. Evaluation is based on the achievement of program objectives measured by classwork, homework, independent study, projects, class participation, and formal tests. Final examinations are given at the end of the third trimester in Religion, ELA, and Math.

### **Failures**

Students who fail to attain passing grades in June will be required to attend summer school or a school-approved home school program. Evidence of completion of summer school or the school approved homeschool program must be submitted to the school office by August 15th.. Failure to meet this requirement may jeopardize promotion to the next grade in September.

### **Retention**

Students who fail consistently throughout the year or who have multiple failing grades may be required to repeat the grade. Retention will be at the discretion of the principal in consultation with the teacher(s) and/or the student's family.

### **Graduation**

Eighth grade students must pass all major subjects in order to receive a diploma at graduation. Those who fail will have to attend summer school and will receive a diploma upon successful completion of summer classes. The high school that the student will attend the following September will be notified that the student has failed.

## **Physical Education**

All students in Grades Pre-K through 8 participate in the Physical Education Program. This program is required by the New York State Education Department. Medical conditions that necessitate an exemption from gym require a doctor's report to be filed with the school office. Students who do not participate in Physical Education on a given day, whether for a medical reason or due to a lack of having a complete gym uniform, may be given an assignment to complete.

## **Gym Uniform**

On their assigned gym day, students are to wear their gym uniform and sneakers. A uniform tee shirt is available for wear under the sweatshirt, and this tee shirt must be worn if the sweatshirt is removed in the classroom. Slip on sneakers are not permitted. Sneakers must have laces or Velcro closures.

## **Uniforms**

By sending your child to Good Shepherd Catholic Academy, you are agreeing to have your child wear the uniform that has been selected. Students are expected to be in complete uniform at all times unless something unusual happens and a note is sent in by the parent.

Uniform shirts must be tucked in at all times. Boys must wear dress belts at all times.

Jewelry is not part of the uniform. Girls may wear one small earring in the lobe of each ear; hoop earrings are not to be larger than one inch. They are not permitted to wear make-up or nail polish. Boys are not permitted to wear earrings. There should be no writing on body parts (hands, arms, legs, etc.).

Both boys and girls are to have moderate, neat hairstyles. Boys may not have hair covering their ears. Neither boys nor girls may dye their hair. If there is a question concerning hairstyles, the decision will be up to the principal's discretion.

Students failing to conform to uniform regulations will be given a demerit. If the problem continues, they will be given detention.

## **Grades 1-4**

### **Girls**

- Blue skirt - skirts are not be worn more than two inches above the knee
- White golf shirt/short sleeve
- White socks or navy tights
- Black or navy dress shoes
- Only Good Shepherd sweater/fleece may be worn in class
- Uniform pants may be worn in winter.

### **Boys**

- White golf shirt/long sleeve white golf shirt may be worn in winter
- Black or navy dress shoes
- Black or navy socks
- Only Good Shepherd School sweater/fleece may be worn in class
- Uniform shorts may be worn in September, May, and June
- No sneakers or sandals may be worn with shorts
- Shirts must be tucked in
- Belts must be worn

## **Grades 5-8**

### **Girls**

- Plaid skirt - skirts are not to be worn more than two inches above the knee
- Blue polo shirt
- White or navy socks or navy tights
- Shirts tucked in at all times
- Black or navy dress shoes
- Uniform pants may be worn in the winter
- Only Good Shepherd sweater/fleece may be worn in class

### **Boys**

- Blue golf shirt/long sleeve golf shirt may be worn in winter
- Navy pants
- Shirts are to be tucked in at all times
- Belts must be worn
- Uniform shorts may be worn in September, May, and June
- No sneakers or sandals may be worn with shorts
- Black or navy dress shoes

- Only Good Shepherd sweater/fleece may be worn in class

**Families are asked to mark each child's uniforms with their names so that they may be returned to them if misplaced.**

### **Dress-Down Days**

The following rules are in effect any time a "dress-down" day is scheduled:

- Nobare midriff shirts
- No flip flops, or backless shoes
- No inappropriately worded t-shirts
- Boys pants, or shorts must be worn at the waist

### **Books**

Textbooks are used on a rental basis and must always be kept clean and covered with Book Covers. Book covers that are marked with drawings, etc., will be required to be changed. Any books that are damaged or lost must be replaced at the expense of the student responsible for the damage or loss. Workbooks (not textbooks) should be covered in clear contact paper. The student, not the school, is responsible for supplying book covers. Books must be carried in some type of schoolbag in order to protect them. All textbooks are collected at the end of the school year and must be in good condition. Most of these books are on loan to us by the State and are, therefore, the property of New York State. Uncovered books will be confiscated.

### **Cheating**

Because honesty is most important, cheating will not be tolerated. Students who are found cheating (both those who give and those who take answers) will receive a detention, a zero on the test or assignment and may be suspended from school. An incident of cheating will be a negative factor in determining students who may or may not be eligible for academic awards at graduation. Cheating also includes copying book reports, projects, homework, and forging a parent's signature. Honesty is more important than receiving a high mark.

## **Cell Phones**

Cell phones are to be turned off before entering the school building or joining the class on line in the school yard.. During the school day, all cell phones should be turned into the teacher. If a student has a phone out or on and uses it for any reason during the school day, it will be confiscated, the student will receive a demerit, and the phone will be held in the principal's office until a parent or guardian picks it up.

- Camera of any type may not be used by students to take pictures on school grounds for the safety and privacy of our students and staff.
- Students may not use their cell phones to call to request that their families deliver a "forgotten" item (eg. homework, permission slip, etc.)
- Cell phones may be turned on after the student has left the school building.
- The school is not responsible for lost or stolen phones. The student, not the school, is totally responsible for all phones that are brought into the building.

## **Bus**

Students in grades 7 and 8 who ride the MTA bus are to use the privilege with care. MetroCards are available for those who qualify. The distance requirements are set by the Office of Pupil Transportation.

School buses are provided for students in grades K - 6 from the surrounding area, depending upon the distance from the school. For the safety of all students, appropriate and mature conduct is expected. All students are to wear seat belts. Any student who causes difficulty on the school bus or who refuses to wear a seatbelt will be suspended from the bus for a period of time. This will be at the discretion of the principal.

Children in the younger grades who usually travel home from school by bus should bring a note to the teacher informing her that the child will not be traveling home from school by bus on a particular day.

## **Respect**

Our goal is to teach our students to respect themselves one another their teachers, and school property. A teacher's proper title should be used when speaking to or about them. Miss, Mrs., Mr. is much more respectful than calling a teacher by his or her last name only.

## **Visitors**

All visitors/families/guardians/volunteers must report to the school office upon entering the school building. Family members and visitors are not to interrupt classes.

## **Birthdays**

Students may dress down on their birthdays. All grades celebrate that month's birthdays at the end of the month. The exact date will be at the discretion of the teacher. On the day that birthdays are celebrated, families may drop off party goods (cookies, cupcakes, plates, napkins, etc.) at the beginning of the school day. Please communicate with the teacher beforehand.

## **Photographs**

Good Shepherd Catholic Academy reserves the right to publish photographic images and, if necessary, to print the names of the students in photographs accompanying materials published by the school, such as the yearbook, or in press releases and articles submitted to local or diocesan newspapers, as well as on social media platforms. The school will always use discretion in the choice and use of photographs, and students will never be identified by full name if they appear on the school website. Should any family not want their child's photograph used for these promotional and marketing purposes, a request should be sent, in writing, to the school office.

## **Mandated Reporters**

Should an employee of Good Shepherd Catholic Academy suspect child abuse or neglect, he or she is obligated to notify Child Protective Services.

## **Title I**

Title I of the Elementary and Secondary Education Act provides for additional academic assistance in Mathematics and Reading for students who qualify. Qualification for these services is based on students' test scores and the location in which they live. Good Shepherd Catholic Academy hosts Title I teachers on a weekly basis.

## **Appendix A: Conduct Policy**

### **Grades 1 - 4**

*“Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. Love your neighbor as yourself. There is no commandment greater than these.”* Mark 12: 30-31

As stated in the mission statement of Good Shepherd Catholic Academy, Jesus Christ is the reason we exist. As such, our students “will follow the example of Christ and love and respect each other, themselves, and all whom they encounter as students of Good Shepherd.”

With this as our standard, it is imperative that our students be held accountable for their actions. To this end, the following conduct policy will now be implemented and enforced:

#### **Grades 3 and 4:**

1. If a student should commit a minor offense<sup>1</sup>, he/she will be issued a demerit.
2. Parents will be notified through Option C when their child receives a demerit.
3. If a student receives three demerits, a detention will be issued.
4. Parents will be sent written notification of detention, which will typically be served after school on the following day.
5. Should a student receive three detentions within a trimester, he/she may be subject to an in-school suspension. Further, if inappropriate behavior persists, the student may be subject to dismissal from the academy.
6. If a student should commit a major offense<sup>2</sup>, he/she will be issued a detention and may be subject to an in-school suspension. Should the same inappropriate behavior persist, the student may be subject to dismissal from the academy.

#### **Grades 1 and 2**

1. If a student consistently commits minor offenses, a parent will be contacted.
2. Each time a parent is contacted, the student will be issued a demerit.
3. Parents will be notified through Option C when their child receives a demerit.
4. If a student receives three demerits, a detention will be issued.
5. Parents will be sent written notification of detention, which will typically be served after school on the following day.
6. Should a student receive three detentions within a trimester, he/she may be subject to an in-school suspension. Further, if inappropriate behavior persists, the student may be subject to dismissal from the academy.
7. If a student should commit a major offense<sup>2</sup>, he/she will be issued a detention and may be subject to an in-school suspension. Should the same inappropriate behavior persist, the student may be subject to dismissal from the academy.

<sup>1</sup> Minor offenses include but are not limited to: dress code violations, disrupting class, inappropriate behavior in the classroom, hallways, auditorium, or any other place within the academy.

<sup>2</sup> Major offenses include but are not limited to: disrespect to teacher, disrespect to student, hitting or violence of any kind, bullying, harassment, and inappropriate language.

### **Grades 5 - 8**

*“Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. Love your neighbor as yourself. There is no commandment greater than these.”*

Mark 12: 30-31

As stated in the mission statement of Good Shepherd Catholic Academy, Jesus Christ is the reason we exist. As such, our students “will follow the example of Christ and love and respect each other, themselves, and all whom they encounter as students of Good Shepherd.”

With this as our standard, it is imperative that our students be held accountable for their actions. To this end, the following conduct policy will now be implemented and enforced:

1. If a student should commit a minor offense<sup>1</sup>, he/she will be issued a demerit.
2. Parents will be notified through Option C when their child receives a demerit.
3. If a student receives three demerits, a detention will be issued.
4. Each subsequent offense may lead directly to a detention as opposed to waiting for another accumulation of 3 demerits for a detention
5. Parents will be sent written notification of detention, which will typically be served after school on the following day.
6. Should a student receive three detentions within a trimester, he/she may be subject to an in-school suspension. Further, if inappropriate behavior persists, the student may be subject to dismissal from the academy.
7. If a student should commit a major offense<sup>2</sup>, he/she will be issued a detention and may be subject to an in-school suspension. Should the same inappropriate behavior persist, the student may be subject to dismissal from the academy.

<sup>1</sup> Minor offenses include but are not limited to: dress code violations, disrupting class, inappropriate behavior in the classroom, hallways, auditorium, or any other place within the academy.

<sup>2</sup> Major offenses include but are not limited to: disrespect to teacher, disrespect to student, hitting or violence of any kind, bullying, harassment, and inappropriate language.

## Appendix B: Homework Policy

*Rise, then, for this is your duty! We are with you, so have courage and act!"*

Ezra: 10

### Grades 1 - 4

In an effort to reinforce concepts learned in class and/or prepare students for material to be learned, as well as to impart responsibility and a strong work ethic, and to develop time-management skills, students at Good Shepherd Catholic Academy will receive homework for each of their classes on a regular basis.

It is the firm and unwavering expectation of the principal and faculty that all homework is completed on time and to the best of each student's ability.

As such, the following policy will build upon procedures already in place and will serve to ensure that students are aware of and complete their homework:

1. All homework assignments will be both announced and displayed in the classroom.
2. **Students must write their homework assignments in their agenda books daily.**
  - In the beginning of the year, first grade students will have homework sheets stapled in their agendas each week. First grade parents will be notified when their children start writing their assignments in their agendas.
3. All homework assignments will be posted on the academy's website, [www.goodshepherdbklyn.org](http://www.goodshepherdbklyn.org). Please note that the website serves as a *secondary* means of communication to students of homework assignments. While the website is a primary tool of communication of homework for parents, the agenda book is primary for students.
4. **For grades 3 and 4:** If a student fails to complete a homework assignment, he/she will be issued a homework demerit. If a student receives three homework demerits for a subject, he/she will be issued a detention. **For grades 1 and 2:** 5 points will be deducted from a student's homework grade in a given class for each homework missed. Please note that an incomplete homework will be considered as a "no homework."
5. Parents/guardians will be notified in writing when their child has been issued a demerit and/or a detention. Typically, the detention will be served after school on the following day.
6. Should a student receive three homework detentions in a trimester, he/she may be subject to an in-school suspension.
7. As each new trimester begins, students will have a "clean slate." That is, any missed homework from the previous trimester will not be factored into the current trimester.

## Grades 5 - 8

In an effort to reinforce concepts learned in class and/or prepare students for material to be learned, as well as to impart responsibility and a strong work ethic, and to develop time-management skills, students at Good Shepherd Catholic Academy will receive homework for each of their classes on a regular basis.

It is the firm and unwavering expectation of the principal and faculty that all homework is completed on time and to the best of each student's ability.

As such, the following policy will build upon procedures already in place and will serve to ensure that students are aware of and complete their homework:

1. All homework assignments will be both announced and displayed in the classroom.
2. **Students must write their homework assignments in their agenda books daily.**
3. All homework assignments will be posted on the academy's website, [www.goodshepherdbklyn.org](http://www.goodshepherdbklyn.org). Please note that the website serves as a *secondary* means of communication to students of homework assignments. While the website is a primary tool of communication of homework for parents, the agenda book is primary for students.
4. If a student fails to complete three homework assignments for a class, he/she will be issued detention. Further, for every assignment missed after the third, an additional detention will be issued. Please note that an incomplete homework will be considered as a "no homework."
5. Parents/guardians will be notified in writing when their child has been issued detention. Typically, the detention will be served after school on the following day.
6. Should a student receive three homework detentions in a trimester, he/she may be subject to an in-school suspension.
7. As each new trimester begins, students will have a "clean slate." That is, any missed homework from the previous trimester will not be factored into the current trimester.

## **Appendix C: Technology/Computer Use Policy**

The computer equipment and access to the Internet at Good Shepherd Catholic Academy are provided to our students for educational purposes only, and can only be used under the direct supervision of a staff member.

Students are responsible for good behavior on the school computer Internet network. Access to the Internet is provided for students to conduct research for instructional purposes and to communicate with others. It is not being provided to access social websites, chat rooms, instant messaging, or inappropriate websites. Access to the Internet is provided to students who agree to act in a considerate and responsible manner.

Individual users of the school's Internet network are responsible for their behavior and communications over this network. It is presumed that users will comply with Good Shepherd Catholic Academy's standards and will honor the agreements that they have signed. Individuals will strive to act in all situations with honesty, integrity, and respect for the rights of others.

The following are not permitted:

- Sending, receiving, accessing, or displaying offensive messages, pictures, or other inappropriate material
- Using obscene language
- Accessing chat rooms, instant messaging, games or other items that do not pertain to school needs
- Altering another student's work
- Hacking
- Dissemination of personal information

Students who have websites, or who post information on a website such as, but not limited to: Facebook, YouTube, Twitter, Ratemyteacher, that portray Good Shepherd Catholic Academy, or any member of the Academy community in a negative light or threatens any individual, will be subject to disciplinary action and may lead to dismissal, even if the posting is done outside of the school during non-school hours.

- Violations will result in the loss of computer and/or internet access
- Additional disciplinary action may be determined by the nature of the violation, with final decisions being made by the school administration

**It is the responsibility of the families/guardians to monitor closely what their children are doing on the computer in the home, so that problems do not carry over to the school.**

Students are expected to respect the privacy of others. Copying or changing someone else's information, unauthorized access to the network and unauthorized disclosure, use and dissemination of personal identification information regarding minors are prohibited.

Our goal is to educate our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. Any student who posts information on any website, bulletin board, chat room, e-mail, or other messaging system that is deemed threatening or detrimental to the character of another person is subject to disciplinary action including detention, suspension or expulsion.

It is essential that all students take care of our equipment and software. Licensing agreements and copyright laws must be heeded at all times, and the parent(s) or guardian(s) of the user will be responsible for legal costs and fines in the event that these rules are broken, and the user's action results in punitive damages. Likewise, the cost of any damage to the equipment or software will be the sole responsibility of the user.

## **Appendix D: Chemical Substance Abuse Policy**

Students found to be under the influence or in possession, sale or exchange of a chemical substance (alcohol, drugs, cigarettes, e-cigarettes) in the school, on school grounds, or at school-related activities will be subject to penalties commensurate with the gravity of their actions. The following procedures will be used in such cases: 1. After being notified, the administrator will have a legal right to search the student's personal belongings. 2. The families will be notified and the student will be suspended to the care of his/her family. 3. The administrator, in consultation with the board chair will evaluate the case and, depending upon all the factors involved, will choose from the following alternatives: A. Refer the student to an appropriate outside agency for help. A repeat of this behavior while the student is receiving professional help could be grounds for expulsion. B. Expel the student immediately.

## **Appendix E: Tuition Policy**

Good Shepherd Catholic Academy relies on tuition and fundraising exclusively to provide quality education for all its students. Therefore the Academy is dedicated to maintaining careful management of its finances and has adopted the following policies covering the payment of tuition and fees and other related financial issues.

1. All families must sign an enrollment contract that guarantees the family will be responsible for the full payment of tuition for the academic year.
2. Families pay tuition for an academic year in ten-month installments commencing on July 1<sup>st</sup> and ending in April for the academic year beginning in September.
3. The tuition payment can only be made by a check or money order.
4. Tuition payments are due on the dates stipulated in the enrollment agreement and on the monthly calendar or on the dates arranged by an alternative payment plan.
5. Since the tuition payment is due on the 1<sup>st</sup> of each month, an account will be charged a \$25 late fee if it is in arrears after the 15<sup>th</sup> of the month. This late policy begins on October 15 of the new academic year. There is a \$25 return check fee. If there is a situation that prevents payment in a timely manner, it is the responsibility of the family to contact Good Shepherd Academy promptly.
6. All financial obligations, which include tuition, registration and other required fees, must be satisfied by June 15<sup>th</sup> in order for the students to enroll in the Academy in September of the new academic year. While registration is due in January for the new academic school year, a student is not officially enrolled until all financial obligations are met.
7. In the event that two (2) or more monthly tuition payments are delinquent prior to the commencement of a trimester, the student will not be permitted to attend class at the start of the trimester. If any portion of the previous year's tuition is in arrears, the student will not be permitted to begin the new academic year. In addition, for any arrears in tuition, Good Shepherd may withhold report cards, transcripts, records and diplomas until all financial obligations are satisfied in full.

**8<sup>th</sup> Grade Financial Requirements** – For the 8<sup>th</sup> grade students, in order to fully participate in graduation activities all financial obligations based on their enrollment agreement or by an alternative payment plan must be fulfilled by June 3, 2019. If there are delinquent tuition balances, students will not participate in graduation exercises, they will not receive a diploma and their transcripts will not be released to the high schools. Please contact the Academy principal if you have any questions.

Good Shepherd Academy has the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection. It is not our desire that any family should incur unnecessary legal fees or suffer further embarrassment or inconvenience in this regard. Therefore, we again encourage prompt communication with the Academy in any effort to avoid litigation.

We appreciate our families' cooperation in assisting the Academy in meeting its financial obligations in a timely manner. At the same time, we recognize that there are a few exceptional cases of a family experiencing temporary financial difficulty due to loss of employment, illness, or other factors beyond the family's control. In such cases, it is the responsibility of the family to contact the Good Shepherd Academy promptly and make suitable arrangements or apply for emergency tuition assistance as may be available.

Since tuition delinquency impacts the whole Good Shepherd Academy community that includes students, faculty, and staff, we suggest that any family with a tuition delinquency in excess of **30** days contact Good Shepherd Academy immediately to seek emergency tuition assistance.

## Appendix F: Bullying Policy

*God created mankind in his image; in the image of God he created them;  
male and female he created them. (Gen. 1: 27)*

God created all people in His image and likeness. As a result, we believe that every person is a person of dignity and value. We believe that all people deserve to be treated with kindness and respect. Therefore, there is no place for bullying at Good Shepherd Catholic Academy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

([www.stopbullying.gov](http://www.stopbullying.gov))

If bullying occurs, or there is even a suspicion of bullying, the following steps will be taken:

1. Those involved will be instructed to cease the behavior immediately.
2. Those responsible will be informed of the destructive nature of their behavior.
3. The parents of all those involved will be informed on the day of the incident.
4. At the discretion of the administration, one or more of the following steps may be taken
  - A recommendation of counseling
  - Peer mediation
  - Detention
  - Suspension
  - Dismissal from the Academy

## Appendix G: Photo Release Form

### GOOD SHEPHERD CATHOLIC ACADEMY

#### PHOTO RELEASE FORM

This document gives GOOD SHEPHERD CATHOLIC ACADEMY along with the Diocese of Brooklyn and its communications arm, DeSales Media Group, permission to reproduce photographs and video taken of students associated with the promotion of Catholic Education within the Diocese of Brooklyn.

Permission is granted for:

Name of Student: \_\_\_\_\_

Grade of Student: \_\_\_\_\_

1. The academy/parish school may photograph or videotape the student listed above while they are partaking in scholastic related activities e.g. Classroom, clubs, field trips, competitions, and school events.

2. I authorize the academy/parish school to use photographs or video of the student listed above for:

- a. Parish School/Academy Website and Social Media Page
- b. Parish School/Academy Marketing Materials e.g. Brochures, Flyers, Billboards as well as television, digital and print advertisements
- c. Futures in Education Promotion (Diocesan Scholarship Organization)
- d. Promotion of Catholic Education within the Diocese of Brooklyn

3. I understand that by giving this authorization, GOOD SHEPHERD CATHOLIC ACADEMY along with the Diocese of Brooklyn and DeSales Media Group can use the student's photographs or video for the purposes listed above.

Signature of Parent/

Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix H: Field Trip Release Form

### GOOD SHEPHERD CATHOLIC ACADEMY FIELD TRIP RELEASE FORM

Name of Student: Grade of

Student: Teacher's Name:

Grade Taught by Teacher:

Date of Trip:

Departure Time:

Destination of Field Trip:

Educational Reason for the Trip:

Expected Time of Return:

Mode of Transportation:

Lunch and Snack Expectations:

Cost of the Field Trip:

Identification of Any Special Features and Events Associated with the Field Trip:

Special notes about child (i.e. Allergies, Necessary Medications)

I/we, the parent(s)/guardian(s) of \_\_\_\_\_ request that the GOOD SHEPHERD CATHOLIC ACADEMY allow my/our child to participate in the Field Trip stated above. In consideration for making the arrangements for this field trip, we hereby release and save harmless the Academy/Parish School and all its employees from any and all liability arising to my/our child as a result of this trip.

Parent/Guardian Signature(s):

Date:

Updated Emergency Contact:

Parent (s) Name:

Cell Phone Number:

Work Phone Number with Extension Number:

Email Address:

I would be willing to chaperone (Yes or No)

Please Check if you wish your child not to participate in the Field Trip:

My child will not be going on the above stated trip, and I understand he/she is expected in school.

Parent/Guardian Signature:

Good Shepherd Catholic Academy reserves the right to make additions/revisions to this handbook throughout the course of the year. Written notification of these additions/revisions will be sent to parents/guardians at the time of their implementation.

## **Student-Parent Handbook Agreement**

We have read and have understood all that is written in the Good Shepherd Catholic Academy Student-Parent Handbook. We agree to abide by the rules and regulations contained in the handbook, and that they apply to all students, without exception. We understand that students are to be held accountable for their words and actions.

---

Student Name

Grade

---

Student Signature

Date

---

Parent/Guardian Signature

Date