



Parent / Student Handbook

Good Shepherd Academy

Nutley, NJ

JURIDICAL PASTOR

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ACADEMY ADMINISTRATION

Principal

Ms. Jaclyn Pilat, M.A.
Academy Advisory Board
Home School Association
Teaching Staff
Resource Staff
Administrative Staff

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MISSION STATEMENT

The mission of Good Shepherd Academy is to foster students to become lifelong learners with an ever-growing understanding of the Catholic faith, ethics, morals, and values.

It is also in keeping with the charism of Saint Lucy Filippini to provide an environment of academic excellence in order to prepare our students to take their place in society and work for the common good of all people.



History

Holy Family School first opened its doors in 1951 and the first class graduated in 1955. Good Shepherd Academy was created in 1992 when St. Mary's and Holy Family joined together. Today, the Academy continues its rich Catholic tradition under the charism of the Religious Teachers Filippini with a dedicated lay faculty.

Vision

Good Shepherd Academy will continue to be a leading Catholic educational community of faith knowledge that empowers the next future leaders of the Catholic Church and greater community. We strive to empower our students with an understanding and appreciation of the diversity of our multicultural society. Our school endeavors attempt to produce life-long learners that are technologically literate, globally-minded, and prepared to serve their community. We will continue to encourage an awareness of the issues of safety and health that challenge us in this rapidly evolving world.

St. Lucy Filippini: *Our Founders*

Feast Day: March 25 (The Annunciation)



Saint Lucy Filippini
Foundress of the Religious Teachers Filippini

Lucy Filippini was born on January 13, 1672, in Corneto-Tarquiniia. She had not yet reached her first birthday when her mother died and was buried in the Church of San Marco. Her father, whom she loved dearly, also died six years later and was buried in the Church of Santa Margherita in Corneto. Now orphaned, Lucy went to live with her aunt and uncle. As a child, Lucy would prepare small altars and pray devoutly.

It was soon clear that she possessed a precocious intelligence, an inclination toward spiritual life, and a modesty that was truly angelic. Her vision was set on God. Notwithstanding her aristocratic upbringing, she always conducted herself with modesty.

At times Lucy would seek for a serene atmosphere in the nearby Benedictine Nuns' Monastery of Santa Lucia. Lucy visited frequently, drawn there by her desire to be among those whose lives and godness she admired. It was here that she received her First

Communion. Here, too, Lucy received the spiritual nourishment of which she never had enough and listened attentively to the explanations of the divine mysteries. The grace she felt can be understood from the joy and enthusiasm expressed later as she led and instructed others. She spoke with much fervor, and her words of compassion and love brought tears to the eyes of her companions. They were a prelude to Lucy's future mission.

When Cardinal Mark Anthony Barbarigo made his first pastoral visit to Corneto, he made a lasting impression on Lucy and she followed him to Montefiascone. Entrusting herself to the Cardinal's guidance, Lucy was eager to leave behind all worldly things. Lucy had a special devotion to Our Lady, her spiritual mother, and throughout her life, her deep love for Mary and her faith sustained her. Cardinal Barbarigo envisioned her as a key factor to bring about a rebirth of Christian living. He had already begun by establishing a seminary where young priests might study and train for the ministry of the Word.

The next step was to develop a Christian conscience and encourage the practice of virtue in the home; this he resolved to do by opening schools for young ladies, particularly the children of the poor, in whom he saw hope for the future. Lucy would head the schools they founded to promote the dignity of womanhood and help influence a healthy family life. Together they looked ahead to fulfilling their generous, ardent, and profound mission of faith and

charity. In 1692, teachers were trained to staff the rapidly expanding schools.

The young ladies of Montefiascone were taught domestic arts, weaving, embroidering, reading, and Christian doctrine. Twelve years later, the Cardinal devised a set of rules to guide Lucy and her followers in religious life. Fifty-two schools were established during Lucy's lifetime. As the Community grew, it attracted the attention of Pope Clement XI who, in 1707, called Lucy to Rome to start schools, which he placed under his special protection. Here she completed the work of founding the schools.

To complement the work of the schools, Lucy and her Teachers conducted classes and conferences for women, who were strengthened in their faith as they took part in prayer, meditation, and good works. Her focus for the social apostolate was to encourage her Teachers to minister to the needs of the poor and the sick. Her method of teaching attracted widespread attention. The social apostolate was an extension of the classroom. She testified that the young ladies were the coordinating element that underlies family life: 'Having learned in school those things that were necessary, they repeat them to parents and relatives at home and thus become so many young teachers.'

Lucy died at sixty years of age, March 25, 1732, on the Feast of the Annunciation. For three centuries, the example of Christian womanhood that marked the lives of her Teachers and students was recognized by the Holy Mother Church. In 1930, Lucy Filippini was declared a Saint of the Church,

and given the last available niche in the Basilica of Saint Peter in Rome. The Institute, which bears the name of Lucy Filippini, owes its birth to the Cardinal who loved schools and to the Holy Teacher who committed her entire life to the educative-apostolic mission.

In schools throughout the world, one still finds their methods at the basis of education - that same imprint of goodness, meekness, fervor, and relationship to the times. They are accomplishments that will live on through a spiritual dimension in the mystical Body of the Church.

Reference:

<https://www.filippiniusa.org/index.php/charism/our-founders>

PURPOSE AND USE OF HANDBOOK

The purpose of this handbook is to foster the efficient operations of Good Shepherd Academy. To meet this objective, the Academy Administration is given the flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any contractual or additional rights for students or parents/guardians.

This handbook is designed as a guide for both students and their parent(s)/legal guardian(s). It will be an important reference for you throughout the school year.

This handbook has been revised to be in compliance with the legal guidelines set forth by the Archdiocese of Newark. Please take time to read it thoroughly and to understand the contents. It is necessary for both parent(s)/legal guardian(s) and students to be familiar with the contents of this handbook as all policies and procedures will be implemented and enforced through the school year. To indicate that all parties are aware of all contents of this handbook, each enrolled student and at least one parent/legal guardian must digitally sign the Acknowledgement form sent by email prior to the beginning of the new school year. With parental/legal guardian cooperation and administration, teacher, and staff dedication, may the school year be blessed with much success.

AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the Academy Administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

NON-DISCRIMINATION POLICY

Good Shepherd Academy admits students of any race, color, national and ethnic origin, gender, disability to all the rights, privileges, programs, and activities generally accorded or made available to students at Good Shepherd Academy. Good Shepherd Academy does not discriminate on the basis of race, color, nationality, ethnic origin, gender, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

COMPLIANCE WITH THE LAW

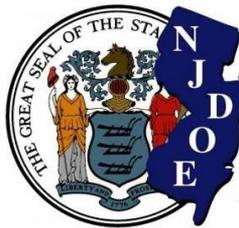
Student safety is of utmost importance to the administration, faculty, and staff. All academy doors are locked and the only entrance used during the day is the Brookline Avenue entrance, which is opened by the office staff. Visitors must check in upon arrival and receive a visitor's badge. You must make an appointment ahead of time to visit the principal, tour the school, or to volunteer. Other safety policies and procedures are listed in this handbook and are communicated via the office when necessary.

Suspected Child Abuse or Neglect: New Jersey law requires that any person, who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the *New*

Jersey Division of Children and Family Services. All GSA faculty and staff are Mandated Reporters.

Asbestos Management Plan: The academy's Asbestos Management Plan is on file in the office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

Security Drills: New Jersey State Law requires two (2) security drills a month in each school. One must be a Fire Drill and one of a variety of Emergency Drills such as: Lockdowns, Secure in Place, and/or Evacuation on premise (Holy Family Church). If an Off Premise Evacuation is necessary, parents will be notified of the location as soon as possible, and advised of the procedure to be followed. The only communication available during these types of emergencies is through the office.



ADMISSION POLICIES AND PROCEDURES

Good Shepherd Academy gives preference in admission: first to registered families who currently have siblings in the academy; families registered and active in parishes within our co-sponsorship system;

and finally to non-parishioner families. When a class size goes beyond 25 in K-3 and 30 students in grades 4-8 , a waiting list for that particular class may be formed.

Requirements for Admission

Birth Certificate: Parents/Guardians must submit the child's proof of age. Kindergarten students must be five years old before October 1st of that school year in order to enroll.

Baptismal Certificate: Catholic parents/guardians must provide a Baptismal Certificate and verification of reception of other sacraments.

Immunization Requirement: All students must meet the State of New Jersey Immunization Requirements prior to entering the school (DTP, OPV, Measles Vaccine, Rubella Vaccine, Mumps Vaccine, Hepatitis B, Varicella). **Religious Exemptions are not accepted.**

Health Requirements: New students must have a complete Physical Examination, including eye and dental examination, before applying for admission.

Testing: A test will be administered to any child entering the Kindergarten to determine the academic and social/emotional readiness of the child.

Incoming Students to Grades 1-8

In addition to the above items, a transfer notification, most recent report card, achievement test scores, and letter of recommendation from the previous school are required. An interview with the principal

is also required. Transfer to the school will be at the discretion of the principal. All transfer students are considered as probationary admission and the student must maintain a passing grade in each core subject and a satisfactory grade in behavior without any conduct referrals during the first trimester to continue at Good Shepherd Academy for the remainder of the school year.

New or Transfer Students

All new students will be accepted on a probationary basis. Their performance and ability to adjust will be evaluated for a minimum of one year. The purpose of this policy is to ascertain the school's ability to meet the needs of the child, as well as the family's willingness to comply with the mission and philosophy of GSA.

Students with Specialized Learning Needs

GSA accepts students with specialized learning needs, if with reasonable accommodation, the individual can meet the requirements of the school program. *Essex County and Union County Regional Educational Services Commission* assists students with specialized learning needs in small or individual group instructional settings.

Families withdrawing from Good Shepherd Academy

Parent(s)/legal guardian(s) should notify the principal as soon as possible in writing. Records will

be forwarded to the new school upon receipt of a request from the new school. Parents must sign a permission slip to release these records. All tuition or financial outstanding or dues are expected before transferring out of GSA. Student's records and transcript will not be released until all accounts are in good standing. Parents willing to return to GSA will be admitted at the discretion of the principal.

PARENTAL RESPONSIBILITIES

As your child's primary teacher, especially in regards to religious and spiritual development, what you say and do is what your child will imitate. Respect for procedures, regulations, policies, courtesy, and fair play is necessary in developing healthy and wholesome young Christian women and men. Good Shepherd Academy provides an annual Parent Contract outlining ways that will assist us in providing a quality Catholic education which are listed below.

Religious and Spiritual

The Parent/Guardian responsibilities include, but are not limited to, support of Christian behavior, prayer, regular attendance at Mass, contributing to the support of your parish, following the Ten Commandments, and other doctrines of the church.

Parent(s)/Legal Guardian(s) Role in Education

At Good Shepherd Academy, we consider it a great privilege to work with parent(s)/legal guardian(s) in the education of their children because we encourage

and strongly believe parent(s)/legal guardian(s) are the primary role models and educators of their children. Once you have chosen to enter into a partnership with Good Shepherd Academy, we hope you understand the need for the constant support from all parent(s)/legal guardian(s), teachers, staff, and administration. We strive to work together to provide an environment that allows respect, sense of personal responsibilities, and educational fulfillment, as well as goals for spiritual and intellectual welfare of the children.

Parental Support and Cooperation

Parental support and cooperation are critical for the continuity and success of the learning process. Upholding the school/classroom rules and procedures helps students know that parents and teachers have a partnership. A regular time, quiet place, and stress free environment will assist your child(ren) with homework, making it productive and supportive to classroom instruction. Homework is addressed in another section of the handbook. **In an effort to protect every child during drop off and pick up times, please note that the first section of the parking lot immediately to the left of the drop off area and the spots directly in front of the chapel are designated as teacher parking only during school days and school events.**

Fees

A non-refundable fee is required each year to guarantee a seat for your child for the coming year.

This fee is used for materials/services for the upcoming school year and is non-refundable.

Tuition

A child's tuition is our main source of income and is thoughtfully set each year. Faithful attention to regular payments helps us meet our obligations. Payments are made through *Blackbaud Tuition*, an online tuition management program, and scheduled payments are outlined in the *Annual Parent Contract*. Payments are due on the 10th of each month beginning in July and ending in May. Late charges apply on the 20th of each month. Any exceptions to this payment schedule must be made in writing to the Principal prior to the start of the School year. Regular follow-up of payments are kept. If delinquency persists, we may be forced to implement the Newark Archdiocesan School Policy which indicates that we will discontinue services. If tuition is 30 days delinquent, services will be discontinued until the account is made current. Re-registration may not be completed if tuition is unpaid.

Tuition Reimbursement

If for any reason, either school or parent/guardian choice, a child leaves the school, tuition reimbursement will be given for the month(s) of service that is/are not rendered. Requests must be made in writing to the Principal.

Parental Service Obligations

Parent/Guardian services are required throughout the school year. If a minimum of 10 service hours are completed in the academic year, parents will receive their service bond as a refund via check in July.

Fundraisers

The Home School Association sponsors yearly fundraising activities in addition to the Fundraising fee charged. Although these are optional, we do encourage participation since the monies earned provide extra activities/materials for the students throughout the year.

Change of Address or Contact Information

Please notify the school office if you change your telephone number (e.g., home, office, cellular), email address or permanent home address. This information is vital for the security of your child.

ATTENDANCE AND ABSENCE

Regular and prompt attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievements, and to encourage mature adult behavior in the future.

Flag Display

The United States of America's flag is displayed on school grounds and in each assembly room or classroom during school hours. All are expected to stand, salute and repeat the Pledge of Allegiance every school day (typically takes place after morning prayer).

School Hours

Regular school hours for PreK-3 through 8 are 8:10 a.m. to 3:00 p.m.

Arrival Procedure

Children may enter the school building when the first bell rings at 8:10 a.m. each morning. The door remains open only until 8:20 a.m., when the second bell rings. The doors are locked at 8:20 a.m.; therefore, anyone arriving after the second bell must come to the Brookline Avenue entrance and report to the office for a late slip. See Late Arrival Procedure.

Late Arrival Procedure

Children who arrive at school after 8:20 a.m. must use the Brookline Avenue entrance and report to the office for a late slip. Parents and guardians of students who are late a third time in the same month, will receive a phone call from the main office. A request for a conference with the principal will be issued after the fifth tardy in one month.

Supervision of Students

The school's responsibility for the supervision of students begins at 8:10 a.m. and ends at 3:00 p.m. Students enrolled in the Extended Care Program are supervised from 7:00 a.m. until 6:00 p.m.

Student Absence

A parent/guardian must call the school office no later than 8:30 a.m. of the day of absence. If no call, email or message on ClassDojo is received at school by 8:30 a.m., a phone call from the nurse/school personnel will be made to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours. Parents/guardians are responsible for checking their child's health condition each morning and allowing him/her to attend school only when well and completely recovered after an illness. School health personnel have established the following guidelines for keeping a child home from school:

- Illness or sleeplessness during the night.
- A temperature of 100.1 degrees or higher without the administration of fever reducers. The child should be kept at home at least 24 hours after the temperature returns to normal without use of medication.
- Complaints of nausea, headache, abdominal discomfort, or diarrhea.
- Symptoms of a communicable disease: sore throat (if cultured, keep the child home until notified of results, and 24 hours after the first

dose of medication), red eyes, swollen glands, rash, sneezing, cough, or nasal discharge.

- When a student returns to school, he/she must present to the homeroom teacher a written excuse from a parent/guardian stating the student's name, together with the dates and reasons for the absence. Students will not be allowed in class without a written excuse.
- Any student coming to school with sutures, crutches, casts, etc., is required to have a physician's note as to the diagnosis, activity limitations, and when normal activity can be resumed. Participation in school activities will be pending the school nurse/principal safety evaluation.

Homework when a child is Absent

Homework will not be sent home when a child is absent one day. However, at the discretion of the teacher, the student may be responsible to complete it. If a child is absent more than three consecutive days a parent is to request the missed school work upon the child's **return** to school. **School work is not provided in advance of a planned absence. The student has the amount of days missed to complete the work.**

Participation in School Activities whenever Absent

If a student is absent from school due to illness or disciplinary action, he/she will not be permitted to take part in school-sponsored extracurricular or athletic activities the afternoon or evening of the day of absence. If a

student is absent for a reason other than illness or disciplinary action, the school principal reserves the right to make an individual judgment regarding participation in same-day, school-sponsored extracurricular and athletic activities.

Absences due to Family Vacations

Family vacations should be planned to coincide with the scheduled school vacations. **If it is absolutely necessary to take a family vacation when school is in session, it is the responsibility of the student to make up for all missed assignments and tests in a timely manner.** When a student is absent, he/she misses a significant amount of instructional work, class work, and homework. Instructional periods can never be repeated and this makes it difficult for a student to make up for the work missed. Make up requirements coincide with the number of days of absence. Assignments are not given beforehand. Teachers should not be expected to tutor students for work missed while students are on vacation.

Truancy

Any student who avoids coming to school, contrary to the wishes of his/her parent/guardian is considered to be truant. Habitual truancy will be reported to the police department of the child's district of residence, and the child may be subject to disciplinary action.

Dismissal Procedure

Students and their parent(s)/legal guardian(s)/individual authorized to pick up the student should not congregate on the school premises at dismissal time. Students once released into the custody of their parent(s)/legal guardian(s)/individual authorized to pick up the student, that individual is responsible for their student.

Dismissal times:

- Pre-K, Kindergarten, Grade 1—2:45 p.m.
- Grades 2-5 —2:50 p.m.
- Grades 6-8—3:00 p.m.

Early dismissal schedule is 8:10 a.m. to 12:10 p.m. Students are to be picked up promptly in the parish parking lot. Any authorized adult picking up children must follow the traffic rules established for the well-being and safety of the students.

Students who are not picked up by 3:05 p.m. or by 12:30 p.m. on early dismissal days will be sent to the Extended Care Program. The parent will incur a minimum fee for one hour for this service regardless of whether all or part of the hour is used.

A parent/guardian who has an emergency and cannot be here at dismissal must call the school office and give the message to the secretary in reference to the situation. The child/children may be sent to the school's Extended Care Program. No charge will be incurred in this one time emergency situation. If a student must leave school before

dismissal due to an illness or an appointment, a parent/guardian must sign the student out at the school office.

Money brought to School

Money that is sent to school should be placed in a sealed envelope, clearly identified with the child's name, homeroom, amount enclosed and its purpose. The school will not be responsible for any errors or misplacements of funds if parent(s)/legal guardian(s) cannot comply with this request. The school/ main office is not obligated to investigate submitted funds.

Extended Care Program

Before Care: 7:00AM-8:00AM

After Care: 3:00PM-6:00PM

Early Dismissal: 12:10PM

After Care (Early Dismissal): 12:30PM-6:00PM

There is no Before & After Care on school holidays, days when school is closed due to inclement weather. This would include days when unforeseen early dismissal is required.

Emergency/Inclement Weather Closing

For all planned school closings, holidays, vacations, etc., please refer to the school website. In the event of an unplanned emergency closing, such as inclement weather, a SCHOOL MESSENGER phone message and/or email will be communicated to you via the phone numbers you provide. When we call you, please wait for the message to play since there is a slight delay before it broadcasts. School Messenger will make three (3) attempts to deliver the message when no one answers. A notice will also be placed on our website at www.gsanutley.org and on the school's ClassDojo page.

AGREEMENT FOR STUDENT ENROLLMENT

Responsibility of the Student

- Regard homework as a serious undertaking.
- Accept full responsibility for completing all homework.
- Meet all due dates.
- Use homework as a study guide for quizzes and tests.
- Ask questions concerning homework assignments prior to leaving school and requesting assistance from the teacher when necessary.
- Exercise careful selection in both the quality and quantity of TV/technology/social media usage.

- While learning can be enhanced through technology, excessive viewing and/or playing video games can impact learning.
- Familiarize himself/herself with the sections of these guidelines
- **Plagiarism in any form is not permitted when completing assignments.**

Position on Sexuality

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the

Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parent(s)/legal guardian(s). If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw the child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that the child(ren) will be expelled from the Catholic school.

Parent(s)/legal guardian(s) understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parent(s)/legal guardian(s) agree to share with Principal and classroom teacher(s), in writing, if requested, professional recommendations and/or treatment regarding their child's mental, psychological and/or social situation.

Parents understand and acknowledge that policy and doctrine of Catholic Schools are firmly rooted in the Catholic faith. Accordingly, parents acknowledge and agree that in the case of disagreement as to parent(s)/legal guardian(s) or students' obligation hereunder, or regarding the tenets of Catholic Church, the matter will be presented to the Archbishop or his designee for interpretation and/or decision. Any decision of the Archbishop or his designee shall be final, conclusive, and binding.

Reference:

www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/

HOME AND SCHOOL COMMUNICATION

Home and school communication is essential to the teaching/learning environment. Procedures are set in place for efficiency and we count on you for your support and cooperation. Please do not hesitate to contact us when needed via email or phone call.

Communication with Administration, Teachers, and Staff Members

When e-mailing GSA members, the response time is 24-hour receipt of the email message or the next school day. This does not apply to the weekend (starts Friday 3:00 p.m. Regular Days or 12:30 p.m. Early Dismissal Days) or official days off. Please acknowledge that the member could also be officially absent, so there will be extended response time. We

appreciate your cooperation and understanding of this request.

Communications with Parents/Guardians

The homeroom teacher distributes the monthly calendar each month to the oldest child enrolled in the school. Any responses from parents/guardians are to be returned to the homeroom teacher the next day. On occasion a special notice may be sent home, so please check with your child each day regarding these messages. **Messages may also be sent via email or posted on ClassDojo.**

Appointments with the Administration

To meet with the principal or a member of the school staff, you may arrange a mutually convenient date and time with the secretary. If a call is sufficient and we are unavailable at the time, we will gladly call you back most often within 48 hours. Our general procedure with regard to questions or problems pertaining to issues with school staff and your child is to discuss it first at the level at which the issue happens, since this is where you will get “first hand” information. If there is no satisfaction at this level then the principal is contacted.

Appointment with the Teacher

When the need arises, and you wish to meet with a specific teacher please send a written note to the individual teacher. She/he will contact you as soon as possible. Please advise the homeroom teacher of changes to the student’s home situation as these

changes can sometimes affect a student's behavior at the school. All personal information shall be held in confidence. Staff members who need to communicate with parents/guardians about a student will do so by phone, email, **or through ClassDojo**. If necessary, a conference can be scheduled. All parties will have a clear understanding of the main topics to be discussed before the meeting takes place. Teachers should not be disturbed during school hours, when supervising students on the playground, before and after school, or at sports or school activities to inquire about a student.

Visitors and Volunteers

All visitors and volunteers must report to the school office to sign in. Please be aware that one will be asked to provide official identification (e.g., drivers license). Once approved, a badge will be issued and needs to be visible at all times. No one is allowed to visit a classroom while school is in session without prior official consent (providing a date and time).

All individuals who volunteer in/at GSA for any reason or function must complete the following items: (1) Archdiocesan mandated application, (2) background check, (3) code of conduct, as well as (4) VIRTUS Protecting God's Children Program training.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. All volunteers are to provide identification such as an active driver's

license to the front main office. The main responsibility of a volunteer is to assist the administration or teachers and staff. For this reason, baby(ies), preschool aged sibling(s) or family member(s) are not allowed to accompany a volunteer to school for meetings, to assist with class parties, or to participate in preparation for and during any school function. These children need additional attention and must have adult supervision also to ensure their safety and protection while on school grounds.

Transportation

The area in front of the school is a NO PARKING ZONE. This means it is not for dropping off or picking up a student or students.

Transportation reimbursement is provided by some towns for students traveling two (2) or more miles to school in accordance with district laws for non-public school children. If you do qualify for this reimbursement, it is the responsibility of the parent to file on time, not the school.

Please follow Arrival and Dismissal Procedures outlined in this handbook. The outlines have been developed with the safety and security of all parties in mind. The outlines will be implemented effective immediately and remain in effect during the academic school year until a form notice is sent lifting or revising this procedure.

Eighth Grade Graduation Fees

A graduation fee is required each year. Additional costs may be incurred due to non-support fundraisers. If tuition or any other fees are delinquent, student(s) may not be permitted to participate in the 8th grade field trip or any other graduating group functions. The 8th grade fee may include the following:

Cap & Gown

Diploma & Case

Group Class Picture

Awards and/or metals

Yearbook

Graduation mementos

All printing, engraving and shipping charges

Graduation – Grade 8

Recognition of the achievements of Good Shepherd Academy Graduates is most appropriately carried out through the granting of the office Archdiocesan Diploma. This takes place in a simple ceremony. The following are graduation requirements – both need to be fulfilled to be a graduate of GSA: all academic requirements and (outstanding) financial obligations. If either or both obligations are not fulfilled at the time of the graduation ceremony, the student will

receive a diploma case but without the official diploma.

Student Visitation of High Schools

Families should contact individual high schools for personal visits to their school. Should such a visit be required, the student will be absent from GSA. As a result, absence notification is required and the student is to make up all class work, as well as any homework assignments that were missed on that day.

Report Cards

The Archdiocese of Newark has issued regulations for report card distribution. Report cards shall be issued on a trimester schedule. The Period of reporting has been extended to allow for more effective and authentic assessment and accountability of student performance.

Personal Property

The school cannot assume responsibility for damage to or loss of any personal property or belongings. Please review what your child brings to GSA to ensure that you are comfortable with it being brought to school or before/after care.

Student Phone Calls / Cell Phones / Smart Watches / Electronic Devices

Ordinarily, students are not permitted to use the phone during school hours. Any and all calls may

only be made from the main offices. It is preferred that cell phones not be brought to school since the school phone is always available for an emergency. **Cell phone calls are not permitted at any time during the school day.** If a student brings a cell phone to school it must be left in the book bag in the coat room for grades **K – 4**. In grades **5 – 8** cellphones are placed in a safety bin with the homeroom teacher at the beginning of the school day and returned at the end of the student’s school day. If a child refuses to obey this rule, the cell phone will be taken away by the teacher/ administrator, and kept in the principal’s office. It will be returned only after a conference with the principal and parent/guardian at the end of the day. A second infraction will result in denial of a student bringing a phone to school at all and recess detention. A third infraction will result in further disciplinary action up to and including suspension.

No smartwatches or fitness watches are allowed; only simple wrist watches. If a student brings a smartwatch to school it must be left in the book bag in the coat room for grades **K – 4**. In grades **5 – 8** smartwatches must be placed in the safety bin along with their cell phone with the homeroom teacher at the beginning of the school day and returned at the end of the student’s school day. If a child refuses to obey this rule, the smartwatch will be taken away by the teacher/ administrator, and kept in the principal’s office. It will be returned only after a conference with the principal and parent/guardian at the end of the day. A second infraction will result

in denial of a student bringing a smartwatch to school at all.

Electronic devices may NOT be brought to school unless requested in writing by the teacher(s). The one exception to this rule are the Middle School laptops which should be brought to school fully charged daily in accordance with our Middle School Laptop Program. Specific details of the program may be found on our school website. If a student chooses to do otherwise, the device will be taken away and kept in the office until a parent/child conference is held with the principal.

School Pictures

School pictures are taken each year. Parent(s)/legal guardian(s) have the option to purchase the photos; information regarding time/date and cost is sent home in a timely fashion.

School Calendar

A tentative preliminary school calendar is provided at the beginning of the school year. Please refer to the monthly calendar which is sent home with students and is available on the GSA website for specific events.

Accidents

Students must report any accidents that occur on the school grounds to the office. The school nurse will file an accident report and notify the parents.

Gifts & Invitations

Students should not exchange individual gift(s) at school. This gesture only creates hurt feelings among other students.

Invitations for parties, gatherings or play dates should be sent to the parent(s)/legal guardian(s) of the student via email, cellular phone/text or U.S. Mail. This does not apply if the entire class or grade (every student) is provided with an invite. This includes handing out invitations on the parking lot/playground/school grounds. Please be sensitive to those not included in such events.

Please note that it is the parent(s)/legal guardian(s) responsibility to obtain the required contact information. The school office is not responsible for providing contact information.

Integrated Pest Management Plan

GSA has an Integrated Pest Management Plan in place. Parent(s)/legal guardian(s) are notified annually of this plan.

Animals or Pets on School Grounds

Animals or pets should not be brought into or near the parking lot/playground area or school grounds or building at any time. Some children are allergic or could be scared of the animal or pet. Exceptions for this rule are registered Americans with Disabilities Act (ADA) service guide dogs, or therapy animal(s). These animals would require

their official documentation to be presented in order to authenticate their presence on school grounds.

HOME SCHOOL ASSOCIATION

The Home School Association (HSA) is an organization of the pastor, principal, faculty, and school parents/legal guardian formed in order to facilitate communication and cooperation between the school and the home in matters of purpose, policy, and procedure. It is a vehicle to mobilize parent/legal guardian efforts in support of the school.

It is made up of four Executive Members and parents at large. There are regular meetings held during the course of the school year. At least one parent/guardian is required to attend the meetings. A sign-up sheet confirms your presence. Parents are called upon throughout the school year whenever needed for different functions in order to assist students and teachers.

NJ ALLIANCE of Catholic School Families

The NJ ALLIANCE exists to encourage grassroots lobbying activity regarding current and proposed educational public policy that affects the Catholic school community. To advance these advocacy efforts, the ALLIANCE maintains a visible, well-informed network of parents and supporters in all State and Federal legislative districts in New

Jersey. All Catholic schools are urged to join the ALLIANCE annually.

School Advisory Board

The Good Shepherd Academy School Advisory Board is established under the guidelines of the Archdiocese of Newark. This board consists of the pastors from each of the parishes which co-sponsor Good Shepherd Academy, the principal, home school association president, and equal representatives from each parish. It meets on a regular basis to advance the good of the school in regards to Catholic identity, marketing, finances, building and grounds, and enrollment management. Its purpose is not to be involved with the everyday management of the school.

Class Parent

A class parent is a contact person between the School Office and parents. The following are the responsibilities of the class parent, (including but not limited to):

- Contact parents regarding special events
- Chaperone a class trip, party in a particular classroom, and other events when necessary.
- Assist the Home School Association with various activities run by the Association
- Other appropriate activities requested by the principal

CUSTODIAL AND NON-CUSTODIAL PARENTS

Parent/Guardian Access to Student's School Records

Good Shepherd Academy abides by the provisions of applicable law with respect to the rights of non-custodial parents. Upon request, the principal will provide the non-custodial parent with access to the student's essential academic records, unless there is a court order to the contrary.

Court Orders Affecting Parents

If there is an enacted court order specifying the rights and responsibility of individual parents or legal guardians, it is the responsibility of the custodial parent or legal guardian to provide the school office with an official copy of the court order. The custodial parent or legal guardian must supply the school office with a copy of a custody order if it contains information which may be useful to the school in fulfilling its obligation. The school will not be held responsible for failing to honor arrangements if proper notification has not been made.

In the absence of a court order, the school will provide the non-custodial parent or guardian with access to the student's essential academic records and school updates.

Please provide the school with the name, address, and contact phone number/email address of the

non-custodial parent (in writing) if copies of report cards and school notices are to be sent.

Release of Student

The school will only release the child from school during or at the end of the school day to the custodial parent/guardian or his/her designee unless there is written authorization from the custodial parent to do otherwise. Parents/guardians who wish to have their child walk home from school must provide a yearly written notice to be kept on file in the school office. The school will not release any student to a rideshare transportation vehicle.

ACADEMIC POLICIES AND PROCEDURES

Administration, Faculty, Staff and Aides

As Christian educators, faculty, and staff members strive to reveal the Christian message by word and by gesture. They work to stimulate the spirit of inquiry, the acquisition of knowledge, and thoughtful formation of goals. In relating with students, administration, faculty, staff, and aides attempt to treat each with love and justice, showing concern for their problems and helping them to grow in a sense of self-worth and accountability. The support staff includes secretaries, aides, and maintenance personnel.

Middle States Association of Colleges and Schools

Good Shepherd Academy, grades Pre-K-8, is accredited by the *Middle States Commission on Elementary Schools*. We continue to advance the quality of education as we meet our responsibilities to the community and to the profession of education.

Curriculum and Course Offerings

The following is a list of subjects that must be satisfactorily completed by students for promotion to the next grade level:

Grades K-8

Religion

Mathematics

Science

Social Studies

Language Arts

Physical Education

Library Science

Art

Music

World Language

Computer Education

Religious Education and Religious Service

The Non-Catholic student is welcome at Good Shepherd Academy. The Non-Catholic parents/guardians and students are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students are expected to participate in the Religion classes and liturgical services scheduled for the students during the school year.

Physical Education Program

Physical education is a state requirement and must be taken by every student unless a written excuse from a physician is presented to the Principal.

Excuse:

Long-Term: In case of a serious illness/injury a doctor's certificate is to be issued and submitted. Please have the doctor give a duration of time.

Short-Term: A doctor or parent's written request for a day's excuse from gym class or an excuse for a short period of time.

Students who habitually fail to participate in physical education classes due to misconduct, poor sportsmanship, disregard for proper gym attire, or by other transgressions of rules as outlined in this Handbook may not participate in interscholastic sports.

Homework Requirements

It is the parents'/guardians' responsibility to provide ample time and opportunity for the completion of assignments. Supervision of homework is imperative in the learning process. Please note that some students may take longer and some less time to complete their homework. **Students are responsible to take all assignment materials with them at**

dismissal. They are not allowed to return to the homeroom for missing items.

Homework assignments are classified as either written or study material.

Grade K-3 Homework may be given on a daily basis at the teacher's discretion. Parents should review the assignments with their child/children.

Grades 4-8 Homework in these grades is the responsibility of the student. Time allotment for Elementary Students (Grades 4 & 5) is generally one to one and a half hours; Middle School Students (Grade 6-8) is two hours minimum daily. Parents should review the assignments with their child/children. The following suggestions may be helpful:

- Be sure the child realizes that homework is his/her responsibility and that work must be done with neatness and accuracy. The parent may help, but should not do the work for the child.
- Be interested in each child's work, encourage greater progress, show enthusiasm for accomplishments and give steady assistance toward overcoming difficulties.
- Monitor the amount and quality of television viewing and video games.
- Encourage extra reading!

Student Progress

Good Shepherd Academy recognizes the parent as the primary educator, therefore, all teachers welcome two-way communication to monitor the progress of each student. The teachers are in regular contact with parents through notes, phone calls, emails, **ClassDojo**, progress notices, warning notices, and report cards.

These reports are indicators of current potential academic difficulties. They are used throughout all levels. All reports sent home must be signed by a parent or guardian and returned to the homeroom teacher. Report cards are distributed three times each academic year at the end of each marking period in Grades 1- 3. Grades 4 through 8 have access to the report online on the Parent Portal. Kindergarten students receive a report card at the conclusion of the second trimester and the third trimester. Students in Grade K- 8 receive three progress notices usually in the middle of each trimester. Students in Grades 1-3 receive a letter grade indicating their academic progress according to the evaluation key on the student's report card. Parents/guardians of students in grades 4 - 8 have full access to our PowerSchool Parent Portal where teachers regularly update student progress with grades and comments. Parents will be notified when to attend Parent/Teacher conferences.

Grading System

Good Shepherd Academy follows the Archdiocese of Newark Grading System distributed through PowerSchool. Middle School students are eligible for the St. Lucy Filippini Chapter of the National Junior Honor Society. Criteria is distributed beginning with 6th grade students and parents. Qualifying students are inducted into the NJHS in the 7th grade.

Academic Code for Grades Kindergarten — 3

E = Exceeds S = Secure D = Developing

B = Beginning N = Not Yet Performing

Rubric Code Written Communication

6 = Very Good 5 = Good 4 = Acceptable

3 = Below Average 2 = Poor 1 = Unacceptable

Personal Development Code and Enrichment Classes

O = Outstanding S = Satisfactory

I = Improvement Needed U = Unsatisfactory

Academic Grades for Grades 4-8

A+ (97-100)	C+ (78-82)
A (92-96)	C (73-77)
B+ (88-91)	D (70-72)
B (83-87)	U (Below 70 Failure)

Subcategory Code

+ Strength / Satisfactory — Weakness

Retention Policy

Students who are unable to meet the minimum academic requirements in two or more major subjects will be retained. Parents will be notified in writing after the second trimester if the student is in danger of repeating the grade. A conference will be requested each time. Summer School is an option in this case.

Transfers

When a transfer is requested, the following information must be presented to the office at least 2 days prior to issuance of transfer:

- The name of the school to which the student is transferring
- The reason for the transfer
- The new address, if change of residence is the reason for the transfer

- Parents/guardians must obtain a transfer form at the school office.

Records and Transcripts

A parent/guardian has the right to view her/his child's academic records, academic standardized test results, health records, and emergency sheet (emergency phone numbers, etc.). These records can be made available upon request. All other records are the property of the school.

GENERAL DISCIPLINE POLICY

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Good Shepherd Academy. The role of the school is to educate the student and to continue the ongoing formation of the student's character. A sense of order and discipline is necessary in order to maximize learning success for each student. Furthermore, a sense of order and discipline is necessary in hallways, stairwells, cafeteria, playground, gymnasium, and church in order to ensure the safety of all students enrolled at GSA. Lastly, students are encouraged to report infractions to a trusted adult at GSA if needed. By students withholding information, GSA administration, teachers, staff members, and aides are unable to address any matter. Home and School must work together to help students learn and live

the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order or brings discredit to the School, violates a policy or regulation, will have to accept the consequences of those irresponsible/poor choice(s). Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

warning, denial of privileges, detention, in-school suspension, out-of-school suspension, referral for outside support service(s), and/or expulsion. The discipline policy applies to all school activities, including field trips, and before and after care programs.

Actions which violate the law, threaten, or cause harm to other student(s), staff member(s), teacher(s), administrator(s), disrupts or impedes the welfare and the progress of the learning and school community, or brings discredit to the school will not be tolerated. If a student persists in violating basic obligations of courtesy, considerations, respect, cooperation or safety, a Principal, Parent/Legal Guardian, and maybe Student conference will be scheduled. If these cooperative efforts of parents and school staff prove to be 'ineffective', the student will be subject to expulsion or may be denied re-admittance to the school. Furthermore, parent(s)/legal guardian(s) should be aware that some behaviors, actions or harassment might have

legal consequences that will be beyond the terms of the school.

The following is considered to be unacceptable behavior:

Disrespectful answering back and attitude to any authority figure (e.g., the principal, teacher, staff member, aid or substitute teacher)

Cheating, copying another's work and/or allowing another to copy one's work; plagiarism

Rude, foul, or obscene language, gestures and/or notes/drawings anywhere on school grounds (during school hours)

Inappropriate behavior in the classrooms, hallways, stairwells, bathrooms, playground, gymnasium, STEM Room, and/or church

Fighting, punching, hitting, pinching, pushing, stepping on or any type of unwanted touching

Excessive tardiness

Failure to comply with school dress code

Unauthorized use of cellular phones or another electronic/wireless devices

Inappropriate sexual behavior or advances or language

Spreading of rumors

Threats or a pattern of intimidation

Action or behavior that caused intentional injury

The Principal will handle major infractions. Minor infractions will usually be handled by the homeroom teacher. Repeated, minor infractions will be referred to the Principal. The administration reserves the right to take appropriate action on any incident not listed here.

Major Disciplinary Infractions and Action

Major infractions such as listed below will be investigated by Academy personnel and may result in disciplinary action, and/or an official suspension or dismissal. This action is at the discretion of the principal after consultation with the student, teacher, parent, if necessary, law enforcement personnel, and the Newark Archdiocese Schools Office.

Examples include **but** are not limited to:

- Profanity and obscenity
- **Continued rudeness, defiance, disrespect**
- **Disrespect of teachers, staff, aides, substitute teachers**
- **Disrespect for the rights and property of others including their right to learn**
- Hitting, punching, kicking, slapping, stomping/stepping on, spitting, poking, fighting (real or fake/play) of any type
- Harassment/Bullying

- **Cheating/Plagiarism**
- **Disregard of Internet Use Policy**
- Cellular phone use (including Text Messages, social media or other app usage or other forms of communication) during school hours
- Inappropriate use of any school device which is exclusively for assigned educational use
- Smoking or vaping in the building or on the school property
- Possession of weapon or item intended to be used as a weapon
- Possession of controlled dangerous substances
- Possession of controlled dangerous substance or vaping paraphernalia
- Under the influence of controlled dangerous substance
- Physically violence to teachers, staff, aides, substitute teachers, and students
- Stealing
- Vandalism (destroying or damaging property)
- Truancy or ‘cutting’ class
- Forgery
- Conduct detrimental to the reputation of the School
- Leaving school grounds without permission
- Immodest or inappropriate dress and behavior

Minor Infractions

- **Chewing gum**
- Throwing of snow balls or ice while on school property
- Littering

- Out of uniform when not a NUT or Tag Day
- Failure to return correspondence that requires a parent/legal guardian signatures within a reasonable amount of time
- General rudeness
- **Disrespectful for the rights of others, including their right to learn**
- Lateness for class, unless excused by a teacher/school official note
- Irreverence in Church
- **Unprepared for class (e.g., no textbook, no writing implements, forgot computer or charger, etc.)**

Unacceptable Classroom Behavior

When...

- a student is verbally insulting or abusive to another student, teacher, staff, substitute teacher, or aide.
- a student leaves the classroom without permission from the teacher, staff, substitute teacher, or aide.
- a student is consistently and repeatedly disruptive to the learning environment, student(s), teacher, staff, substitute teacher, or aide.
- a student is sent to the office by the teacher, staff, substitute teacher, or aide.

- a student is rude, mean, verbally abusive or disrespectful towards teacher, staff, substitute teacher, or aide.
- a student is involved in a physical confrontation with another student.

Defamation

Deliberate defamation of others is not consistent with Christian values, and students should be held accountable for intentional hurt they cause others.

The school administrators can punish students who defame others in the school community whether in the school or on the web (i.e., chat rooms, blogs, any social media, etc.).

Deliberate defamation of others is not consistent with Christian values, and students will be held accountable for intentional harm they cause others.

Textbooks

It is required that all students take proper care of all books assigned to them for their academic school year. This includes covering all textbooks with a removable cover. Textbooks loaned to the student must have a proper book cover. No writing, highlighting, marking, removing of pages or cutting is permitted. **If any book (e.g., textbook, workbook) is torn, defaced or lost, a fine, equaling the cost to replace the book (which may include shipping/handling and any total from publisher) will be charged to the student's parent/legal guardian.**

School Violence

Violence prevention is always the first goal of threat assessment, but we believe that it is also important to determine why a student made a threat and to address whatever conflict or problem may have motivated the threat. This is so the school can achieve its broader goal of helping students to be successful at GSA. The resolution of the student's conflict or problem will contribute to the first goal of preventing violence. When possible and appropriate, a threat assessment will be conducted of a student who threatens to commit a violent act or engages in behavior that appears to threaten or be an act of violence. In addition, school authorities may rely on their professional judgment in making decisions about the seriousness of a threat and the appropriate course of action. Threat assessment and school discipline are separate processes.

Weapons Policy

In the furtherance of the overall philosophy and objectives of the Catholic education experience, the Archdiocese of Newark has proposed a policy that expressly prohibits the use, possession, sale or discharge of any weapons or explosive devices in the school, on the school grounds, or at any school sponsored activities. This policy shall apply to all students, participants in parents programs, teachers, administrators, and other personnel in the school.

The definition of ‘weapon’ for purposes of this section shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting bodily injury.

‘Offense’, a person commits a misdemeanor of the first degree if he/she/they are in possession of weapon(s) in the building or the grounds of Good Shepherd Academy.

Violations of policies may warrant notification of the local law enforcement and/or police, immediate suspension, and possible expulsion. A disciplinary process will include immediate in-or-out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parent(s)/legal guardian(s) may be required to sign a probation agreement/contract that includes all conditions of the student’s retention at GSA. Possible terms of this probation agreement/contract may include outside professional counseling, participation in a program that addresses youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school after recommended consultation with the Diocesan office.

Search and Seizure

Although rarely used, Good Shepherd Academy reserves the right to search the lockers, desks, person, and personal belongings of a student when there is “sufficient cause”, and it is believed to be necessary for the health, safety, and welfare of other students. Students are

advised that their lockers, cubbies, desks, persons and personal belongings are subject to search for forbidden, dangerous or illegal substances or items. All lockers, cubbies, desks, chairs, closets, coatrooms, iPads, computers, textbooks [issued by GSA] are the property of Good Shepherd Academy. They are subject to inspection by any school personnel at any time either announced or unannounced.

Students are instructed at the start of the school year that certain items are not to be brought to school, i.e. anything that could be construed as a weapon, any electronic devices, any form of drug, etc.

Vandalism

GSA defined vandalism as the deliberate damaging of property in the school, with a resulting loss of time, money, and/or potential difficulties (e.g., safety violation, lack of respect, etc.). After attesting to the accuracy of the violation, the following steps will be put into effect:

- 1) All restitution is to be made by the student and their parent/legal guardian for the damage caused by the vandalism.

- 2) Where the property damage is over the estimated value of \$200.00 (USD), the school is expected to notify the local law enforcement and/or police authorities of the crime which has taken place.

3) In cases when parent(s)/legal guardian(s) are not cooperative, the parents shall be required to withdraw the student from the school.

The student's transcript cannot be released until appropriate restitution is made.

Controlled Dangerous Substances Policy

Good Shepherd Academy recognizes and reaffirms that alcohol and drugs remain illegal substances for underage persons. By law, the school prohibits distributions, possession, and/or utilization of any illegal substance, such substance being defined as a drug, substance or immediate precursor as defined in N.J.S.A. 2C:35-2, including controlled substances analogs. GSA will prohibit the use or possession of distilled spirits, wine, malt beverages, as those terms are defined or used in R.S.33:1-1 et seq., or tobacco and tobacco products. Vaping, JUUL, and e-cigarettes are not permitted in school, on school grounds or at school activities. Furthermore, GSA will prohibit the use or possession of real or look-alike substances, capsules, or prescriptions, chemical solvents not registered with the school nurse annotated with the students health record. Any student utilizing, distributing, or possessing such substance(s) shall be subject to immediate expulsion and possible contact of the police and/or government authorities.

Controlled Dangerous Substances are defined in Sections I through V of the NJ Criminal Code. They include but are not limited to marijuana, heroin and

anabolic steroids. The term controlled dangerous substances shall also include alcohol.

Under the Influence will be considered if a student is judged to exhibit physical or psychological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which can be commonly associated with the use of controlled dangerous substances.

Possession is defined as purposely or knowingly obtaining or possessing, actively or constructively*, a controlled dangerous substance or drug paraphernalia:

*Constructive possession refers to a student who intends or has the capacity to exercise control over the substance or drug paraphernalia, even if the student does not have physical possession of the item. An example: someone who hides drugs on school property or asks a classmate to hold drugs for them, constructively possession of the substance or/and drug will be considered.

Distribution is defined as sharing, selling, or dispensing a controlled dangerous substance: (a) on-or-off school property; (b) with-or-without receiving payment; and (c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended: (a) to receive payment; (b) to distribute the controlled

dangerous substances to an individual (c) to distribute the controlled dangerous substance on-or-off school property.

A student shall be considered in violation of school policy if the student is observed: (a) to be under the influence; (b) in possession; (c) engaged in distribution; (d) have possession of a controlled dangerous substance.

Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook, but also any of the Archdiocese of Newark: (a) when a student is identified as being 'under the influence' or 'in possession' of a controlled dangerous substance, the Principal may refer the matter to the local law enforcement officials.

A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parent(s)/legal guardian(s) shall be given a reasonable opportunity to respond to the allegation as quickly as possible.

If the Principal determines that there: (a) was no violation of policy, the student will be permitted to return to school; (b) was in violation of policy, the Principal may discipline the students according to the general discipline policy stated in the Handbook -- up to and including expulsion.

The Principal may require the student to participate in appropriate treatment or drug/substance or/and

mental health counseling as a condition of the student's eventual return to the school.

When violation of this policy involves 'distribution' or 'possession with intent to distribute', the discipline imposed will normally be expulsion.

Firearms and Weapons Policy

No one, adult or child, is permitted to bring a firearm or weapon into the building, excluding local law enforcement, police and/or government authorities.

Leaving School Property

Students may never leave school property at any time during the school day unless a parent has requested permission in writing, picks their child up and signs her/him out at the office.

Student Threats and Violence

All threats will be taken seriously. A student who makes a threat(s) may be suspended from school and will be required to obtain an official psychiatric assessment/evaluation.

The student may be allowed to return to school upon presentation of official, dated, signed professional/doctor's written evaluation that the student is ready and able to return safely back to school. After a student returns back to school, the student's parents will be notified in writing that a second offense will result in automatic expulsion.

Furthermore, if the student is found to provide evidence of self-harm or a threat to oneself, the student will be required to obtain an official psychiatric assessment/evaluation. This requirement will be requested for each episode/event that a student may present or demonstrate with evidence and/or action(s)/behavior(s). The student may be allowed to return to school upon presentation of official, dated, signed professional/doctor's written evaluation that the student is ready and able to return safely back to school. If there are precautions or special needs required at that time from the student, they must be provided in a writing note from the professional evaluator/doctor, which will need to be dated and signed. If the parent(s)/legal guardian(s) are unwilling to comply with this requirement (e.g., due to their financial reason(s), lack of insurance coverage for the child, unavailability for timely appointment with a service or provider) it must put in writing their reason to the administration. The responsibility to obtain help for the student is dependent on the child's parent/legal guardian. If the student's well-being has declined and their parent(s)/legal guardian(s) has decided not to seek a psychiatric assessment/evaluation or denies the needs for outside support service for their child, the school will notify the State of New Jersey's Department of Children & Families, Child Protection and Permanency.

Probation

Probation may occur when a student has violated the discipline policy several times in one trimester. Principal, teachers, parents, and the student involved will meet for a conference and to sign a probation agreement/contract. Probation will be considered a formal notice that a student may be asked to transfer to another school if the behavior does not change.

Suspension/Expulsion

In-school suspension: Student reports to school but is not permitted to participate in class-related activities; an assignment is possibly issued.

Suspension: Temporary separation from school. The student is responsible for all work covered during the suspension period.

Expulsion: Permanent separation from school.

These measures are always used in the best interest of the child and the school, and not just as punishment for unsatisfactory behavior. These actions will be taken after conference and consultation with concerned parties.

Reprisal or Retaliation Prohibited

GSA prohibits reprisal or retaliation against any person who reports an act of intimidation, harassment or bullying. The consequence and appropriate remedial action for a person who engages in reprisal and retaliation shall be determined by the principal after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes, regulations and school policies and procedures.

Consequence of False Accusations

GSA prohibits any person from falsely accusing another as a means of intimidation, harassment, or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of intimidation, harassment, or bullying may range from positive behavioral interventions, request for a psychiatric evaluation up to and including suspension or expulsion.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of intimidation, harassment, or bullying shall be disciplined in accordance with school and Archdiocese of Newark policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another of intimidation, harassment, or bullying shall be determined by the school administrator after

consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Field Trips Policy

On occasion, Good Shepherd Academy will sponsor and conduct field trips for the educational/social enrichment of the student. **Participation in field trips is a privilege.** No student may participate in a field trip unless a signed Parent/Legal Guardian permission slip for the specific event has been submitted to the school, preferably within 48 hours of the event. Verbal consent cannot be accepted. The school provides the forms used for permission to attend field trips. Parents/legal guardians may refuse to permit their child from participating in the field trip by stating/endorsing so on the proper permission form. As a result, the student will need to stay home for the day. **The school reserves the right to restrict or deny a child from attending a field trip.** Field trips will be re-evaluated each year to determine the compatibility of the field trip with curricular goals. All grades do not have the same number of field trips. Cellular phones or electronic devices are not allowed on field trips unless otherwise directed by the administration and/or teacher. All monies collected for the trip are non-refundable. **All chaperones must be 21 years of age or older and be in good standing with VIRTUS - Protecting God's Children Program Training and all volunteer requirements, including an approved background screening.** Parents/legal guardians who are not assigned as

official chaperons may not travel to the field trip destination with the intent or plan of accompanying their child or their class on the field trip.

Parents/legal guardians who chaperone a field trip may not bring other/additional children or the student's siblings on the field trip. Students are expected to wear their school uniform on all school trips unless otherwise noted on permission slip.

Student with Allergies/Medication Needs– Field Trip

Students with allergies who participate in school-sponsored field trips may face challenges to their physical health. GSA will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issue(s). Parent(s)/legal guardian(s) may need to be present to address any medication needs their child may have during a field trip. Every effort will be made to provide a safe learning experience for all students. Please be aware, however, a field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent/legal guardian is concerned about a child's presence on a field trip due to their special health needs, a parent/legal guardian may choose to keep their child home on the day of the field trip.

School Transportation (Field Trips, Sporting Event)

There are rules that students must respect as prime objectives for all who ride in a van, bus or other

vehicle sponsored by GSA. The prime objectives for all (adults and students) are as follows:

- Sit in seats, face forward with feet on the floor and seat belts secured at all times.
- No inappropriate language or loud talk
- No eating, drinking or chewing
- No throwing of objects of any kind (in or outside the vehicle)
- No littering, damaging (e.g., writing, etc.) on the vehicle or anyone's property
- No loud music or videos or chats – there should be no electronic device with students unless specified.
- No hanging out the window or yelling/verbally addressing or calling people who pass by the vehicle.
- Disrespectful behavior(s) or action(s) towards the driver or any passenger are unacceptable
- Students are not to exit the vehicle at any time or place other than the designated stop without written permission from a parent/legal guardian, along with the permission from the Principal. This does not apply if there is an emergency.
- The continued disregard for any of the above or for jeopardizing bus riders in any manner, will result in loss of the privilege to participate in traveling on any vehicle sponsored by GSA.

Implementation

GSA and all school personnel, with school support and guidance of the principal, are committed to

ensure this policy is carried out consistently and uniformly, and all necessary disciplinary actions are carried out with necessary due process.



EMOTIONAL LEARNING APPROACH

Emotional intelligence plays a significant role in education. Good Shepherd Academy will be incorporating the evidence-based RULER approach into its curriculum to better address social and emotional needs of our school setting. The acronym RULER refers to five principles of emotional intelligence: Recognizing emotions in self and others; Understanding the causes and consequences of emotions; Labeling emotions accurately; Expressing emotions appropriately; and Regulating emotions effectively. It was developed at Yale University's Center for Emotional Intelligence. This approach helps students and educators develop the emotional intelligence skills needed to make sound decisions, foster healthy relationships, enhance well-being, and achieve desired outcomes at school.

One aspect of RULER that differentiates it from other school-based initiatives is that it focuses first on developing the adults in the school, both personally and professionally, so they can be role models and

knowledgeable implementers of the skill-based instruction for GSA/their students. The adults in our school community have adopted RULER and will infuse the concepts into their daily teaching approach and content to GSA students, which follows the Understanding by Design Framework and aligns with social and emotional learning and academic standards. We are excited to implement this program to help our community continue to grow as we stay on the cutting edge of the latest research that leads to high achievement of all students and helps classrooms become more supportive and student-centered.

Faculty, staff, students and families learn about the *Anchors of Emotional Intelligence*, four tools that teach emotional intelligence skills to students and adults. These tools help to foster a warm, positive school community and a strong school family partnership, the four anchor tools are:

The Charter (a tool that encourages personal and social responsibility, harmony and trusting relationship at school, in the classroom and home), The Mood Meter (a tool that helps to develop emotional awareness and allows people to share their emotions in a safe way), The Meta-Moment (a four step process that helps manage intense emotions “in the moment” in order to have more satisfying outcomes), and The Blueprint (a tool for helping family members develop empathy and perspective taking).

Once the Anchor tools are embedded in the culture of the school, faculty and staff are trained on the Feeling Words Curriculum, which enables teachers and students to recognize and express a full range of

emotions. Lessons are interwoven into the daily academic curriculum – students practice their emotional intelligence skills by thinking, speaking, and writing critically about their emotions and hone these skills by recognizing, respecting and responding to multiple perspectives.

Through the RULER curriculum students learn to identify and express their emotions in a positive way, helping them to understand themselves and others, which ultimately builds supportive relationships and strong decision making skills. **When social and emotional skills are strong, students are more inclined to cooperate and collaborate with each other, and more apt to become confident learners, creative thinkers, and compassionate leaders.**

DRESS CODE

Official School Uniform

All students in Grades PreK through 8 are required to wear the Official School Uniform which is purchased from **Mr. G's Embroidery**. All transactions take place directly with **Mr. G's Embroidery** since they know all the items needed. During the winter months, **only navy school sweaters**, purchased from Mr. G's Embroidery, may

be worn. All non-uniform sweaters, such as hoodies, are not permitted.

Mr. G's Embroidery

713 Kearny Avenue

Kearny, NJ 07032

(201) 991-0030

www.myschooluniformstore.com

The official winter uniform is worn the first full week of November through the last full week of April. The official spring/fall uniform is worn from the first full week of May through the last full week of October.

For Grades 5 - 8, there is a Mass Day and Formal Occasions Uniform.

Boys and Girls Pre K Winter - Navy sweatpants (girls may also wear leggings), gold t-shirt, sneakers, navy sweater with school emblem.

Boys and Girls Pre K Spring/Fall Uniform - Navy shorts, gold t-shirt, sneakers.

Boys Grade K - 4 Winter Uniform - Navy pants, white golf shirt with school emblem (long or short sleeves), navy sweater with school emblem, black velcro only shoes and navy/white socks.

Boys Grade K - 4 Spring/Fall Uniform - Navy shorts, white golf shirt with school emblem, white ankle socks, white velcro only sneakers.

Boys Grades 5 - 8 Winter Uniform - Navy pants, navy belt, white golf shirt with school emblem (long or short sleeves), black tie shoes, and navy socks.

Black sneakers are not acceptable as winter uniform shoes.

Boys Grades 5 - 8 Mass Days and Formal

Occasions Uniform – Navy pants, navy belt, white dress shirt (long sleeves), school tie (plaid), navy vest with school emblem, black tie shoes, and navy socks. Black sneakers are not acceptable as winter uniform shoes.

Boys Grades 5 - 8 Spring/Fall Uniform – Navy shorts, white golf shirt with school emblem, white ankle socks, **SOLID** white sneakers.

Girls Grades K - 4 Winter Uniform – Navy plaid jumper or navy uniform slacks, white golf shirt with school emblem (long or short sleeves), navy sweater with school emblem, black shoes, and navy knee socks or navy tights. Black sneakers are not acceptable as winter uniform shoes. (velcro only for K)

Girls Grades K - 4 Spring/Fall Uniform - Navy plaid jumper or pink dress with school emblem, white golf shirt with school emblem, white ankle socks, **SOLID** white sneakers (velcro only for K).

Girls Grades 5 - 8 Spring/Fall Uniform – Navy pleat skort, which must touch the knee, white golf shirt with school emblem, white ankle socks, **SOLID** white sneakers.

Girls Grades 5 - 8 Winter Uniform – Navy flat front pants or navy pleat skort, which must touch the knee, white golf shirt with school emblem (long or short sleeves), navy sweater with school emblem, black leather penny loafer shoe, and navy knee

socks. Black sneakers are not acceptable as winter uniform shoes.

Girls Grades 5 - 8 Mass Days and Formal

Occasions Uniform – Navy pleat skort, which must touch the knee, white dress shirt with long sleeves, criss cross bow tie (plaid), navy blue sweater vest with school emblem, navy knee socks, black leather penny loafer shoe. Black sneakers are not acceptable as winter uniform shoes.

Girls and Boys Winter Gym Uniform Grades K - 8

– Navy sweatpants with school emblem, gray t-shirt with the school emblem, navy sweatshirt with school emblem, white socks and **SOLID** white sneakers.

Girls and Boys Spring/Fall Uniform K - 8 - Navy shorts with school emblem, gray t-shirt with the school emblem, white socks and **SOLID** white sneakers.

No jewelry is to be worn during gym classes.

Accessories and Hair Styles

The following are NOT permitted (including, but not limited to) for all students: nail polish, fake or artificial nails, long finger nails, make up, hair coloring, bleach, highlights of any color, streaks, tints, frost, hair extensions, trendy hair styles, large dangling or hoop earrings, plugs, facial or body piercings, tattoos (permanent or temporary), excessive jewelry or ornamental chains, hats/caps/beanies, kerchief or bandana, high heel/platform shoes (more than 2 inches from the base of shoe), high-top sneakers, open-toe or -back

shoes, flip flops/sandals, clogs, crocs, slippers, boots, in or around the school building. Hair/bangs should be out of the eye of the students.

Jewelry should be kept to a minimum: one religious necklace or ring.

No smartwatches or fitness watchers are allowed; only simple wrist watches.

Boy's hair length may not go below the shirt collar. Boys may not wear earrings or plugs. Facial hair is to be kept at a minimum and requires maintenance.

Official notification will be given for any uniform violations.

Please note: Backpacks on wheels / rolling backpacks are discouraged for safety reasons for grades K-4 and are not permitted for grades 5-8. If one is needed for a medical reason, please submit the official documentation citing the need for such a carrier.

Tag Days

Tag days, (NUT CARD), usually occur on the second Friday of the month. Students do not wear their uniforms.

Students' dress may include jeans, without bleach marks or rips. Dresses, skirts, shorts must be **touching** the knee. Tops should be crew-line with

sleeves and extend below the waist, no midriff should show. No sleeveless shirts/blouses/dresses or tank tops. No clothing that is see-through or netted.

Sports or School names are permitted but need to be appropriate and tasteful. Inappropriate sayings or symbols are not acceptable.

Sneakers and other supportive shoes may be worn: please review the **Accessories and Hair Styles** section.

Items not permitted are listed in the **Accessories and Hair Styles section**.

No spandex, leggings, yoga pants, or tight clothing are to be worn.

Usually, students are asked to give a monetary donation for a cause determined by the Student Council, NJHS or the administration.

The administration reserves the right to make the final decision in regards to the **Accessories and Hair Styles** section. Parent(s)/legal guardian(s) are responsible for viewing and expected to view their child/children before they come to school.

ADMINISTRATION OF MEDICATIONS

Administration of Medication

Good Shepherd Academy strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication, a parent/guardian should come to school and personally administer the medication. If the parent/guardian is unable to come to school, the following procedure is required:

- The parent/guardian and the student's physician/health care professional must complete and sign an *Authorization for Self-Administration of Medication in School* form.
- The prescription must be in the original bottle with the student's name on it and kept in the Nurse's/School Office.
- School personnel will monitor the child while she/he self-administers the medication.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an *Authorization for Self-Administration of Medication in School* form, which is available at the school office.

Administration of Epinephrine

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen anaphylaxis.

Parents/Guardians Authorization and Agreements

Regarding Liability

Written authorization for administration of the epi-pen must be received from the parent/guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law.

Administration of the Epi-pen by the School

The school nurse shall have primary responsibility for administration of the epi-pen. In the absence of the school nurse, another school employee, designated and trained in administration of the epi-pen by the school nurse pursuant to New Jersey law, may administer the epi-pen.

LUNCH PROGRAM AND GUIDELINES

Good Shepherd Academy strives to be a nut-free school. Students may purchase lunch or bring their own lunch. The lunch menu is distributed with the

monthly calendar. The lunchroom is supervised at all times.

If a child is bringing their own lunch, it should be brought into school when the student enters the building. Lunch delivery from an outside vendor (e.g., delivery service) is not permitted. **Lunch should not be dropped off during the day unless for a medical reason.** Students must obey and abide by all school rules and regulations while in the cafeteria. Failure to obey the rules may result in suspension or termination of lunchroom privileges.

Lunch Program

Simply Gourmet provides for the school lunch program. Their program is for students from Pre-K through 8th grade. Please see the website for additional information.

Peanut/Nut Free School Policy

This means that no peanuts or tree nuts (walnuts, almonds, cashews, pistachios, pecans, etc.) may be brought into school or onto school grounds. Foods sent in for snack(s), lunch(es), class events, or school-sponsored functions (before and/or after care, parties, celebrations, field trips, extra-curricular activities/clubs/sports, etc.) must not contain peanuts or tree nuts.

Families can help ensure that our school stays peanut/tree nut free by reading packaging labels and reminding children not to share food with other

children at school. If your child has eaten peanuts or nuts prior to coming into school, please be sure their teeth are brushed and their hands were washed thoroughly before they enter the school building/grounds. For a child who has one or all these allergies, touching or inhaling even the slightest trace or residue may cause a reaction.

The administration appreciates the efforts on everyone's part to keep our school a safe environment for all of our children.

Cafeteria Rules:

- No soda, candy, or glass bottles are permitted in the cafeteria.
- No food is to leave the cafeteria to be brought outside.
- A small stock of emergency lunches is available in the cafeteria. Students must pay the lunch fee plus a convenience fee the next morning from when the lunch was received.
- Any lunches that are dropped off after morning drop off, must be left in a designated box outside the front entrance with the child's name and grade.

Cafeteria Guidelines:

Children eating in the Cafeteria are to observe the following:

- Eat lunch at assigned table using proper table manners

- Leave individual table, and floor around table clean
- Eat snacks only in the cafeteria and finish before leaving
- Use conversational voices at all times
- Use the lavatory before going outdoors
- Any other rules as deemed necessary by the cafeteria coordinator.

Lunch and Recess Unacceptable Behaviors

When...

a student is verbally insulting or abusive to or targeting another student(s).

a student leaves the lunch room without permission from a teacher, staff, substitute teacher, or aide.

a student leaves the playground area without permission from a teacher, staff, substitute teacher, or aide.

a student ignores or refuses to listen to the directions of a teacher, staff, substitute teacher, or aide.

a student needs to be sent to the office due to their behavior or attitude.

a student is rude, mean or verbally or physically abusive to a student(s), teacher, staff, substitute teacher, or aide.

a student is involved in a physical confrontation at recess.

a student is a part of a set or group of students involved in inappropriate use of unstructured free time.

a student is unable to observe and play fair, display good sportsmanship and/or obey game rules.

a student is using language that is inappropriate.

a student is throwing objects (e.g., balls, belongings, etc.) at another or in order to damage or destroy it.

a student is unable to line up for the bell in an appropriate fashion and obey teachers, staff, substitute teacher, or aide on duty.

a student is unable to play safely – this includes no pushing, rough play, or fighting (pretend, fake or real).

a student does not remain seated at all times and sits at their designated table or assigned seat.

a student gives their food to other student(s). This includes asking for food from other students(s) and/or throwing food or wrappers.

a student does not clean up after themselves, this includes the table, seat and floor.

a student is unable to line up and be dismissed from the lunch room.

a student is unable to hold a private conversation with fellow peers during lunch but chooses to engage in loud, boisterous talking, yelling, screaming, noise-making or inappropriate behaviors, etc. – all of which are unacceptable.

a student is unable to form and keep themselves in a single line while waiting to pick-up their lunches from lunch service.

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

The use of computer services at Good Shepherd Academy is a privilege, not a right. Students are expected to make every effort to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include but are not limited to: use of personal and school computers and the Internet, and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are restricted or appropriated when these services are abused.

Good Shepherd Academy holds specific expectations for students at each grade level regarding their use of

computers before, during and after school in every room in the school.

The following Rules of Conduct apply to information services:

- May use only their **own** password
- **Students should not share their passwords**
- **Students should not touch or use another student's personal devices**
- **Any damages incurred from handling of other student's personal devices will be the responsibility of the the student who does not own the device**
- **Damages to school property may incur repair or replacement fees**
- **Middle School students are subject to monitoring and inspection of personal devices on premises**
- May not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority
- May not unlawfully copy software or information
- May not use illegal software
- Must cite properly all information that is acquired from electronic sources used in their assignments
- Are held responsible for all activity conducted on her/his account or under her/his password
- May not run non-instructional computer games on any school owned computer, server or network system
- May not use non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/administration
- Must comply with any other additional guidelines as stipulated by the school

Failure to comply with these standards or acceptable use of Good Shepherd Academy technology will result in, at the very least, suspension or withdrawal of network privileges.

DISTANCE LEARNING

In the event that Good Shepherd Academy implements Distance Learning / Hybrid Classrooms, the following procedures should be followed:

- Parents should contact the office and / or teacher in case of an emergency, to report an illness or absence.
- All students(Pre-K-8) should follow the class schedule as posted, including attending any live video classes, and are required to complete and submit the assignments for all classes (core subjects and specials/enrichment)
- Students in grades 5 - 8 are required to attend all classes following the regular schedule, including participating in live video conferences and chats, and finally, complete and submit assignments / classwork / homework by their due date for all classes.

- Students in grades 5 - 8 must report to Homeroom in Teams for daily attendance and announcements.
- All students are required to dress appropriately (please refer to acceptable dress code under Tag Days)
- Students are not permitted to eat during the class, hold their pets, or lay / lounge on their beds.



Good Shepherd Academy
Parent and Student Handbook

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