



Parent and Student Handbook

Good Shepherd Academy
Nutley, New Jersey

JURIDICAL PASTOR

Reverend Joseph Ferraro

Holy Family Parish, Nutley, NJ 07110

973-667-0026

ACADEMY ADMINISTRATION

Principal

Ms. Jaclyn Pilat

Academy Advisory Board

Home School Association

Teaching Staff

Resource Staff

Administrative Staff

TABLE OF CONTENTS

PURPOSE AND USE OF HANDBOOK	1
AMENDMENTS TO HANDBOOK	1
NON-DISCRIMINATION POLICY	1
COMPLIANCE WITH THE LAW	2
ADMISSION POLICIES AND PROCEDURES	3
PARENTAL RESPONSIBILITIES	4
Religious and Spiritual	4
Parental Support and Cooperation	5
Fees	5
Tuition	5
Tuition Reimbursement	6
Parental Service Obligations	6
Fundraisers	6
ATTENDANCE AND ABSENCE	6
Arrival Procedure	7
Late Arrival Procedure	7
Supervision of Students	7
Student Absence	7
Homework when a child is Absent	9
Participation in School Activities whenever Absent	9
Absences due to Family Vacations	9
Truancy	10
Emergency/Inclement Weather Closing	10
Dismissal Procedure	11
Cash sent to School	11
Extended Care Program	11

HOME AND SCHOOL COMMUNICATION	12
Communications with Parents/Guardians	12
Appointments with the Administration	12
Appointment with the Teacher	13
Student Phone Calls / Cell Phones / Electronic Devices	13
Home School Association	14
NJ ALLIANCE of Catholic School Families	14
School Advisory Board	15
Class Parent	15
CUSTODIAL AND NON-CUSTODIAL PARENTS	16
Parent/Guardian Access to Student’s School Records	16
Court Orders Affecting Parents	16
Release of Student	16
Parental Rights to School Records	16
ACADEMIC POLICIES AND PROCEDURES	17
Curriculum and Course Offerings	17
Religious Education and Religious Service	17
Extra-curricular Activities	17
Instructional Procedures	18
Homework Requirements	18
Student Progress	19
Grading System	20
Retention Policy	21
Transfers	21
Records and Transcripts	22
GENERAL DISCIPLINE POLICY	22
Major Disciplinary Infractions and Action	23
Leaving School Property	24
Field Trips Policy	24

DRESS CODE	24
Official School Uniform	25
Accessory items	26
ADMINISTRATION OF MEDICATIONS	27
Administration of Medication	27
Administration of Epinephrine	28
Parents/Guardians Authorization and Agreements	28
Regarding Liability	28
Administration of the Epi-pen by the School	28
LUNCH PROGRAM AND GUIDELINES	29
Cafeteria Rules:	29
Cafeteria Guidelines:	30
ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY	30

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.



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.

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

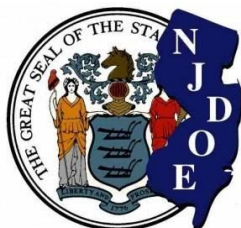
Student safety is of utmost importance to the administration, faculty and staff. All academy doors are locked and the only entrance used during the day is the Brookline Avenue entrance, which is opened by the office staff. Visitors must check in upon arrival and receive a visitor's badge. You must make an appointment ahead of time to visit the principal, tour the school, or volunteer in a classroom. 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 Youth 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-4 and 30 students in grades 5-8 , 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).

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 and a written report will be requested from the school the child is presently attending.

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.

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.

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.

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 Smart Tuition and scheduled payments are outlined in the Annual Parent Contract. Payments are due on the 20th of each month beginning in July and ending in April. Late charges are assessed on any payment made after the nineteenth of the following 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. The number of hours and type of service are listed in the annual Home School Association Contract. The option of a service fee is also explained in the contract with a deadline date for payment. If payment is not rendered by the deadline it will automatically be added to your remaining tuition payments.

Fundraisers

The Home School Association sponsors yearly fundraising activities in addition to the Fundraising fee charged. Although the contract states that these are optional, we do encourage participation since the

monies earned provide extra activities/materials for the students throughout the year.

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.

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. Students late a third time in the same month, will receive a detention slip for a school 30 minute detention. A request for a conference with the principal will be issued after the fifth tardy in one month. The detention slip must be signed and returned to the office the next day.

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 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 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 the work missed. Make up requirements coincide with the number of days of absence. Assignments are not given beforehand.

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.

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.

Dismissal Procedure

Dismissal times: Kindergarten—2:45pm; Grades 1-4—2:50pm; Grades 5-8—3:00 pm. Early dismissal schedule is 8:10am to 12:30pm. 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 3:10 p.m. 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.

Cash sent to School

Money that is sent to school should be placed in a sealed envelope with the student's and homeroom teacher's names, the amount enclosed, and the purpose of the money.

Extended Care Program

Working parents have the availability of the Extended Care Program in the morning from 7:00 a.m. until 8:10 a.m., and in the afternoon from dismissal until 6:00 p.m.

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.

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.

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 or email. 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.

Student Phone Calls / Cell Phones / 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 – 5. In grades 6 – 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.

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, kept in the office until a parent/child conference is held with the principal.

HOME SCHOOL ASSOCIATION

The Home School Association (HSA) is an organization of the pastor, principal, faculty and school parents formed in order to facilitate communication and cooperation between the school and the home in matters of purpose, policy and procedure.

It is made up of four Executive Members and parents at large. There are regular meetings held at the school 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 a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the principal with an official copy of the court order to the contrary. The custodial parent may wish to provide the principal with the custody section of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

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 to 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

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.

Extra-curricular Activities

Extra-curricular activities such as musical theatre, student council, book clubs, soccer, volleyball, basketball, softball, cheerleading, chess, track and

cross country are provided. Others may be provided as published in the future.

Instructional Procedures

Generally, primary classes (K— 4) are self-contained; elementary grade 5 is semi-departmentalized; and middle school grades 6—8 are departmentalized for all classes.

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 a two-way communication to monitor the progress of each student. The teachers are in regular contact with parents through notes, phone calls, emails, 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 1-8. 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.

Kindergarten

Students have a special reporting system tailored to their needs as listed on the report card.

Academic Code for Grades 1—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

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. Students are expected to act with courtesy and respect toward one another regardless of age or position. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. 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 of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the principal and the classroom teacher.

Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms including, but not limited to: misconduct referrals or warnings; denial of privileges; detention; in-school suspension; out of school suspension; or expulsion.

Actions which violate the law, threaten, abuse, harm others, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a conference will be scheduled with the principal, teacher, parent, and student. Appropriate action, including a request to leave the school if necessary, will be taken.

All subsequent discipline, counseling, consultation, and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts prove ineffective, the student will be asked to leave the school or may be denied re-admittance to the school.

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.

Gross insubordination and defiance, chronic truancy, continued fighting, intimidation, harassment, bullying, bringing concealed weapons to school, substance abuse, use of cigarettes, alcoholic beverages or controlled illegal drugs, possession of

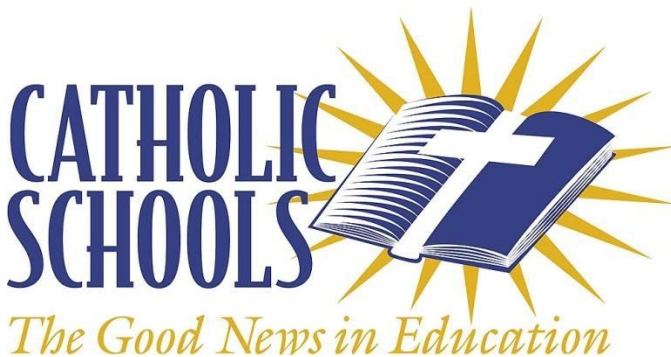
illegal drugs with intent to distribute or sell, destruction of school or church property, use of profanity, sexual/verbal harassment, use of inappropriate video games, music, or gestures. The principal has the discretion to add serious violations to this list.

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.

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/Guardian permission slip for the specific event is submitted to the school. The school provides the forms used for permission to attend field trips. The school reserves the right to deny a child from attending a field trip.



Official School Uniform

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

Flynn O'Hara

196-198 Ferry Street
Newark, NJ 07105
(862) 231-2149

<https://www.flynnohara.com/school/NJ259>

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.

Boys and Girls Pre K - Navy sweatpants, light blue golf shirt, sneakers.

Spring/Fall Uniform – Navy shorts, light blue golf shirt, sneakers.

Boys Grade K Winter Uniform - Navy pants, white golf shirt with school emblem, navy belt, black tie shoes and navy/white socks.

Spring/Fall Uniform - Navy shorts, white golf shirt, white ankle socks, white sneakers.

Boys Grades 1-8 Winter Uniform – Navy pants, navy belt, white shirt (long or short sleeves), school tie (plaid), black tie shoes, and navy socks.

Spring/Fall Uniform – Navy shorts, white golf shirt with school emblem, white ankle socks, white sneakers.

Girls Grades K-5 Winter Uniform – Navy plaid jumper or navy uniform slacks, white school blouse (long or short sleeves), navy cardigan sweater, black shoes, and navy knee socks.

Spring/Fall Uniform - Navy shorts, white polo shirt with school emblem, white ankle socks, white sneakers.

Girls Grades 6-8 Winter Uniform – Navy flat front pants or navy pleat skort, white school blouse (long or short sleeves), navy sweater vest with school emblem, black leather penny loafer shoe, and navy knee socks. A navy cardigan with school emblem may be worn in addition to the sweater vest.

Spring/Fall Uniform – Navy pleat skort, white polo shirt with school emblem or white banded bottom shirt with school emblem, white ankle socks, white sneakers.

Girls And Boys Gym Uniform - No jewelry is to be worn during gym classes.

Grades K-8 – Navy sweatpants, gray sweat shirt or tee shirt with the school emblem, white socks and white sneakers.

Spring/Fall Uniform - Navy shorts, gray tee shirt with the school emblem, white socks and white sneakers.

Accessories and Hair Styles

The following are NOT permitted (including, but not limited to): nail polish, long finger nails, make up, hair coloring, trendy hair styles, large dangling, hoop earrings or plugs, facial body piercings, tattoos, ornamental chains, hats, high heel shoes, or flip flops inside the school building. Boy's hair length may not go below the shirt collar. Boys may not wear earrings or plugs.

Please note: Backpacks on wheels are discouraged for safety reasons for grades K-5 and are not permitted for grades 6-8.

Tag Days

Tag days, (NUT CARD), usually occur on the first Friday of the month. Students do not wear their uniforms. Their dress may include jeans, without bleach marks or rips. Dresses, skirts, shorts must be below the knee. Shirts may not include any offensive sayings or images. Sports or School names are permitted. Sneakers and other supportive shoes may be worn: no Flip-Flops. No sleeveless shirts/blouses or baring of midriff. Items not permitted in the ACCESSORY ITEMS also. Usually, students are asked to give \$1.00 for a cause determined by the Student Council, NJHS or the administration.

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.



I

ELINES

Good Sk... 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.

Cafeteria Rules:

- All lunch orders must be placed and paid for in advance through Good Shepherd Academy / Lunch Buddies website.
- 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 directly to the company or to be sent to the school the next morning from when the lunch was received.
- Any lunches that are dropped off after morning drop off, must be left in the vestibule in a designated box 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

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 peripherals, 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 password
- 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, 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.

COVID-19 ADDENDUM TO PARENT-STUDENT HANDBOOK

The School has taken necessary steps, utilizing CDC guidelines, for maintaining a safe educational environment, which include but are not limited to:

- Requiring that face masks be worn by all employees, students, and visitors, and providing face masks to those who need one
- Providing hand sanitizer and encouraging washing of hands regularly
- Providing cleaning products and cleaning frequently touched areas regularly
- Encouraging social distancing
- Advising employees and students to monitor their symptoms daily and to stay home if they are sick or experiencing any symptoms related to COVID-19
- Advising parents to monitor their children's health daily, to keep them home from school if they experience any COVID-19 symptoms, and to promptly report any health changes to school administration

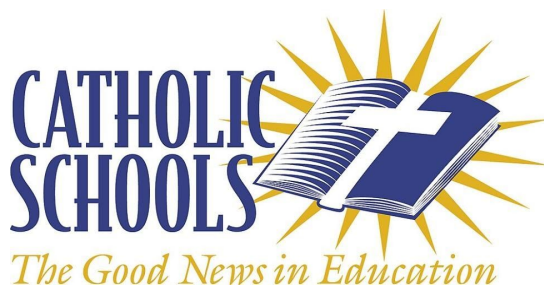
All parents are required to sign the Acknowledgment that they have received, reviewed, and understand this COVID-19 Addendum to the Parent-Student Handbook

before their child will be permitted to attend School. In doing so, parents acknowledge that serious health risks exist due to the COVID-19 pandemic, that School attendance includes possible exposure to illness from infectious diseases including COVID-19, and that parents knowingly and freely assume such risks.

COVID-19 Testing. The School in its sole discretion may require any student to remain out of school, and/or undergo a COVID-19 test and produce the results to the School, if circumstances require.

Positive COVID-19 Case. If the School becomes aware of an instance of a positive COVID-19 result in the School community, notification will be provided to all parents and employees while making efforts to maintain the privacy of the individual(s) known to have tested positive.

Virtual Instruction. To the extent any School instruction is conducted virtually as a result of the COVID-19 pandemic, certain rules apply with regard to virtual instruction. Any livestream into or from classrooms is for the exclusive use of students only. If parents wish to engage with the teacher, communication should be made separately. Furthermore, students' images that are available via virtual instruction shall not be used for any other purpose.



Good Shepherd Academy
Parent and Student Handbook

24 Brookline Avenue

Nutley, New Jersey, 07110

973-667-2049 Fax 973-661-9259

www.gsanutley.org

Revised June 2020