

Good Shepherd Catholic School
Parent-Student Handbook
Kindergarten – 8th Grade
2026-2027



Revised August 2026

Philosophy

We recognize each student, as a child of God, is destined for eternal happiness. While the main responsibility for the education of the child is based in the home, we share in the moral, religious, and educational growth of each student entrusted to our guidance. We consider it a privilege and duty to educate the whole child: spiritually, intellectually, socially, and physically.

We provide a balanced program which incorporates the teachers and values of the Catholic Faith into the curriculum. We endeavor to make each student aware of his/her religious responsibilities toward self, the community, and nation, and the world.

We hope that each student leaves Good Shepherd with a strong sense of both his/her self worth as a child of God and his/her need to achieve peace within oneself and in the world.

Vision

We envision a Christ-centered school in which

- students will achieve their unique potentials and develop positive self-concept through an enriched curriculum and effective teaching techniques
- students will serve in school, faith, civic, and global communities
- students will develop respect through understanding and compassion
- students will demonstrate responsibility for their decisions and actions

Goals

Fundamentally, the task of the Catholic School is the synthesis of culture, faith, and life by

- Teaching secular subjects in the light of the gospel.
- Promoting the growth of Christian values and a love of the church.
- Building a strong relationship between home and school.
- Encouraging students to accept responsibility for their own learning through self-discipline.
- Developing proper social attitudes in interaction with peers and helping children recognize that we are truly a world community.
- Recognizing that in every group of learners, there exists wide differences in ability, desire, and intent toward learning.
- Providing appropriate learning activities to help children develop their unique potential and a positive self-concept.
- Helping each child to recognize the serious problems in our world and each child's potential to make the world a better place in which to live.

Governance

Good Shepherd Catholic School is a member of the Roman Catholic Diocese of Lexington and adheres to the policies and procedures set forth by The Catholic Schools Office. These policies may be viewed by visiting the Catholic School Office website at www.cdlex.org.

The Good Shepherd Catholic School Council, an advisory board, shall provide policy direction for the educational program of the school and shall promote the implementation of said policies. The School Council shall consist of a minimum of 9 advisory members, the pastoral leader of the parish, and the school administrator. The school council members should be appointed by the pastor or principal.

Admission

Good Shepherd Catholic School is a parish school. Both Catholic and non-Catholic students are welcome at Good Shepherd Catholic School. Students are accepted regardless of race, color, nationality, or ethnic origin.

A non-refundable registration fee is charged per student when registering at Good Shepherd. Additionally, the following documentation is required upon admission:

- **GSCS Enrollment Form and Tuition Contract**-due at time of enrollment
- a copy of a legal **birth certificate** or other reliable proof of age and identification
- a current Kentucky **certificate of immunization**
- current **student allergy and/or medication form** (if applicable)
- proof of a **preventative health care examination** conducted within six months prior to initial entry into school and another preventative health care examination within one year prior to entry into the 6th grade
- proof of an **eye examination** between ages 3-6 by an optometrist or ophthalmologist, documented on the Kentucky School Eye Exam Form; **must be presented to the school no later than January 1 of the first year that the child is enrolled**
- Proof of a **dental screening** or examination by a dentist, dental hygienist, physician, registered nurse, advanced registered nurse practitioner or physician assistant, documented on the Kentucky Dental Screening Form. **This form must be presented to the school no later than January 1 of the first year that a 5 or 6 year old child is enrolled**
- **For Catholic students only: a copy of Baptismal certificate** if Baptism was not received at Good Shepherd Catholic Church.

Parents/guardians must, by Diocesan policy, sign a statement at the beginning of the year, stating that they have their own insurance, are taking out a student insurance policy, or know that their children are not insured while at school. Parents/guardians of students agree to 1) support the policies and procedures of the school and 2) accept financial responsibility for tuition/fees, cafeteria lunches, fines, etc.

Students seeking to transfer from other schools may not be accepted if they have demonstrated discipline problems or parents have not met financial obligations at their previous schools. Students being accepted from another school must present academic records from the school they attended.

To help the school and teachers provide an appropriate learning environment, enrolling students may be asked to complete a screening process/placement assessment. Parents or guardians of prospective students will have to sign a release of records request for Good Shepherd to obtain a copy of the students' most recent report card, assessment instruments, health records, and behavior reports from their previous school.

The school reserves the right to enroll students in grade levels that are appropriate as indicated by the above assessments.

Tuition and Fees

One of the most important missions of our parish is to provide a quality education for our children. To this end, the parish encourages every family with children to send them to our school and to continue their education at a Catholic high school. To assist families in this endeavor, the parish provides significant financial support through parish offertory. The parish further assists families through a tuition assistance fund supported from donations. As directed by the Diocese, the parish also provides a subsidy for students attending Lexington Catholic High School. In return, the parish asks that each family participate in the life of the parish through the family's time, talent, and treasure as each has been given by God.

The subsidies for parishioners are presently in two forms. First, the rate of parishioner tuition for each grade is established at levels that are significantly below the actual cost to the school. Secondly, further subsidy is granted to those families with more than one child. Tuition assistance may also be available for families in financial need. Tuition for parishioners in good standing at other Catholic parishes and non-parishioner families is also subsidized by our parish.

In order to meet the needs of our parish families with students at Good Shepherd, while also acting in fairness to all members of our parish, from whom the subsidies are received, as well as acting responsibly as stewards of our parish, it is necessary for the parish to establish certain minimal standards for those families receiving the subsidies.

For Parishioner rate, the criteria include:

- Registration as a member* of Good Shepherd Parish
- Attendance at the weekly Sunday (or Saturday vigil) celebration of Mass and Holy Days of Obligation Masses.

**A parishioner of Good Shepherd parish is one who is baptized, registered, actively participates in our parish liturgical life, and assists in the growth of our parish by gifts of time, talent, and treasure.*

Parishioner/Non-Parishioner status is based on the status of the parent/guardian of the student enrolled, not on that of the person paying the tuition bill.

Further tuition assistance may be available to K-8 families upon application and acceptance. Please apply for assistance through FACTS Grant and Aid Assessment accessed via the school's website at www.gssfrankfort.org.

Statement of Responsibility

Good Shepherd Catholic School maintains a closed campus. Students are not permitted to leave school grounds without supervision/permission at any time during the school day. Good Shepherd Catholic School's responsibility for a student ends when the student is dismissed. Parents/guardians are responsible for providing supervision for the student after dismissal unless the student is enrolled in a GSCS after-school program.

School Office

The school telephone may be used by or for the students in case of sickness, transportation difficulties, disciplinary consequences, or to notify parents/guardians of the need to stay after school. Forgotten books, instruments, lunches left at home, etc. will not necessitate a phone call.

Calendar

The GSCS calendar is established by the Good Shepherd School administration. GSCS attempts to follow the Franklin County Public Schools calendar as closely as possible to take advantage of the county school buses in the afternoon. However, on days when FCS are not in session, and GSCS has classes, parents/guardians will have to provide transportation for their child/ren.

Attendance

According to Kentucky State Law (KRS 159.010 & KRS 159.180), it is the obligation of every parent/guardian to ensure that every child under his or her care and supervision receives adequate education and training. Regular attendance and punctuality are essential for student success. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness and absences.

Excused Absences

Excused absences are defined as:

- absences due to temporary illness or injury
- a student who is absent for an extended period due to physical, mental, or emotional disability
- a student who is attending any school-sponsored activity
- absences by those who are in custody of the court or law enforcement authorities
- absences determined by school administration to be excusable, such as doctor's appointments or appointments with outside agencies.

Excessive excused absences will require verification from the appropriate doctor, dentist, agency, etc. Parents/guardians must notify the school office within 24 hours (excluding weekends) when their child will not be in school.

For all excused absences, students are expected to make up work and will be allowed two school days to make up work for each day of absence. For example, if a student is absent for two days, he or she will be allowed four days to make up work. All major projects are due on the specified day. If a student is absent on that due date, the project is due the first day they are back in school. If a student misses a test, it is his/her responsibility to work with the teacher(s) to schedule a time either before or after school to make up the test.

Prearranged Absences

Family vacations during school time are strongly discouraged. Parents are encouraged to follow the school approved calendar for scheduled breaks. All assignments during the prolonged absence must be completed unless otherwise specified by the teacher. Teachers are not required to provide work before the pre-arranged absence as their academic plans might change. Students will receive their missing work once they return to school. The teacher and student will work together to develop a timeline for completing missed assignments.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing excused absence exceptions.

- When students accumulate 3 days of unexcused absences, a letter will be sent to the parents/guardians notifying them of the school's concern.
- When students accumulate 6 days of unexcused absences, a meeting between the parents/guardians, teacher(s), and school administrator will take place to discuss ways of improving their student's attendance. An attendance contract will be signed/dated and kept in the school office.
- When students accumulate 10 days of unexcused absences, the school will file a notice of non-compliance with the Division of Child Base Services (DCBS). From this point, the school will follow all DCBS procedures.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of non-tardy students to uninterrupted learning, penalties shall be imposed for excessive tardiness.

- When students accumulate 3 unexcused tardies, a letter will be sent to the parents/guardians notifying them of the school's concern. Every 3 unexcused tardies equals an unexcused absence and will be marked in the record as such.
- When students accumulate 6 days of unexcused tardies, a meeting between the parents/guardians, teacher(s), and school administrator will take place to discuss ways of improving their student's attendance. An attendance contract will be signed/dated and kept in the school office.
- When students accumulate 10 days of unexcused tardies, the school will file a notice of non-compliance with the Division of Child Base Services (DCBS). From this point, the school will follow all DCBS procedures.

Morning Drop Off

The PLC opens at 7:00am for K-8 morning drop-off. The school day begins with prayer, pledge, and announcements at 7:25am. All students who arrive after 7:25am are reported as tardy. Students who arrive late must be signed in by a parent **AT THE SCHOOL OFFICE**. Students will not be admitted into the PLC after 7:25am.

If a child is absent, a parent/guardian should notify the school before 8:00am.

Dismissal

Regular dismissal time is 2:15pm. Only authorized persons may pick up a student. Non-custodial parents should not have access to the student unless authorized by the custodial parents or directed by an Order of the Court.

If a student is to leave school early, the parent/guardian should send a written note to the school informing the school of the time the student will be picked up and by whom. Students will not be released from their classroom until an authorized person has signed them out of the office. Identification of the persons picking up students may be required and inspected before the student is released.

Students who are not picked up by 2:30pm will be placed in the Aftercare program and the parents/guardians will be responsible for paying the appropriate drop-in fee.

Bus Service

Morning bus service is not available.

Afternoon bus service is provided by the Franklin County Fiscal Court and the Franklin County School Board. This service may be denied to any student who does not follow school and county regulations. At the beginning of the school year, an agreement between parents/guardians, students, and drivers will be sent home to be signed. Students riding the bus and their parents/guardians agree to abide by all bus rules. Parents/guardians of students in violation of these rules will be notified. Students with a second violation will be asked to find other means of transportation for a time and after a third violation, permanently (Franklin County policy)

Students who do not regularly ride the bus will not be permitted to do so without a bus pass. Bus passes can be obtained from the GSCS office when the student presents a note from his or her parents/guardian regarding the transportation change. A drop-off address must be included on the note. Drivers are not permitted to accept students on the buses without a pass.

School Safety

Fire, tornado, and other emergency drills are conducted frequently as safety measures. Emergency procedures are clearly posted in the school. Students should be quiet during drills.

Smoking, vaping, and use of other tobacco products and illegal possession or use of drugs/alcohol is prohibited at Good Shepherd Catholic School.

Please be advised that Good Shepherd Catholic School does not cover your children under its insurance policy. All health and safety insurance for students is the parents' sole responsibility.

All Good Shepherd students have the right to an educational environment conducive to spiritual, intellectual, physical, and social growth. Sexual harassment in a school setting can be defined generally as any unwelcome behavior of a sexual nature which interferes with the educational environment. It may be any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which interferes with an individual's educational performance or creates an intimidating, hostile, or offensive education environment. This environment can be generated by a student's peers as well as by any staff member(s).

Any instance of such behavior, whether verbal or physical, is to be reported to the person serving as the school's supervisor of the individual(s) who made the unwelcome behavior. That person(s)' supervisor will immediately make a full report to the principal. At that point, the principal will initiate an investigation of the incident in full compliance with the Diocesan policy on Sexual Misconduct. In the case of established sexual harassment, penalties determined by the Diocese will be enforced.

Emergency Closing

In the event of hazardous weather conditions, school closings/early dismissals will be communicated to parents/guardians via the local television, through FACTS, the school website, and through the classroom Remind or Dojo app text alerts. Television channels are: 18, 27 & 36.

In the event of a disaster (fire, earthquake, tornado, etc.), NO student will be dismissed from school unless a parent/guardian or individual designated by the parent/guardian comes from the child.

All parents or designated parties who come for the student must sign the student out at the school office, or in case of an emergency, at a temporary Student Release Station.

Parents are requested to assist in an emergency in the following ways:

- do not call the school, the lines must be open for emergency calls;
- following a disaster, streets are to be kept clear for emergency vehicles; make certain that you do not worsen the situation by driving to the school until contacted;
- listen to your local radio/television stations and/or check school communication for ongoing information; and
- make sure you know the school emergency procedures and do not create havoc by making demands the school cannot meet.

Student Health Policy

In accordance with state law, all students at Good Shepherd must be properly immunized. All immunization certificates must be complete by the first day of school. Students will not be allowed to attend classes until certificates are complete. The immunization date and expiration date are to be on the form. In the event that an abnormality is noted on your child's health record, immunization form, or physical statement, an explanation must be noted from your physician. In the event of communicable diseases, further statements of the status of the disease, which may include future medical testing and reports, must be presented to the school upon registration and/or upon diagnosis during the school year.

When Should I Keep My Child Home From School?

Take your child's temperature:

Though a child may not have a fever and still be sick, a temperature of 100 degrees or over is a sure sign to keep your child home. Giving fever reducing medication and sending him/her to school will almost guarantee a call from school when the medicine wears off. Temperature must be below 100 degrees for 24 hours **without** the use of acetaminophen or ibuprofen for your child to return to school.

Lice:

Good Shepherd has a NO NIT policy. In the case of a child with head lice, the parents/guardians are notified and the child must leave school. If a parent/guardian discovers that a child has lice, they should contact the school office immediately. A child may not be accepted back in school until he/she has a certificate of medical clearance from a provider.

Vomiting or Diarrhea:

If your child vomited or had diarrhea during the previous day, please keep them home. Consult your doctor if symptoms continue or worsen instead of improving. Students must be symptom free for 24 hours to return to school.

Rash:

If your student has a blistery rash, especially if accompanied by a fever and a history of exposure, they may have chicken pox. He/she will need to stay home until a return-to-school form/note from a medical provider is produced that states a return date.

Cough/Congestion:

Please keep your child home if he/she has heavy nasal congestion and/or a frequent cough. He/she probably feels miserable and will not learn much, as well as sharing his/her virus with others.

Contagious Diseases:

If your child is diagnosed with a contagious disease, such as/but not limited to strep or conjunctivitis (pink eye), the student will be sent home for a recovery period. Again, children must be free of symptoms for 24 hours before returning to school.

School is important; however, sick children need to stay home to recover.

Student Medication

Good Shepherd does not have a school nurse.

Prescription drugs, such as aspirin, Tylenol, cough/cold medication, and other over-the-counter medications are not to be brought to school without written authorization from the student's physician. Any medication brought to school (i.e. cough drops, Tylenol, etc.) must remain in the office to be administered by office personnel. School personnel will not administer medication without written authorization. Students will be supervised by an administrator and/or office manager while taking medication. The written authorization will be filed and kept with a log indication when the medication is administered, the dosage administered, and by whom. The medication and written authorization will be kept in a secure place accessible only to office personnel. ALL medication must be in the original bottle with complete instructions.

Cafeteria

A complete lunch is served at school every day. The school has a closed campus, which means students must purchase their lunch or bring a packed lunch. Students are not permitted to leave the school grounds at lunchtime. **Parents are not permitted to bring or send “fast food” for their child/ren. Soft drinks are not allowed in our campus cafeteria unless the prior written orders from a medical provider are submitted to the office.**

Whether students buy lunch or not, they are expected to follow the rules of conduct including using good manners and helping to keep the area clean.

Reduced price and free meals are available for eligible students. Applications to determine eligibility are available online through <http://www.myschoolapps.com/>. A distinction is not made between those students paying or not paying for lunches. Eligibility for free or reduced meals is confidential.

All lunches are to be paid for IN ADVANCE. Lunch may be paid for on a weekly or monthly basis. Checks for lunches should be placed in an envelope with the child’s name on the outside of the envelope. Lunch may also be paid for by going to myschoolbucks.com. Having an account on myschoolbucks.com is free, but to add money to the account, a small fee is added. NO CASH should be sent to school.

Parents/guardians are invited to lunch with their students. Plans for these lunch visits should be made with their student’s teacher ahead of time. Adult lunches cannot be charged.

Safe Environment

Staff, volunteers, chaperones, etc. are required to undergo a criminal background check and participate in the Diocesan Safe Environment training and certification program via CMG Connect.

Additionally, all parents/guardians and volunteers are required to sign the Adult Volunteer Code of Conduct.

If a parent/guardian/volunteer does not comply with all aspects of the Code of Conduct, he/she will not be permitted to participate in school activities.

Visitors

ALL visitors are to enter the school building through the front door and must report to the office to sign in before proceeding. Parents/guardians are welcome to visit the classrooms AFTER making an appointment with the teacher. Parents/guardians are asked to wait in the office until the teacher comes down to greet them. ALL visitors must sign out in the office upon leaving. This procedure is necessary so that in the event of any kind of emergency, we are aware of the exact number of adults and students in the building at that time.

Teachers are not available for conferencing or phone calls during their teacher day. All conferences are to be scheduled ahead of time.

Sacraments

The Sacraments are signs of grace by which the members of the Catholic Church experience their union with God through their faith. Catholic students of the parish are involved in a sacramental program during the school year. Parents/guardians are reminded to encourage their child's participation and reception of the sacraments on a regular basis.

All students in grades K through 8th attend Mass once a week. Catholic students who are eligible are encouraged to fully participate in the Sacrament of Holy Eucharist at these times. Catholic students in grades 3rd-8th participate in Sacrament of Reconciliation throughout the school year.

Usually, Catholic students in 2nd grade receive, for the first time, the Sacrament of Eucharist and Reconciliation. The Sacrament of Reconciliation celebrates God's forgiveness: through the sacrament we are reconciled with God and with one another. In addition, through the grace of reconciliation God empowers us to forgive others. In the Eucharist, we celebrate union (communion) with God through Jesus Christ. At the same time, in receiving Jesus present in the Eucharist, we are nourished and given the grace to be the presence of Jesus to others. Parent meetings are part of the sacrament preparation program so that parents/guardians may fully participate in a child's preparation for the reception of Eucharist and Reconciliation.

In 8th grade, Catholic students engage in the sacrament of Confirmation. Confirmation is a crucial step in the process of becoming an adult member of the Church. During the Confirmation ceremony, the bishop lays his hands on each candidate and anoints them with chrism oil, symbolizing the Holy Spirit's presence. This sacrament strengthens and deepens the faith of the individual, empowering them to bear witness to their faith in everyday life. Through our religious education classes, students gain a deeper understanding of their faith, which is crucial for making an informed commitment to Confirmation. These classes provide a solid foundation of knowledge and foster spiritual growth.

Student Code of Conduct

To ensure that Good Shepherd is a Christ-centered environment in which every student is safe and can learn and grow, appropriate conduct is expected of all.

Conduct that leads to a positive school environment...

...is in keeping with **Catholic Christian Values** such as:

- Respect for self, others, and property
- Kindness, compassion, and sharing
- Honesty and the Golden Rule
- Participating in prayer and liturgy with joy and reverence
- Following all Code of Conduct policies
- Using the name of the Lord with reverence

...is **Disciplined**, effecting Orderliness, Self-Control, and Efficiency in ways such as:

- Wearing the school uniform and following the dress code
- Being on time and prepared
- Eating and drinking in the appropriate place and times
- Following the instructions of teacher and staff members

...meets the standards of **Common Courtesy** such as:

- Speaking in a quiet voice in the classrooms
- Saying "please" and "thank you"
- Using good table manners
- Being patient and taking turns
- Not chewing gum or using crude words
- No unauthorized technology while on campus

...follows common **Safety** practices such as:

- Staying in your seat if the teacher is out of the room
- Walking (not running) on the right side of hallways and stairways
- Quickly and quietly following emergency procedures
- No rough play while on campus

...demonstrates a **Desire and Willingness to Learn** in such ways as:

- Paying attention
- Participating fully in a positive manner
- Completing assignments to the best of your ability and on time.

Students accept responsibility for their choices, words, and actions. Open and frequent communication between faculty, parents, and students is important and necessary for student success.

Dress Code

Good Shepherd emphasizes modesty, cleanliness, and good grooming. The purpose of the uniform is to eliminate distractions and competition over clothing to enable students to concentrate on their work.

Fragrances worn should be light and not overwhelming for others. Please be respectful of sensitivities and allergies that others may have. Students are not allowed to bring scented sprays, perfumes, or cologne to school.

Hairstyles must be neat, clean, and reserved. For boys, hair must be above the eyebrows and ears and not touching their collar. Hair color must be natural. Hair should not obstruct vision.

Hair Accessories should not interfere with learning. Hair accessories should be solid colored, hair color, or Plaid #55. Accessories should not make noise, have “ears”, light-up, etc. Hair add-ons, like tinsel and feathers, and shaved designs are not allowed.

Makeup is not allowed in K-5th grade. Middle school girls may wear minimal, natural looking makeup. Eye makeup may not be worn. Students are not permitted to wear fake eyelashes and/or fake fingernails. Only clear, pale pink, and nude shades of nail polish are permitted to not interfere with learning.

Jewelry should be minimal and conservative (1 ring, 1 necklace, 1-2 bracelets total). Boys may not have earrings. Girls may wear small earrings under ¼ inch due to safety (2 pairs maximum). If jewelry is a distraction to a student or others, then the privilege may be revoked for that student. ***Smartwatches are prohibited.***

Regular (non-PE) Uniforms

- White, navy, or light blue Polo-style shirts (short or long sleeve) or solid white or light blue button-down shirts (oxford-style, short or long sleeve) -**Shirts must be tucked in!**
- Navy or khaki uniform-style pants, shorts, skirts, skorts, dresses, or jumpers / Plaid #55 skorts, skirts, dresses or jumpers
 - All shorts, skorts, skirts, dresses, and jumpers must be no shorter than 2 inches above the knee.
 - Shorts/tights must be worn under dresses, jumpers, and skirts.
- Solid navy sweatshirt (crewneck only - no hoodies, no full-zip), quarter-zip, cardigan, or sweater – with or without GSCS logo
- GSCS Spirit Wear crewneck sweatshirt
- Boys may wear solid navy or Plaid #55 bowties with button-down shirts.
- White, black, or navy socks – White, blue, or navy leggings may be worn under skirts, dresses, and jumpers.
- Tennis shoes ONLY
- Hoodies (plain or GSCS Spirit Wear) may only be worn for sporting events, on designated days, or outdoors. They may not be worn in the buildings.
- Only 8th grade students may wear their current year “8th grade class” sweatshirts (crewneck or hoodie).

PE Uniform

- Solid navy sport/mesh shorts with or without GSCS logo (no more than 2 inches above the knee)
- Solid navy sweatpants with or without GSCS logo
- Any Good Shepherd t-shirt (short or long sleeve)
- Solid navy crewneck sweatshirt or sweater with or without GSCS logo
- GSCS Spirit Wear crewneck sweatshirt
- Only 8th grade students may wear their current year “8th grade class” sweatshirts (crewneck or hoodie).
- White, black, or navy socks
- Tennis shoes ONLY

Dress Down Day

- Students may wear conservative, school-appropriate attire. Length of shorts, skirts, and dresses must be no more than 2 inches above the knee.
 - Pants may not be ripped, have holes, or be tight. No leggings
 - Shirts must cover below the waist and have sleeves. Logos, words, and images must be wholesome.
 - Tennis shoes ONLY

Behavior

It is the intention of Good Shepherd that all conduct policies are enforced with compassion and justice. Every effort is made by teachers to positively manage student behavior in the classroom. Each teacher establishes classroom rules (in keeping with school policies), procedures, and consequences and communicates these to the students. Parents will be notified of student behavior.

If misbehavior continues or serious misconduct occurs, the principal works with the teacher, student, and parents to resolve the problem. The principal reserves the right to determine the seriousness of a student's actions and the consequences appropriate for those actions. Corporal punishment is not an acceptable consequence at Good Shepherd.

<u>Good Shepherd School-Wide Behavior Expectations</u>			
	Respect Self	Respect Others	Respect Property
<u>Hallways</u>	Voice level 0 Walk quietly. Stay in your own space. Stay to the right and face forward. Hands by your side		
<u>Cafeteria</u>	Stay seated in your own seat. Voice level 2 (inside voice) Keep your area clean. Remain seated until dismissed to throw away trash. Line up quietly (voice level 0). Keep hands and feet to yourself. Raise your hand for assistance.		
<u>Playground</u>	Be safe. Take turns and share. Report problems to your teacher. When you hear the whistle, line up quickly and quietly.		
<u>Bathrooms</u>	Voice Level 0 Flush toilet, wash your hands, and turn off water. Report problems to your teacher. Stay in your own stall. Be timely. Respect the privacy of others.		

Good Shepherd Catholic School
Discipline Policy 2026-2027

Our school desires every student to treat faculty, staff, fellow students and themselves with kindness and grace. This discipline policy is intended to provide accountability and communication in service of that goal. When students violate the behavior policies of Good Shepherd, they will receive a level 1, 2, or 3 demerit through Sycamore. This documentation will be communicated to parents via email and is accessible through the parent portal.

Level 1 Behaviors/Demerits – behaviors that disrupt the learning process but are generally not dangerous to self, others, or property. The following are examples but are not meant to be an exhaustive list.

- Talking at inappropriate times
- Loud or disruptive behavior
- Unpreparedness for class, including not having assignments completed
- Chewing gum
- Dress code violation
- Unfocused, off task during class
- Accumulation of two or more missing assignments at the end of a trimester

Possible consequences for receiving a Level 1 demerit include a conversation between student/parent/teacher, sitting out of a special activity, or performing extra work.

Level 2 Behaviors/Demerits – behaviors that might be dangerous to self, others, or property or are intentionally disrespectful to God, oneself, or others. The following are examples but are not meant to be an exhaustive list.

- Disrespect for faculty or staff through words or body language
- Talking back to faculty or staff
- Rough physical play
- Use of profanity
- Disruption or unnecessary interruption of class Visible or audible cell phone or smart watch
- Passing notes
- Throwing things
- Disruptive or inappropriate behavior during Liturgy
- Out of class without permission
- Using computers for purposes other than assignments during class
- Opening another student's locker
- Accumulation of 3 or more Level 1 demerits

Possible consequences for receiving a Level 2 demerit include all possible consequences for Level 1 demerits plus silent lunch, walking during recess, a written apology, and/or a 1–2-hour service project.

Level 3 Behaviors/Demerits – Deliberate actions that may intend to cause harm to self, others, or property, or that raise questions of safety of other students and/or the school. The following are examples but are not meant to be an exhaustive list.

- Fighting
- Bullying
- Stealing
- Use of offensive verbal or written slur, obscene language, or hateful speech or pictures that contain offensive language or images
- Lying to a teacher or staff member
- Sexual harassment
- Forgery or falsifying of a signature
- Deliberate destruction of property
- Threats of harm made against an individual, a group, or the School
- Cheating or plagiarism
- Vaping, using drugs or tobacco, or consuming alcohol
- Viewing or sharing inappropriate content on any electronic device
- Accumulation of 3 or more Level 2 demerits

Possible consequences for receiving a Level 3 demerit include all possible consequences for Level 1 and Level 2 demerits, plus a 3-5 hour service project, detention, suspension, or expulsion.

Detention at Good Shepherd Catholic School

When detention is assigned, it becomes the responsibility of the student and their parent(s)/guardian to complete its requirements outside of school hours. Good Shepherd is committed to teaching students servant leadership, and in that spirit students with detention must perform a service project under the supervision of an unrelated, non-residential adult. The teacher who assigned detention and/or the guidance counselor will set the parameters for the service, such as acceptable sites, acceptable supervisors, number of hours required, and the deadline. The students and parents/guardians will be responsible for completing these requirements, obtaining documentation from the supervisor, and returning the form to the appropriate teacher or guidance counselor.

Bullying Policy

The purpose of the bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at schools.

As found on the website, www.stopbullying.gov, bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyber bullying is bullying that takes place using electronic technology, like cell phones, computers, but also websites, chat groups, social media, or text messages. All forms of cyberbullying are also against the school's acceptable computer use policy and procedures.

The main types of bullying are as follows:

- Verbal – teasing, name-calling, taunting, or threatening to cause harm
- Social/Relational – leaving someone out on purpose, spreading rumors, embarrassing someone in public, or telling others to not be friends with a person
- Physical – Hitting, kicking, pinching, tripping, taking or breaking someone's property, making mean/rude gestures
- Cyber bullying – sending/threatening to send mean emails/text messages, spreading rumors via social networking sites, sending embarrassing photos/videos.

If parents suspect bullying, they should:

- communicate with your child;
- communicate with teachers and principal;
- encourage your child to report bullying; and
- supervise social activities, internet activities, and phone activities.

Consequences

First Offense

1. Administrator will interview the victim and the bully, and any teacher who is aware of the situation to gather as much information as possible.
2. Administrator will communicate with the parents of both the victim and the bully.
3. When a case of bullying has been verified, the first offense will require a parent/student/principal conference to develop a behavior plan moving forward.

Second Offense

1. Administrator will interview the victim and the bully, and any teacher who is aware of the situation to gather as much information as possible.
2. Administrator will communicate with the parents of both the victim and the bully.
3. When a second case of bullying has been verified, a second parent/student/principal conference will be held, the previous behavior plan reviewed, and the student will be temporarily removed from group/classroom activities and will complete assignments under supervision.

Third Offense

1. Administrator will interview the victim and the bully, and any teacher who is aware of the situation to gather as much information as possible.
2. Administrator will communicate with the parents of both the victim and the bully.
3. A conference will be held with the parent, student, principal, and pastor to review the student's history with bullying. The student may be expelled.

Cyber Bullying

Cyber bullying is any form of harassment over the internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices on school property to harass or stalk another. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.

In situations in which cyber bullying originated from a non-school device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive enough of the education process so that it markedly interrupts or severely impedes the day-to day operation of a school.

Disciplinary action may include, but is not limited to, the loss of computer privileges, demerit, detention, suspension, or expulsion for verified perpetrators of cyber bullying. Discipline for cyber bullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Grade Reports

Grade reports are distributed for all students in K-8th at the end of each 12 week period. At the discretion of the teacher or at the request of the parents, parent-teacher conferences may be arranged at any time and are, in fact, encouraged. Academic progress for students in grades K-8th may be accessed by parents at any time through Sycamore.

Grades are assigned based on the following scales:

E	Exceeds Expectations	P	Pass	A	90-100
M	Meets Expectations	F	Fail	B	80-89
PRG	Progressing			C	70-79
N	Needs Improvement			D	60-69
				F	59 and below

Homework

Homework is assigned at the discretion of the classroom teacher. It is an important link between home and school, keeping parents/guardians informed by reinforcing and extending school learning, experiences, and interests.

Assignments have the following purposes:

- To prepare for, reinforce, and extend concepts introduced in class
- To activate prior knowledge and assess student understanding
- To establish study habits and self-reliance
- To allow parents/guardians and teachers to monitor student progress.

Eligibility for Extra-Curriculars

Extra-Curricular clubs/sports are intended as enrichment for the students. In order to participate, students must meet certain academic and conduct standards.

A student is eligible to participate if they have an average of “C” or better in each academic class (math, science, social studies, reading, writing, and religion). Grades will be checked once a week and the student will be notified if he/she is ineligible. Ineligibility takes effect immediately upon notification. The parents and coach/sponsor of the student will also be notified. A student remains ineligible until grades are checked again. If his/her grades are deemed satisfactory at the check, then the student will be notified and immediately become eligible again. If the student’s grades have not improved, the students will remain ineligible for another week.

Students who are absent from school due to illness or have an unexcused absence MAY NOT participate in any after-school activities that day.

Academic Dishonesty

Cheating is a form of stealing, an act of injustice. Academic dishonesty in any form will not be tolerated at Good Shepherd. Academic dishonesty includes, but is not limited to, copying homework, using notes during a test, giving and/or receiving answers to students, and copying information verbatim from a source (plagiarism). Plagiarism, using another’s ideas or writing as one’s own, is dishonest and illegal.

Artificial Intelligence Programs

Our new Artificial Intelligence (AI) Policy is designed to guide the responsible and ethical use of AI programs, such as ChatGPT, across all educational activities with Good Shepherd. While AI can significantly enhance educational experiences by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives. This policy ensures that the use of AI tools aligns with our educational values and standards.

- The use of AI (artificial intelligence) for any school-related activity must receive prior approval from the teacher. This ensures that the integration of AI tools into the curriculum is pedagogically sound and meets our educational objectives.
- AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.
- Work produced with the aid of AI must be original and include proper notation when AI-generated content is used. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.
- AI should serve as an educational tool to assist learning and understanding, not as a substitute for critical thinking or personal academic effort.
- Assignments or projects created with the assistance of AI are subject to review. Students may be required to verbally explain their work and the extent of AI’s role in it to ensure understanding and original content.

All students are required to sign the AI Policy Agreement once reviewed in their classes. Violations of this policy will be taken seriously and may result in disciplinary action, including but not limited to:

- Parent/guardian notification
- Loss of AI tool access for a specified period
- Reflective assignment on the importance of academic integrity
- Academic penalties such as grade reduction or failure for the related assignment.

Promotion

Students are usually promoted to the next grade level at the end of each school year. However, parents are kept informed of a student's progress and if a satisfactory level of achievement has not been met, the possibility of retention at the current grade level will be considered. A conference will be held to discuss a retention recommendation by April 15th of the current school year. A signed statement of the recommendation will be kept on file in the school office. In addition, two F's in major subject areas, or absences of more than 20 days, are sufficient to consider the advisability to retain a student after the April 15th deadline. Parents/guardians will be notified as soon as possible should that occur.

Graduation

The graduation ceremony that marks the successful completion of the work required of our 8th graders will take place at the end of each school year. Requirements for graduation include: successful completion of required coursework, conduct during the year that is acceptable and in keeping with the guidelines set for the school, and regular attendance.

School Records

Student information and files will be released only to authorized persons. Authorized persons include parents/guardians, teachers/state/diocesan personnel who have a legitimate educational interest, and designated clerical staff for the purposes of making entries or maintaining records under the supervision of the principal.

Written authorization by the parent/guardian of a student is required for the release of student records to someone not otherwise authorized.

Non-Custodial parents may not be given access to copies of student records unless a court order providing otherwise is filed with the school.

Field Trips

Occasional field trips are part of the educational program. Permission slips are required. All students must hand in the original field trip permission slip by the date noted if they are to accompany their class. The school does not accept handwritten notes, emails, or verbal permissions at any time.

Parents/guardians planning field trips, social activities, etc., which are not under the auspices of the school, assume financial and legal responsibility. If such activities are planned to take place on the grounds of Good Shepherd Parish, separate insurance must be purchased through the parish office. Any resulting property or legal damage to Good Shepherd will necessitate that the parish be reimbursed.

Fees for all trips are to be paid prior to all trips. Families in financial need may speak to the teacher or principal to gain assistance. No student shall be excluded from any field trip due to lack of funds.

All activities must be chaperoned by adults who meet the Diocesan standards. All volunteer drivers for the trip must complete a driver information sheet provided by the school. Additionally, all volunteers must adhere to the "Adult Code of Conduct" form while participating in any school event, on or off campus.

ADDENDUMS

Families will be notified of necessary addendums to this document in writing within a week of the change.

Parent Handbook Acknowledgement Form

Our GSS Parent/Student Handbook can be found on www.gssfrankfort.org and on FACTS.

I acknowledge that our family has read and is familiar with the 2026-2027 Good Shepherd School's Parent/Student Handbook. Please sign and return this form to your student's teacher by Friday, September 4, 2026. Please complete one form per family.

Student Name(s) & Grade Level(s):

Parent(s) Names:

Parent(s) Signature(s):

Date: _____