

Jesus the Good Shepherd School 2010-2011



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Jesus the Good Shepherd School

Directory

2010-2011



Fr. Mark Watson, Pastor
Fr. Matthew Long, Parochial Vicar
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School's Right to Amend

While a concentrated effort has been made to address all issues related to the school environment, the possibility exists that some regulations and policies have been omitted. In the absence of a policy in this handbook, the administration (*in accordance with Diocesan policy*) reserves the right to determine policy should the need arise. Parents will be given prompt notification if changes are made.

Mission Statement

The mission of Jesus the Good Shepherd School is to instill in each child a love of learning and a love of God, self, and others.

Jesus the Good Shepherd School Belief Statements

- We believe our role is to give our students the best intellectual, spiritual, physical, and social environment as possible.
- We believe our school should be a safe and secure learning environment for all students.
- We believe schools should focus on learning and have high expectations for academic achievement.
- We believe curriculum and instructional practices should incorporate a variety of learning activities to accommodate different learning styles.
- We believe our academic excellence is rooted in Christian principles as revealed by God through the Catholic Church.
- We believe the integration of technology into student learning is an essential part of education.
- We believe our school should instill a knowledge and love of God, self, and others.
- We believe teachers should possess the necessary skills, knowledge, desire, and enthusiasm to make learning a positive experience.
- We believe students should be given a lasting moral and academic foundation, within our curriculum, through prayer, service, self-discipline, individual self-worth, and a positive attitude towards others.
- We believe that the educational process is a responsibility that should be shared among parents, teachers and students.
- We believe that staff development should be an ongoing process in order to enhance instruction and increase student achievement.

Catholic Philosophy

As a Catholic School, we teach the Catholic Faith and the importance of Christian living. This includes development of attitudes and values. One teaches attitudes and values by the way one thinks and by one's example. We respect the special person in each student. Our biggest job is to instill in each student a positive self-concept. Each must feel he is respected and is of value.

The work at school is a continuation of the parental responsibility to teach... a responsibility that began the day the child was born. It is an education in living and learning to know, love, and serve Almighty God. The process also includes the various branches of learning, which will prepare the student for his advanced courses in junior high school and high school.

Religious Goal and Objectives

To create a Christian educational community which has a fundamental knowledge and love of God, of man, and of God's relationship to man as revealed to us by God and interpreted by the Catholic Church.

Objectives

1. To make the students aware of whom God is, why He made us, and how much He loves us
2. To emphasize aspects of the natural and supernatural nature of man and how he is made in the image and likeness of God
3. To teach the basic truths of our Catholic Faith as stated in the Apostle's Creed
4. To describe the life of Jesus Christ and how He gained our salvation through His life, death, and resurrection
5. To teach students how to pray and to encourage frequent prayer as a normal part of their lives
6. To teach students about the sacraments and how they can be used to enrich their spiritual lives

7. To acquaint students with the Bible, its divine inspiration, and its importance to Christianity; To encourage Bible study and reading
8. To develop a love and understanding of fellow man as children of God
9. To explain to students what the liturgy is and to provide frequent opportunities for them to experience it

To the Parents

Jesus the Good Shepherd School meets the requirements of the State Department of Education, as the school is state approved. We exist to teach religious doctrine and spiritual values. Ours is a double responsibility.

In 1960, our school opened with enrollment from grades kindergarten through grade six. Grades seven and eight were later additions. The Daughters of the Cross were the teaching Sisters who staffed Jesus the Good Shepherd School for forty years. The school services Jesus the Good Shepherd Parish, Catholics of other parishes, and families of other denominations who accept our philosophy and mission.

Our role, as an extension of the parental responsibility to teach, is to give our students the best intellectual, spiritual, physical and social environment. Our academic excellence is rooted in Christian principles as revealed by God through the Catholic Church.

We deeply appreciate your interest, help, and encouragement. Your complete cooperation and support is needed for the school to function satisfactorily. Please feel free to confer with us to maintain open channels of communication and understanding.

However, it is important for teachers to continue classroom instruction without unnecessary interruptions. Therefore, no parent is allowed to go directly to a classroom. You must come to the office to pick up a child or to deliver items for a student. **The principal must approve letters, handouts, and all written communications to the school community.**

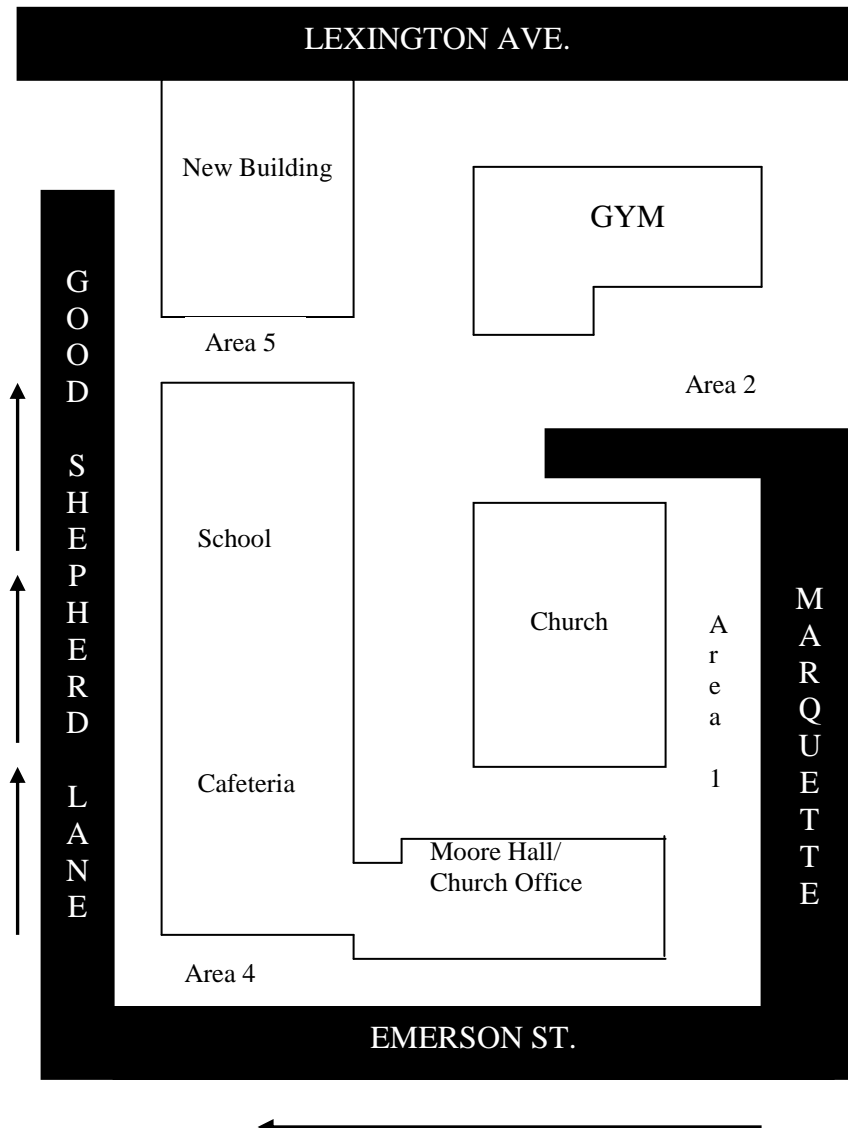
The policies and practices in this book have been formulated to ensure an orderly day-by-day educational experience for your child. Some are Diocesan policies. Your cooperation given through careful study and observance of the regulations and suggestions will assure the pleasant relationship of home and school, which all of us — parents, faculty, and children, so much desire. May Jesus the Good Shepherd bless, guide and protect us all!

Morning Drop-Off Procedures

1. Morning drop-off points are either of the covered areas (areas 4 or 5) or in the back by the gym (area 2), but please follow the one-way traffic rules.
2. School begins at 8:00 a.m. for students in grades PreK3-6. Students should report to the gym as they arrive in the morning.
3. The morning duty teacher will be in the gym at **7:30 a.m.** There will **not** be a teacher present until 7:30. The doors to the school and the gym will be unlocked at 7:30.
4. We are not responsible for students before 7:30; so do not leave your children unattended.
5. Arrival to school after 8:00 a.m. will result in a tardy unless one has an excused tardy.
6. PK3 & PK4 will drop off at the Church circle drive (area #1).
7. MCS bus students will be dropped off at the second awning each morning.

Afternoon Pick-Up Procedures

1. **Carpool pick-up area will be in the area of the youngest child in the carpool - no exceptions.**
 2. Kindergarten, 1st & 2nd will pick up in the back of the gym (area # 2). PK3 & PK4 will pick up at the Church circle drive (area #1). Please line up on Emerson St. and enter from Emerson. Exit will be on Marquette Street. Grades 3 & 4 will pick up at the first covered entrance by the cafeteria (area #4). Grades 5 & 6 will pick up at the second covered area (area #5).
 3. Good Shepherd Lane and Emerson will be one way as indicated by the arrows. Please keep one line only for pick up and do not form two lines.
 4. **If you need to get out of your car, please park in a parking space that will not block the pick-up areas. Park in front of the school or in the church parking lot. DO NOT LEAVE YOUR CAR IF YOU ARE IN LINE.**
 5. No child will be allowed to cross the street to be picked up, so please do not park there.
 6. Enter Good Shepherd Lane from Loop Road, NOT LEXINGTON AVENUE.
 7. All students are to be picked up by 3:45 or they will be sent to Extended Day, and the parent charged accordingly.
 8. MCS bus students will get on the bus at the second awning at approximately 3:15 each afternoon.
- Teachers are not allowed to buckle students into car seats due to liability.**



Monroe City School Bus Service

Monroe City Schools will provide full bus service for our children who have signed up for the coming year. The bus will stop at your house each morning between 7:15 and 7:30 am. The bus will wait 3-5 minutes before going to the next stop. Please have your children ready for the bus each morning. Each afternoon, the bus will pick up all students riding home at the second covered awning in front of the new school building. The arrival at home will vary depending on where you live. Students will not be left at your house each afternoon unless the driver sees an adult to accompany them. If no adult is present, the bus driver will bring the student back to school at the end of his route. If you have not signed up but would be interested and live in the Monroe City School District, please contact the school office.

In accordance with Louisiana Revised Statute 17:158, each parish and city school board shall provide free transportation for any student who attends a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school, and the school is within the jurisdictional boundaries of the parish or city school board.

Athletics

A well-balanced physical education program is maintained for development of the students. Students in grades 4-6 may participate in the basketball program. A student may be removed from the team as a disciplinary measure. The decision of eligibility will be left to the discretion of the administration. If students have less than a "C" (77 or below) they may not participate in sporting events until the grade is better than a 77. This can be verified through the office as frequently as necessary. Students will not be required to wait until the next reporting period for eligibility status. If a student is suspended, they will not be allowed to play basketball for that nine week period.

All parents whose child/children play basketball must be willing to volunteer to work in the concession stand, collect money at the gate, or keep the book. This is mandatory.

Attendance

Regular attendance is necessary as we pursue excellence in education. Please do not keep your child out of school except for illness or serious emergencies. **Shopping, vacations, and leaving school prior to scheduled holidays are unexcused absences. Make up instructions/tests will be given after 3:15 p.m. on a date specified by each teacher. The child's family will pay the teacher in advance at a rate of \$35.00 per hour. The check must be received in the school office before make up work is given. Each child is responsible for requesting assignments and making up the work within the total time absent after returning to school. A student is marked absent unless he/she is attending a school-related activity.**

Students in grades PK3-6, absent more than 10 days per semester or more than 20 days per year are subject to failure unless it is due to an extended illness. A physician verification statement is required. **Every child must, on his return, bring a written excuse stating the reason for being absent.** In the case of unexcused or excused absences, it will be the responsibility of the student to turn in all work missed as stated above, and be prepared to take any test missed on the day he/she returns to school. Otherwise, no credit will be earned. **Please do not schedule family trips when school is in session. Please understand that if you take your child out of school – his/her grades will suffer.**

Tardy Detention: If a student receives three unexcused tardies in a nine week period, he/she will report to the office at 7:00 a.m. on Wednesday mornings for early morning detention with the principal. Excused tardies include medical and dental appointments or excuses at the discretion of the principal. If your child does not report for early morning detention, a \$50.00 fine will be assessed according to School Board policy. **On the third tardy detention, the student must attend detention AND the \$50 fee must be paid.**

Perfect Attendance: In order to receive an award for Perfect Attendance, students must be in attendance every school day from 8-3:15 with the exception of a doctor excuse limited to no more than 2 hours. **Students are expected to attend Mass on Fridays.** Fridays are test days for many classes; please do not check students out before 2:00 if at all possible.

Medical/Dental Procedures: If for some reason, your child will be having a medical procedure that requires that he/she not eat or drink, please keep the child at home.

Awards

The Awards Ceremony for grades 4-6 will take place at the end of each nine-week period. No Honor Roll is given for grades Pre-Kindergarten - 3rd.

Nine Week Awards are as follows:

Honor Roll: A student obtaining all A's and B's, with no C's will qualify for the honor roll, with special recognition given to those students receiving straight A's.

Courtesy or Leadership: At the end of the nine weeks, an award will be given to the most courteous students in each grade or for the students who exhibit outstanding leadership among their classmates.

Accelerated Reading Point Club: At the end of each nine weeks, students will be recognized for their highest point club achieved during that grading period. Students will only receive one certificate per point club.

Year End Awards:

Sr. Maria Smith Scholarship: This award will be given at the end of the year Honors Assembly to an outstanding 5th grade student who exhibits high moral and spiritual character. This scholarship is for one month's tuition for the coming school year.

Accelerated Reader Award: The student with the most Accelerated Reader points at the end of the school year will receive \$100.00.

Perfect Attendance: In order to receive an award for Perfect Attendance, students must be in attendance every school day from 8-3 with the exception of a doctor excuse limited to no more than 2 hours.

Other Awards: The classroom teacher will be allowed to honor students for other merits exhibited by students.

Conferences

Parent-Teacher Conferences will be held after the first and second nine-weeks of school. Notification will be sent in your monthly parent newsletter giving more information about this meeting. Any other time you would like a conference with your child's teacher or the administration, please call the school office to set up an appointment. Please do not call the teacher or administrator at home.

Discipline Policies

Conduct Slips: Conduct slips will be issued to students for violation of school rules. Parents must sign the back of the slip and it must be returned the next day. Failure to do so will result in another conduct slip. Conduct slips will be issued for, but not limited to, the following infractions:

1. Disrespect and disobedience
2. Being out of school uniform
3. Destruction of property (Restitution will also be required.)
4. Disturbing behavior during class, in the cafeteria, or at school functions
5. Chewing gum anywhere or any time during the school day; eating candy or snacks during the school day
6. Running in the hall
7. Writing or passing notes
8. Having headphones, MP3 players or CD players at school
9. Writing on uniform or body
10. Inappropriate play on the playground

Detention Hall: If a student receives two or more conduct slips in a one-week period, he or she will be required to attend Detention Hall. It will be held on Thursdays from 3:15 to 4:15 in an assigned teacher's classroom. Only written proof of an appointment with a doctor or a dentist will be an excuse from Detention Hall. The Detention Hall will then be made up the following week. The homeroom teacher will supply the work to be done in the Detention Hall and homework will not be allowed. For more serious offenses, an Automatic Detention slip will be issued. Suspension from athletic activities is at the discretion of the administration and may be used as a disciplinary measure.

Automatic Detention:

1. Using inappropriate language or making inappropriate gestures
2. Stealing
3. Talking on cell phone at school and/or texting

Tardy Detention: If a student receives three unexcused tardies in a nine week period, he/she will report to the office at 7:00 a.m. on Wednesday mornings for early morning detention with the principal. Excused tardies include medical and dental appointments or excuses at the discretion of the principal. If your child does not report for early morning detention, a \$50.00 fine will be assessed according to School Board policy. **On the third tardy detention, the student must attend detention AND the \$50 fee must be paid.**

Technology Concerns:

1. Engagement in online blogs (in school or away from school) such as, but not limited to, Myspace.com®, and Facebook.com®, etc. may result in suspension or expulsion if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.
2. Students involved in the possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
3. Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.
4. Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Suspension: A student who has to serve **Detention Hall more than twice in a nine-week period will be suspended in school for one day. A conference will be held with the Principal, parents, and student before he or she can return to class.** Other infractions that will result in automatic suspension are:

1. Fighting or hitting on campus or any school sponsored event
2. Leaving campus without permission
3. Being truant from school
4. Cheating (student will also receive a grade of 0/F on work). This includes letting others copy work.
5. Teasing, name calling, or making fun of another student or faculty member
6. Engaging in online blogs (in school or away from school) where the content includes defamatory comments regarding the school, faculty, other students or the parish.
7. Transmission of inappropriate photos on cell phones or other electronic devices
8. Any serious misconduct - judgment to be made by the administration and/or faculty

*****If a student is suspended, they will not be able to play basketball for that nine week period.**

Expulsion: Expulsion from Jesus the Good Shepherd School is the responsibility of the Administration. **If a student receives three suspensions in an academic year he or she will not be allowed to return to Jesus the Good Shepherd the succeeding year or may be subject to expulsion during that school year.** Possessing/consuming alcoholic beverages, drugs, and/or cigarettes on the school grounds may result in expulsion. Students possessing anything that could be used as a weapon (gun, pocketknife, etc.) on the school grounds or at any school-sponsored function will result in immediate expulsion. A student who exhibits behavior outside of the school may be expelled if that behavior does not follow the standards as set forth in this handbook and the mission of the school. A student who continually interferes with the academic atmosphere that is conducive to learning may be expelled during the school year. A student may also be asked to leave the school if the parent(s) refuses to follow school policies as set forth in this book.

Forgiveness is a central tenet of our Catholic faith and one that Jesus the Good Shepherd School strives to carry out on our campus. **Therefore, if parents of a student who has been expelled wish to have their child return to Jesus the Good Shepherd School for the academic year following the expulsion, the case will be considered by the school administration, and the child may be allowed to do so.** If the student is allowed to return after expulsion, the following standard will apply. **If the student receives one suspension in the academic year following his or her expulsion, he or she will be expelled for a second and final time, and will not be able to return to Jesus the Good Shepherd School at any time.**

Dress Code

The purpose of uniforms is to make sure that all of our students are equal in outer appearances. We ask that you help to make sure that the policies are followed. Uniforms are to be worn beginning August 16, 2010. Parents are to purchase uniforms from H. Mickel or KMS. Cubs, Brownies, and Scouts may wear their organization's uniform when they are to go directly to one of their functions after school.

On Mass days, girls in PreK3 – 3rd must wear the jumper with white blouse. Girls in 4th – 6th must wear plaid skirt with sailor blouse and tie. Boys must wear blue pants with belt and white oxford shirt. The oxford may have short or long sleeves. Students who wear the wrong uniform on Mass days will call parents for a change of clothes or a detention slip will be issued.

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME.

Uniform Options

All red shirts and oxford shirts must have the JGS emblem on them. This can be done at H. Mickel or KMS.

Girls (PreK3 – 3rd Grade)

- Navy shorts or pants with red knit shirt, Sailor blouse with tie, or white blouse with blue piping.
- Jumper with white blouse and blue piping. **Jumpers should be no shorter than 2 inches above the knee.**
- Belt (should be brown or black or the red and blue belt purchased from H. Mickel or KMS)
- **All girls must wear shorts or bloomers under jumpers or skirts.**

Girls (4th - 6th Grade)

- Navy shorts or pants with red knit shirt or Sailor blouse with tie
- Plaid skirt with Sailor blouse and tie. **Skirts should be no shorter than 2 inches above the knee.**
- Belt (should be brown or black or the red and blue belt purchased from H. Mickel or KMS)

Ties may be purchased in the school office for \$5.00.

Boys (All Grades)

- Navy shorts or pants with red knit shirt.
- Belt (should be brown or black or the red and blue belt purchased from H. Mickel or KMS)

Students in PreK are not required to wear a belt.

P.E. Uniforms (Grades 5th – 6th only)

Students in grades 5th - 6th wear tennis shoes, socks, shorts, and shirts for P.E. classes. Uniform shorts and shirts are to be purchased from H. Mickel Sports on Forsythe Avenue. P.E. uniforms are not to be worn home.

Cold Weather Clothing

Only regulation red sweatshirts or blue fleece jackets with the crest may be worn in class. Students may also wear the regulation red or navy cardigan in the classroom. All items may be purchased at H. Mickel or KMS. Students may wear any coat when outside. Navy, black, white tights or leggings may be worn during cold weather. No other colors or designs are allowed.

Shoes

Students may wear tennis shoes or a low-heeled oxford. Heels should not be over 1". **Boots, "Wheelies", sandals, or Crocs are not allowed for any students.** Tennis shoes should not have lights. White socks are to be worn with shoes. No brightly colored shoes. PreK students only may wear slip on shoes, boots or Velcro shoes.

Other

- Girls may wear only clear nail polish.
- No makeup or artificial nails are allowed on JGS campus.
- Only white t-shirts with no writing may be worn under uniform.
- Hair must be combed, clean, neatly groomed, above the eyebrows, and for boys, above the collar. Unusual haircuts are not acceptable and hair must be of natural color for boys and girls.
- Only jewelry appropriate for school will be allowed. Earrings should be no larger than a dime. Boys may not wear earrings and/or metallic accessories.

- Shirts should remain tucked into school pants/shorts throughout the school day.
- Students are not allowed to have tattoos.

Grading Scales and Promotion

Grading Scale for Academic Subjects:

A	100 - 95
B	94 - 88
C	87 - 78
D	77 - 70
F	69 and below

Art, Music, Foreign Language, Computer, PE and Writing Grades:

PreK3 – 4 th	Satisfactory (S)
	Needs Improvement (N)
	Unsatisfactory (U)
5 th - 6 th	Letter Grade

Promotion to Next Grade Level:

- To fail for the year a child in grades PreK-3 must have a yearly average of “F” in one major or two minor subjects. Major subjects are reading, math, English, and phonics.
- To fail for the year a child in grades 4-6 must have a yearly average of “F” in two major subjects. Major subjects are reading, English, history, social studies, math, and science.
- If a student has a yearly average of “F” in one of the major subjects, attends summer school and receives a passing mark, he may advance to the next grade. If he does not attend summer school, he will be retained. Parents are responsible for summer remediation and must show proof of passing grades to the school.

Homework

Some time for home study is important to maintain successful scholastic achievement. A grade may be given to the student for the assigned work. If homework is not brought to class, the student will be issued a conduct slip. A student will not be allowed to call home for a parent to bring the forgotten work.

Phone Calls and Messages

Students may get permission to call home only in case of sickness or if a serious problem arises. Permission must be obtained before the student may use the phone. Phone messages to students will be delivered at noon and by 1:45 p.m. Only emergencies will be handled after 2:00 p.m. Students may not call for items accidentally left at home.

If students must have a cell phone at school, the phone must be turned off and turned in to the homeroom teacher.

Preventative Measures

Fire Drills: Signal - Fire Alarm. There is to be no talking, running, or pushing during the drills. Fire exit and rules will be posted in each classroom.

Tornado Drills: Signal - Five bells. Teachers are to place the students in their designated place in the hall, facing the wall with face between the legs and arms covering the head.

Lockdown: Signal – Announcement over the intercom. Teachers are to lock the classroom doors, close the blinds, move students to the corner of the room that is not seen from the door and refer to School Emergency Plan.

To insure the safety of our children, Jesus the Good Shepherd School has an Emergency Plan in place. If you wish to preview the plan, you may do so in the office. This plan was composed by a team of teachers after much research and will be reviewed and updated each year as necessary.

Health: For a child to receive any medication at school, complete signed instructions must be delivered with the medicine to the school office. Tylenol will not be dispensed at school. In compliance with the Louisiana State requirements, all students must have complete health records of their immunizations. Parents please do not allow children who are suffering from colds, coughs, nausea, or fever to come to school. Children should be free of fever for 24-48 hours before returning to school. Please consider other students' health when deciding if your child should return to school. Assignments may be picked up at 3:15 p.m. in the office if your child misses school for illness.

Medicine at school: If your child needs to take medicine at school, it must be left in the office. This also includes hand sanitizer, bug spray, and cough drops.

Parties and School

We have three scheduled parties: Teacher's Birthday, Christmas, and Valentine's Day. At other times, special permission must be obtained from the Principal to have parties in the classroom.

Parties - Not school related: Do not send invitations to be distributed in school unless the entire class is invited. This includes parties in which only one sex is invited. Please consider the feelings of others when arranging and discussing parties. Encourage your child not to discuss smaller parties around others who may not have been included.

Birthdays: Please do not send flowers, balloons, cupcakes, gifts, etc. to school.

Religion and Sacraments

All students take Religion classes and receive a grade in Religion. Religion grades are obtained from classroom participation, test scores, behavior in Church, learning prayers, and exercising daily Christian practices.

First Communion: Catholic children make their First Communion in grade two. Girls wear white dresses and veils and boys wear suits.

Rite of Reconciliation: Students have two opportunities to receive this Sacrament during the school year.

School Mass: Students will attend Mass every Friday at 8:10 a.m. unless there is a Holy Day of Obligation earlier in the week. Attendance is mandatory.

School Day Schedules

School begins at 8:00 a.m. and is dismissed at 3:15 p.m. Students are to report to the gym as they arrive in the morning. The duty teacher will be in the gym at 7:30 so do not drop off a student before that time. Please pick up your children before 3:30, as there is no one on duty after this time. Any student still at school after 3:45 will be sent to Extended Day, and the parent will be charged accordingly. If a child arrives late or must be dismissed early, please come to the office to sign him in or out.

Tardiness: Any student who is not present by 8:00 a.m. without a proper excuse will be marked tardy. An excused tardy is considered to be a medical or dental excuse or left to the discretion of the principal.

Three tardies per nine week period will result in early morning detention. Those students who do

not attend early morning detention will be fined \$50.00 per family for the missed detention. On the third tardy detention, the student must attend detention AND the \$50 fee must be paid.

Inclement Weather: The Superintendent of Catholic Schools will determine the closing of school in the event of inclement weather. The closing of school will be announced on local television, radio stations, email, as well as with our automated voice message system – *School Reach*.

Bell Schedule

Tardy Bell	8:00
1st Period	8:10 - 9:05
2nd Period	9:05 - 10:00
Lower Grade Recess	10:00-10:15
3rd Period	10:00 - 10:50
4th Period	10:50 - 11:45
5th Period	12:20 - 1:15
6th Period	1:15 - 2:05
Lower Grade Recess	1:45-2:00
7th Period	2:05 - 3:00
Homeroom/SSR	3:00-3:15

EDLINE

Grades for students in 1-6 are available on a continuous basis through the Internet using EDLINE. New parents and students will be given access codes and instructions at the beginning of the year. Previous students will continue to use their old user name and password.

Scouts

Scouts should schedule meetings through the school office. They are allowed to meet in the cafeteria after school, but must follow school rules. Students must be supervised at all times by the scout leader. Scouts are not allowed in the hallways and must stay in covered area for pick-up.

Special Education

Jesus the Good Shepherd School does not offer Special Education Programs for children with exceptional needs. If it is determined by the administration that the program and facilities appear to be unable to effectively meet the needs of a child, his/her continued enrollment will be reviewed by the administration.

Students who qualify for special services in the Monroe City School System (speech, occupational therapy, or physical therapy) are to be transported to and from the classes by the parents.

Student Council

The JGS Student Council is a Sixth Grade privilege. In order to be eligible to run for an office on the Student Council, sixth grade students must have a 3.0 average in their core subjects at the end of Fifth Grade and also have not been suspended during their Fifth Grade year.

Student Responsibility

Prior to daily dismissal, students are given time to pack books, copy assignments, and get coats. There is no reason for students to come pick up books after school and in the evening. If items are left at school, the child will have to suffer the consequences. **No one is available to unlock the school after 3:45 p.m.**

Library

Library books are checked out once or twice a week to students. These books are due back on the next library day or can be checked out again as necessary. If the book(s) are not returned a fee of .05 will be charged daily until the return of the book. In case of loss or damage, the cost of the book will be assessed.

Accelerated Reader

The Accelerated Reader program is a requirement of students at JGS. Students will take the Star Test, a diagnostic test, to determine their reading comprehension levels. These tests will be administered three times a year at the beginning, middle, and end. Each student is required to have an average percent correct goal of 90% on reading practice quizzes for each grading period. Teachers will also set a goal for a certain number of points for each student based on the student's reading level for each grading period. Students will be required to keep reading logs for each grading period. Teachers will closely monitor the students' book selection, reading and progress toward achieving the established goals throughout the program.

Jesus the Good Shepherd is proud to be a part of the Carmel Hill Fund Education Program. The Carmel Hill Fund provides money for an incentive program for the students who meet and exceed their goal.

As a part of the Carmel Hill funding, JGS will be given two spots for Sixth Grade students to attend the Summer Institute for the Gifted. To qualify to attend, students must rank in the 95th percentile on the December/January Star Reading Test or Star Math Test. If a student qualifies with 95th percentile in math, they must also be in the 95th percentile ranking in reading. The student's participation in AR for the previous school year as well as participation in the current year will be considered. Participation is defined as: (1) point goals met and (2) average of 90% correct on AR quizzes for the entire 2009-2010 school year. Students must submit a letter of recommendation from the principal, a letter of acceptance by the parents and a good conduct record showing no suspensions.

Summer Reading

Teachers may require reading for the summer and a grade will be given on the required book(s).

Textbooks

Students are responsible for their textbooks. Marks, torn pages, and broken bindings, which make a book unusable, cannot be accepted and the cost of the book will be charged. Fines will be charged if the book is damaged.

Math, social studies and reading electronic textbooks and workbooks for grades 1-6 are available online. Passwords will be issued to students each school year.

Field Trips

Parental permission slips signed at registration are required before students can take field trips. Classes may or may not take these trips. Parents will be notified about field trips prior to the trip. Field trips in parks where water slides are available, or around swimming pools, or where any other water areas are present are not permitted. The Principal must approve all field trips before arranged. To ensure the safety of all students, we must ask for a copy of the driver's license and proof of insurance of the driver before any child may ride in the car of a parent. It is a privilege, not a right to drive on field trips. Only school approved vehicles with proper insurance are allowed. **No siblings are allowed to attend the field trips.**

Students may not participate in school field trips if they have less than a "C" average in conduct or have been suspended for the Nine Week Period.

Financial Procedures

Fees: Straight fees will be charged regardless of the date you register or withdraw a child. Cafeteria fees must be paid by the tenth of the month. Tuition should be paid by date agreed to with TADS Tuition. Reductions will not be made for prolonged absences or withdrawal.

Procedure for Paying Fees Each Month

1. Tuition is sent to TADS Tuition Management. Several payment options are available. Please check with the school office for these options. You will be billed each month or may opt for the automatic debit from your checking account. You may also choose to make one annual payment or two semi-annual payments.
2. A \$29.00 late fee will be assessed and **will accrue** each month until both the late fee and the tuition are current.
3. **If the tuition is over three months past due, the student will not be allowed to continue in school.**
4. We will not take any tuition payments in our school or church office. All payments must be sent to TADS.

Registration fee is \$150.00 per child. The book bill for each student is \$300 and will be included in the July tuition payment. The first tuition payment is due by July 31st. If not paid by July 31st, the child's space is forfeited. **These fees are non-refundable.**

A child is not registered for the coming school year until the following obligations have been met:

1. Tuition for the previous school year is paid in full.
2. Registration fee has been paid.
3. First month's tuition and book bill have been paid.

Students with outstanding bills (tuition, cafeteria, library, extended day) will not be allowed to graduate or be promoted to the next grade.

2010-2011 Tuition Rates

Catholic	
First Child	\$3790.00
Second Child	\$3220.00 (15% disc.)
Three children	\$3030.00 (20% disc.)
Four or more children	\$3030.00 (20% disc.)

Non-Catholic	
Per Child	\$4870.00

Pre-Kindergarten	
Per Child (4 year old – 5 days a week)	\$3900.00
Per Child (3 year old – 3 days a week)	\$2490.00
Per Child (3 year old – 5 days a week)	\$3790.00

To be eligible for Catholic rates, parent(s) must be identified members of their listed parish and the student must have a Baptismal Certificate on file.

Tuition Assistance

The Daughters of the Cross Foundation offers assistance for Catholic families in need of assistance.

Jesus the Good Shepherd School and Church offer tuition assistance for those in need. Forms are sent home in the spring. The forms must be returned with the most recent tax return, application fee, and are due in early spring. These will be reviewed by TADS.

Registration Policies

Eligibility for available spaces in Jesus the Good Shepherd School is determined as follows:

1. Students attending Jesus the Good Shepherd in grades PreK3 –6th are accepted
2. Catholics of our Parish with siblings attending JGS
3. Catholics of our Parish
4. Catholics not in our Parish
5. Non-Catholics enrolled and Non-Catholics with siblings in JGS School
6. Non-Catholics

The 25th space in Kindergarten through 6th will be reserved for a Catholic student. Parents may apply for admission at any time by filling out the registration form and paying a \$15 application fee. Letters will be sent out in March for acceptance for the next school year. Students will be accepted in order of application. This fee is non-refundable.

Pre-School Requirements

1. PreK students must meet the age requirements set forth by the State Department of Education. Our school policy states that children entering PreK3 must be three on or before September 30 of that school year. This rule applies for all grades that follow.
2. PreK students must be potty-trained before entering the preschool program.
3. PreK students will follow the attendance policy set forth by the State Department of Education for elementary schools.
4. PreK students must arrive at 8:00 am and will not be allowed to leave early without a doctor's excuse.
5. PreK students will attend weekly Mass after a brief observation period.
6. PreK students are required to wear the official Jesus the Good Shepherd School uniform.
7. PreK students wear slip-on or Velcro shoes to school.
8. PreK students do not need sippee cups, pacifiers, or toys at school.
9. PreK students do not need to wear belts to school.
10. PreK students need regular back packs. Please don't purchase rolling backpacks or those with difficult clasps.
11. PreK students do not have access to a microwave at lunch time. If their lunch is brought from home, it should be ready to eat with no preparation from the teacher.
12. Biting is not tolerated. Discipline measures will be taken if your child bites. If it becomes a problem, actions may be taken by the administration.

Cafeteria

Diocesan Policy #3022: Students in the Diocese of Shreveport Catholic Schools grades Pre-K3 – 8th are to be provided with a nutritious lunch every day.

Regulations:

Students enrolled in the Diocese of Shreveport Catholic Schools are given an opportunity to eat daily meals provided by the Child Nutrition Program. The meals are nutritionally well balanced, wholesome and freshly prepared in compliance with State and Federal regulations.

Healthy lunches are an important component of every school day. The body and mind are energized and sustained by a well-balanced, nutritionally sound, mid-day meal. Appropriate portions containing proteins, carbohydrates, fats and sugars are critical to maintaining adequate energy levels to successfully participate in all the activities of the day. The school lunch program is upheld as a vital part of the health program of JGS.

Since participation in the Diocesan Child Nutrition Program for School Lunches is optional, students may choose to bring their own lunch from home instead of purchasing a lunch from the cafeteria's Child Nutrition Program.

Rules:

Jesus the Good Shepherd School has a *closed lunch campus*. This means students are expected to eat lunch daily in the cafeteria, a CNP purchased lunch or a lunch brought from home. **All students are required to have something nutritious to eat for lunch everyday.** To go without food for six and a half hours is not in the best interest of the child and will not be tolerated at JGS.

Consequences:

State and Federal regulations allow students owing a CNP lunch account balance of more than two days are to be provided with a sandwich and milk until the account is properly updated.

Students who choose not to eat a CNP school lunch and do not bring a lunch from home will have their parents called to provide them with a lunch from home and/or incur disciplinary measures to include but not limited to suspension.

PreK students do not have access to a microwave at lunch time. If their lunch is brought from home, it should be ready to eat with no preparation from the teacher.

Federal law does not allow restaurant food/fast foods in CNP cafeteria.

Lunch Schedule

10:20-10:50	Pre-K 3
10:30-11:00	Pre-K 4
10:40-11:05	Kindergarten
10:45-11:10	1 st Grade
11:00-11:20	2 nd Grade
11:15-11:35	3 rd & 4 th Grades
11:45-12:05	5 th & 6 th Grades

Prices of the lunches are as follows:

Month	Days	Due Date	Lunch Fees
August	11	August 16th	\$30.25
September	21	September 1st	\$57.75
October	20	October 1st	\$55.00
November	17	November 1st	\$46.75
December	12	December 1st	\$33.00
January	18	January 1st	\$49.50
February	20	February 1st	\$55.00
March	17	March 1st	\$46.75
April	18	April 1st	\$49.50
May	17	May 1st	\$46.75
Weekly	5	Monday of every week	\$13.75

If you qualify for the reduced price, multiply the number of days by \$0.40 for lunch payment.

Elementary PK3 – 6th	\$2.75
Reduced Price	\$0.40
School Employees	\$3.00
Adult Visitor	\$4.00
Child Visitor	\$2.75

Extra Sales	
Main Dish	\$1.10
Vegetable/Fruit	\$.60
French Fries	\$.85
Rolls/Cookies	\$.35
Desserts	\$.55
Ice Cream	\$.65
Mini Ice Cream	\$.55
Milk/Juice	\$.60
Bottled Water	\$.85

Cafeteria books will be kept at school. Statements will be sent each month from the school. Students in the hot lunch plan are not eligible to eat a hot lunch after charges have exceeded two days.

Extended Day

An Extended Day program is offered for working parents. It is available from 3:15 - 5:45 daily at a cost of \$35 per week or \$12.00 per day for drop-ins. Registration forms are available in the school office. A late charge of \$1.00 per minute will be issued for each minute after 5:45.

If an account is two months past due, children will not be allowed to attend Extended Day until the account is paid in full.

As members of a Christian and caring community, students are expected to respect the staff, each other, the materials, and the environment provided. They must **never** leave the grounds without explicit permission of the staff. The Extended Day program follows the same discipline procedure as the school.

Grievance Procedures

Interpersonal problems should first be discussed with the person directly involved in the matter of concern. If the matter cannot be settled at this level, the complaint proceeds to the next higher level of authority: teacher, principal, pastor, and superintendent.

Diocese of Shreveport Non-Discriminatory Policy

Jesus the Good Shepherd School reaffirms its non-discriminatory policy on the basis of race, sex, color, national and ethnic origin in its educational programs, activities, and employment policies in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Sections 4.03(a) and 4.03 (c) Revenue Procedures 75-50.

All students, faculty members and staff, without exception, are admitted to all rights, privileges, and activities generally accorded or made available at the schools which do not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its employment policies, admissions policies, scholarship and loan programs, and athletic and school administered programs.

Southern Association of Colleges and Schools

Jesus the Good Shepherd School is one of the few elementary schools in the Monroe City/Ouachita Parish area that has been accredited through the Southern Association of Colleges and Schools. Our school is compliant with all the standards set forth by SACS. Jesus the Good Shepherd School earned accreditation in 2004

