

Good Shepherd Catholic School

2016-2017

Family Handbook

Preschool – Eighth Grade



**2727 Mattison Lane
Santa Cruz, CA 95065**

School Office	831-476-4000
Preschool Office	831-462-5086
School Extension Program (SEP)	831-419-2099
School Fax	831-476-0948

www.gsschool.org

DIRECTORY OF SCHOOL STAFF

Pastors

Fr. Efrain Medina	Our Lady Star of the Sea	429-1018 www.ourladystar.org
Fr. Romeo Evangelista	Resurrection Church	688-4300 www.resurrection-aptos.org
Fr. Wayne Dawson	St. Joseph's Church	475-8211 www.stjoscap.org

Administrative Team

Principal	Diane Rabago	<u>EXT.</u> *812	<u>EMAIL</u> drabago@gsschool.org
Middle School Administrator	Angela Rebol	*831	arebol@gsschool.org
Preschool Director	Sue Matteucci	*813	smatteucci@gsschool.org
SEP Director	Maegan Morelli	*814	mmorelli@gsschool.org
Religion Coordinator	Monica Esposito, Ed.D.	*835	mesposito@gsschool.org
Athletic Director	Blair Robbins	*815	brobbins@gsschool.org
Marketing Director	April Muzzio	*832	amuzzio@gsschool.org
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Administrative Assistant II	Vicki Delucchi	*817	vdelucchi@gsschool.org

Faculty

Preschool Lead Teacher	Sue Matteucci	*818	smatteucci@gsschool.org
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Pre-K Teacher	Liz DeFrancesco		ldefrancesco@gsschool.org
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Grade Three	Molly Cowell	*823	mcowell@gsschool.org
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Grade Five	Mary Horath	*825	mhorath@gsschool.org
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Middle School	Kathryn Tierney	*828	ktierney@gsschool.org
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Music	Mazera Cox-Goucher		mcoxgoucher@gsschool.org
Physical Education 1st-8 th	Lauren Junker	*833	ljunker@gsschool.org
Spanish-PS - 2	Cindy Tinetti	*836	ctinetti@gsschool.org
Spanish 3-5	Claudia Baumbusch	*836	cbaumbusch@gsschool.org
Spanish-Middle School	Carol Sisney	*826	csisney@gsschool.org
LifeLab	Julia Tani		jtani@gsschool.org
Librarian	Janna Tierney	*816	jtierney@gsschool.org

Instructional Assistants

Sharon Barnes	sbarnes@gsschool.org
Vicki Egan	vegan@gsschool.org
Lisa Vokos	lvokos@gsschool.org

Custodial Staff

Maintenance/Custodian	Valdemar Suarez	vsuarez@gsschool.org
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Board of Director

Mark Cambra
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GOOD SHEPHERD CATHOLIC SCHOOL

The policies set forth in this handbook are in keeping with the school's Mission and Philosophy. Parents are expected to read this handbook and discuss it with their children. Parents and their children are required to sign a statement that they have read it and agree to be governed by its provisions.

No handbook can cover all of the particular incidents or questions which will come up in the course of a school year. This is an attempt to convey to parents and students a reasonable idea of the expectations of the school. The principal has the right to amend the handbook if necessary. Parents will be given prompt notification if changes are made.

VISION

By utilizing the latest innovations in research-based technology and curriculum, Good Shepherd Catholic School will prepare students to excel in high school and beyond. Living the principles of Catholic Social Teaching, Good Shepherd graduates will become leaders in their communities who work for social justice and who use their education to improve the conditions of others.

PHILOSOPHY

The community of Good Shepherd Catholic School is committed to integrating elements of Catholic faith into the teaching/learning process. Recognizing parents as the primary educators of their children, the faculty and staff encourage students to become involved, responsible, and contributing members of the Church and the world. Through Christ-centered instruction and an innovative curriculum, Good Shepherd meets the unique needs of the whole child. In this context, students discover their potential and understand that positive relationships are essential for success in the world. Within this nurturing community, students become creative problem solvers and globally-aware, moral leaders inspired by a love for learning.

MISSION

Good Shepherd Catholic School, a faith-based preschool through eighth grade program, is committed to academic excellence. Centered on Christ's example of service and humility, Good Shepherd develops moral leaders and respectful citizens, evidenced by Good Shepherd students meeting the following Schoolwide Learning Expectations (SLE's):

- *A faith-filled person who*
 - models the teachings of Jesus and scripture.
 - understands and values Catholic beliefs.
 - possesses a positive sense of self as a child of God.

- *A life-long learner who*
 - values learning and thinks critically.
 - communicates effectively.
 - appreciates the arts.

- *A globally aware moral leader who*
 - respects and appreciates all people, cultures, and beliefs.
 - serves people with compassion and generosity.
 - is an active steward of God's creation.

ACCREDITATION

Good Shepherd Catholic School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

PARENT/SCHOOL PARTNERSHIP

The education of a student is a partnership between the parents and the school. Just as a parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken.

As partners in the education process at Good Shepherd Catholic School, parents are committed to:

- supporting the religious and educational goals of the school.
- supporting and cooperating with the discipline policy of the school.
- treating all Good Shepherd Catholic School staff, faculty, students and other parents with respect and courtesy.
- actively participating in school activities such as parent meetings, conferences, and fund-raising activities.
- ensuring that the student pays for any damage he/she causes to schoolbooks, desks or other school property.
- notifying the school office of any changes in address, important phone numbers or other home situations.
- meeting all financial obligations to the school.
- informing the school of any special situation regarding the student's safety and health.
- promptly completing and returning to the school any requested information.
- reading the website (www.gsschool.org), emails, school notes, and eRam.
- be an active participant in using Parent's Web at www.RenWeb.com

Partnership with Non-custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child, including financial information. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Non-custodial parents may also use RenWeb to receive grade information on their child(ren).

Time, Talent and Treasures Program/Parent Participation

Good Shepherd Catholic School parents understand that tuition only pays for a portion of the cost of educating each child. Parents offset the additional costs by sharing their gifts of time, talent, and treasures with the entire school community.

Gifts of time and talent to Good Shepherd Catholic School include a wide variety of activities such as playground supervision, room parenting, assisting with field trips, fundraisers, attending Parent Club meetings and helping with facility needs. Opportunities for volunteering will be listed in the Ram Review, and in ParentsWeb at www.RenWeb.com. In an effort to keep tuition for all families as low as possible, each family is required to provide 35 hours (25 hours for preschool and Pre K families) of volunteer service per academic school year.

As part of our commitment to a safe environment, Good Shepherd Catholic School requires that all volunteers complete the 'Livescan' process, provide proof of being TB free, complete the Shield the Vulnerable on-line program, and provide the school with a signed acknowledgement of having read the Diocese of Monterey *Safe Environment Program* and the *Diocesan Policy Against Sexual Misconduct* before volunteering. For information, please contact the school office. The safe environment guidelines apply to volunteers working on site with students or serving in a role that assumes supervision of students.

Parents who drive on field trips must also have confirmation they have watched the driver's video provided by Catholic Mutual.

ADMISSIONS POLICY

Good Shepherd Catholic School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. In addition, Good Shepherd Catholic School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and/or other school-administered programs.

Registration opens yearly in early February for new and returning students. New students are screened prior to registration to determine their academic level of instruction.

Acceptance of a student into Good Shepherd Catholic School means that the family is also accepted into the school community. Students and their families are expected to contribute to the building of the Good Shepherd Catholic School community. Therefore, actions, including the posting of gossip or rumors via social media, by a parent/legal guardian/family member that are or could be destructive to the community atmosphere or school family and/or contrary to the principles of Christian living may be cause for the expulsion of a student(s).

FINANCES

FINANCIAL AID/EDUCATIONAL FUND

Good Shepherd Catholic School strives to make Catholic education available to enrolled families even if they cannot meet the full cost of tuition. To facilitate this goal, the school budgets a limited amount of money each year to assist families who actively participate. Funds are allocated based on demonstrated need and are disbursed directly to tuition accounts. To receive tuition assistance, must maintain a current tuition account balance, and consistently complete annual service hours. Application for financial aid to Private School Aid Service (PSAS) are due in April. Applications are available in the school office and on-line by early February.

Inquiries regarding tuition assistance should be directed to the principal in writing. Priority is given to current families enrolled in Preschool through 8th grade.

TUITION RATES AND FEES

Application/Assessment Fee (Non-refundable) **\$ 75.00** This is a per student processing fee for all new applicants.

Registration Fee K – 8th Grade (Non-refundable) **\$600.00 (\$500.00 early bird)**
Preschool-Pre-K (Non-refundable) **\$450.00**

This is a per student annual fee, payable each spring (or upon “acceptance” for new applicants) to hold a child’s space for the following year. Among other educational expenses, the registration fee helps to cover student accident insurance and diocesan fees.

K – 8th Grade Annual Tuition Schedule for Kindergarten through Eighth Grade

\$	6,330	One Student
	12,140	Two Students
	17,740	Three Students
	23,230	Four Students

Preschool/Pre-Kindergarten Annual Tuition Schedule

Half Day	7:45am -12:00pm	Full Day	7:45am - 2:50 pm	Extended Day	7:45 to 5:30 pm
2 Days/wk	5,050	2 Days/wk	5,560	2 Days/wk	7,520
3 Days/wk	5,560	3 Days/wk	6,700	3 Days/wk	8,760
4 Days/wk	6,080	4 Days/wk	7,930	4 Days/wk	9,890
5 Days/wk	6,590	5 Days/wk	9,060	5 Days/wk	11,020

TUITION STATEMENTS AND PAYMENTS

Tuition Payments

Payments for tuition only, are made through FACTS Management Company and are considered late if not received by 3:30 p.m. on the 15th of each month. A \$50.00 late fee will be assessed for any outstanding balance rendered delinquent. Students whose family accounts are two months in arrears may be removed from class until the account is brought current or until special arrangements (in writing and signed by both parties) have been made with the Principal. Re-enrollment forms for the next school year will not be available to families until past due accounts have been cleared.

Fee and Purchase Statements

Statements for expenses incurred not related to tuition are emailed at the first of each month. Included in these statements are charges for any usage of the School Extension Program, Athletic Program fees or other extra-curricular fees, such as field trip fees, and/or purchases of school materials.

Returned Checks

Returned checks for any school-related payment or fee (i.e. tuition, extension, scrip, etc.) will be assessed a \$40.00 fee upon the first occurrence. Cash to cover the returned check and the returned check fee should be delivered to the School Bookkeeper within three business days of bank notification. **If there is an additional occurrence, the fee will increase to \$50.00, and the privilege to make payments by personal check will be revoked.** Payments would then be made either in cash or by cashier's check or money order.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

The Catholic philosophy of the school, to "guide students of varied abilities toward lifelong learning, academic excellence and responsible moral decision-making," requires a commitment to academic integrity. No form of cheating will be tolerated, which may include plagiarism, copying homework, taking credit for the work of another, copying tests/quiz(zes), answers from another or using non-approved aids.

Teachers will determine if cheating occurred and students must accept consequences appropriate to the circumstances. Consequences will also be given to all students involved in the cheating, including students who give their work to another to copy. Consequences may incur a "0" grade for the work. This "0" may count as a grade and be averaged for the trimester grade.

ACADEMIC PROMOTION AND/OR RETENTION

A student in grades three through eight is required to have at least a 70% (C-) end-of-the-year average in reading, math, language arts, and literature to be automatically promoted or considered for graduation from Good Shepherd Catholic School. Students with lower averages may be promoted on probationary basis. It is a parent's responsibility to consistently monitor the progress of his/her child(ren).

The retention of a student is determined on an individual basis. Parents will be advised in advance (a minimum of two months prior to close of the school year) if a child is being considered for retention. Prior to retention, a student must have participated in a Student Success Plan that was agreed to by the teacher, the parent, and the principal.

CUMULATIVE RECORDS

Final report card grades are placed as a grade in the student’s permanent record file. These grades are sent on to the next school, along with other pertinent information, when a student transfers. Parents may make a request in writing for access to their child’s records. Records will be made available for viewing in the presence of a school administrator within 48 hours of receipt of such request.

MONTHLY AWARDS

SLE Student of the Month Awards

Each month a student will be recognized in each grade for his/her accomplishment in following the Schoolwide Learning Expectations. An award will be given to a student in each expectation category (a faith-filled person, a life-long learner, and a globally aware moral leader).

ACADEMIC AWARD SYSTEM-HONOR ROLL

Trimester Honor Roll

During grading periods one and two, students in grades 5-8 who distinguish themselves academically will be honored for inclusion on the honor roll.

- Second Honors is awarded to a student with a GPA between 3.3 and 3.65 and no grade lower than a B-.
- First Honors is awarded to a student with a GPA of 3.66 or above and no grade lower than an A-.

Note: Students considered for Honor Roll may not have an “incomplete” grade in any class or a Conduct/Effort grade of 3.

Principal’s Award

The Principal’s Award of Excellence is given to students who maintain a 3.70 or higher GPA for the entire year. Students In grades five through eight are eligible for the Principal’s Award.

Perfect Attendance

The Perfect Attendance Award honors students in grades kindergarten to eighth who never miss a day of school the entire year.

Grading Scale for Grades Three through Eight

Students are graded according to the scale used by the Diocese of Monterey:

Letter Grade	Numerical Grade
A	97 - 100%
A-	94 – 96 %
B+	90 – 93%
B	86 – 89 %
B-	83 – 85%
C+	79 – 82%

Letter Grade	Numerical Grade
C	74 – 78%
C-	70 – 73%
D+	68 – 69%
D	65 – 67%
D-	63 – 64%
F	62% or below

Conduct, Effort, and Home Study

- 1= Exceeds expectations
- 2= Meets expectations
- 3= Below expectations

Students in grades 3-5 are graded on conduct, effort, and home study. Students in grades 6-8 receive a conduct grade for each separate subject, but are not graded for effort and home study (homework). For the criteria used to assess these areas, please refer to the teacher's syllabus posted to his/her homeroom or subject area on RenWeb.

Report Card Marks

- NG = No grade due to absences
- I = Incomplete

An "I" is assigned if the student has a valid reason as determined by the teacher for not completing requirements in a course. An incomplete must be made up within the time allotted by the teacher. An extension may be given by the teacher in case of prolonged illness or emergency. Any incomplete work remaining at the end of the following trimester may revert to a failing grade.

Error in Calculation of a Grade

In the event that a student feels that there has been an error in the grade calculation, the student must attempt to resolve this with the teacher. If it cannot be resolved, the student must appeal to the Principal within six weeks of the date of issuance of the grade. Grade corrections will not be considered after this six-week period.

HOMEWORK

Homework is meant to be an extension and reinforcement of the learning which takes place in the classroom. To be most effective, homework assignments and preparations for the next day's work should be done as a matter of routine at the same time and same place each day. Parents are encouraged to help the child(ren) with their homework. However, **PARENTS MUST NOT DO** the child(ren)'s homework.

Suggested time for homework (Diocesan guidelines):

- In Kindergarten, students will have an average of 10-15 minutes of homework per night.
- From Kindergarten, the nightly average is expected to increase by 10 minutes per night for each consecutive school year. For example, in first grade expect 20-25 minutes of homework, etc.
- By middle school, students will average between 60 and 90 minutes of homework per night.

Note: The above times are considered average and exact time spent on homework each day may vary.

Nightly Reading

It is expected that children in each of the grades are to be reading EVERY evening. The time a student spends reading either with a parent or independently may be considered in addition to the allotted homework minutes.

LIBRARY

All students from pre-school to eighth grade, as well as the school's staff and the parent community, have access to our library. Students and teachers may use the library weekly for story time, library skills, and circulation. Each student has their own personalized bar coded library card.

Library books and materials may be borrowed for one week. Most books can be renewed twice. Students who destroy or lose a book are required to replace it.

MAKE-UP WORK

Grades K-4: Make-up work timelines are determined by the individual classroom teachers.

Grades 5-8: Students who are granted an **excused absence** are expected to be responsible for learning about work assigned, exams given, and exams scheduled during their absence. On the day of their return to classes, students are expected to take the initiative in making arrangements with the teacher for the completion of make-up work. Failure to complete work within the assigned time may result in the student receiving a grade of 0% for the work. For the majority of absences, any missed test must be made up and any papers assigned must be submitted on or very close to the day the student returns.

Every effort must be made to ensure family vacations are taken during regularly scheduled school holidays and breaks. If a student in grades K-8 is absent for more than three (3) consecutive days or five (5) total days in a trimester due to family vacations, he/she may not be allowed to make up missing work, resulting in a "no credit"

grade in that subject for the trimester. Absences that are anticipated must be approved by a school administrator if class work is being requested.

EXTRA-CURRICULAR ACTIVITIES

Students have an opportunity throughout the year to be involved in non-classroom learning experiences. These activities include after-school sports (see "Athletics") and other varied events sponsored by the school, the Diocese of Monterey, and/or our local public school districts. Some of these events may include, but are not limited to:

- Athletics
- Choir
- Instrumental Music
- Junior High Dances
- Drama

Participation in extra-curricular activities is a privilege, not a right. Students, volunteers, parents and/or coordinators are held to the highest standards of faith and community consistent with the teachings of Christ. For students to be eligible to participate in school athletics or school choir, they must maintain a "C" average of at least a 74% (2.00 GPA) in all subject areas and have nothing lower than a C- in any individual class.

FIELD TRIPS

There are numerous opportunities for learning outside the classroom and teachers are encouraged to take advantage of these opportunities. It must be noted, however, that field trips are a privilege and students may be denied participation if they fail to meet academic or behavioral requirements set by the teacher. Field trips must have a valid educational purpose; purely recreational trips will not be approved.

Permission forms must be signed by parents and in a teacher's possession before a child will be allowed to leave the school premises. Telephone permission is not adequate.

Diocesan forms, together with the required documentation for parent drivers, must be on file with the school before parents may drive students on field trips. The necessary forms may be obtained from the office staff.

PHYSICAL EDUCATION (P.E.)

All students are required to participate in the physical education program. A doctor's excuse must be on file in the office if a child is unable to participate in P.E. for an extended period of time. Should a parent determine a student is not able to participate in PE on a certain day, a written parent note is required to excuse the students. In an unusual circumstance, a phone call from a parent may be acceptable.

REPORT CARDS/PROGRESS REPORTS

Parents can expect a report card for grades K-8 at the end of each trimester. In addition, academic progress reports will be issued for students at the middle point of the trimester. When a student is in academic jeopardy, the student's parent or guardian will be notified as soon as possible.

SACRAMENTAL PREPARATION

Parents must assume responsibility for assisting with instruction and, in particular, in being a model in the practice of their faith. The sacraments of reconciliation and the Eucharist are normally received by students in grade 2 in their parish of attendance. Parents of Catholic students above grade 2 who have not received these sacraments may request preparation by contacting the parish offices of St. Joseph's Church (Capitola), Resurrection Church (Aptos) and/or Star of the Sea Church (Santa Cruz) or the parish in which the family resides. Contact the school Principal for specific information.

SCHOOL RECOMMENDED TRANSFERS

The principal and classroom teachers are responsible to make reasonable efforts to provide for individual differences. Parents are asked to work with the school staff to make certain there is continual progress in all areas of development. Any student who is clearly unable to profit from the Good Shepherd Catholic educational system, which is determined through the Student Success Team process, will be required to transfer to another school.

OPERATING PROCEDURES AND SCHOOL POLICIES

ACCIDENTS

Students are to inform the faculty member in charge of any injury occurring on school grounds or at school-related activities. The faculty member shall file an accident report with the office staff and school administration. The report shall be completed by the staff member who witnessed the accident or is the first on the scene of the accident with the help of the school's administrative assistants.

ADMINISTRATIVE TEAM/FACULTY RESPONSIBILITIES

The Principal serves as the chief administrator of the school. When absent, the Principal will assign a "Teacher-in-Charge" to administer the school. The following chain should generally be followed when students or parents have questions or concerns:

- the teacher, coach or activity moderator involved
- the Athletic Director when related to a sports activity
- the Principal
- the Canonical Administrator
- the Moderator of the Curia
- the Bishop of the Diocese of Monterey

Students and parents are always welcome to bring a very serious concern to the Principal. The Superintendent of the Diocese of Monterey may be consulted by any member of the school's Administrative Team, parish pastor, or by an adult who has first followed the steps delineated above.

APPOINTMENTS/COMMUNICATION WITH FACULTY AND STAFF

Parents should not hesitate to request an appointment with the principal to discuss general issues of concern. If a parent has a concern about their child's progress academically or behaviorally the principal will request that the parent speaks first with the teacher. Conferences/meetings with the principal may be scheduled through the school secretary with at least 24 hours courtesy notice.

For the safety of all students, parents are asked to not engage teachers in conversation when they are on recess, lunch or dismissal duty.

ATTENDANCE

Absence/Tardiness

Regular attendance at school is essential to consistent learning. Parents are requested to call the school office by 7:45 a.m. if a student will be absent for the day. The school office staff will call parents to verify an absence if a call has not been received. A note is always needed when the student returns to school. The note for absences should include: 1) child's name; 2) date(s) of the absence(s); 3) reason for absence; 4) signature of parent or guardian.

Medical and dental appointments should be made after school whenever possible. Doctor and dentist verification of appointments, or note stating the same, is needed for a recorded MEDICAL EXCUSE. Students MUST return to school immediately after appointment or the absence will NOT be marked as a medical excuse – it will be recorded as a regular

absence. Excessive absences or tardies, even if necessary and excused, may result in no grades recorded on the trimester report card. **More than seven (7) tardies in a trimester may forfeit participation in Honor Roll for that trimester.**

Students who arrive at school after 8:05 a.m. are considered tardy and must report to the school office for a tardy slip. Classroom teachers are required to record their attendance by 8:30 a.m. daily.

Attendance/Participating in School Events/Sports

Students must be in attendance for at least half of the school day in order to participate in any “after school” event, including middle school dances. For sports, in case of a funeral or doctor’s appointment, participation is based on the Athletic Director’s approval.

Early Dismissals

A student will not be excused from school before the end of the school day without a note written by his/her parent requesting an early dismissal. In the case of extenuating circumstances, a phone call to the school office staff may be made. The student will be excused by office staff after an authorized adult has signed the “release” records in the school office. **All students arriving after 8:30 a.m. or leaving early must be signed in/out in the school office by an authorized adult.**

BICYCLES/SKATEBOARDS/SKATES/SHOESKATES

Students in grades 6-8 may ride a bicycle to school if they have a signed permission letter from a parent or guardian on file in the office. Students must walk their bicycles while on school grounds. A student will not be allowed to ride his/her bicycle without a proper helmet.

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR DAMAGES OR THEFT OF BICYCLES.

NO SKATEBOARDS, SKATES OR SHOESKATES WILL BE PERMITTED ON THE SCHOOL PREMISES.

BIRTHDAY CELEBRATIONS

In order to preserve instructional minutes, please coordinate monthly birthday celebrations with the room parent and classroom teacher. All classroom parties and celebrations must be planned under the direct supervision and with the cooperation of the classroom teacher. The classroom teacher has the final approval regarding all classroom parties.

Free Dress Birthdays

Students will receive “free-dress” on a designated day during the month of their birthday. Please see calendar and Ram Newsletter for birthday reminder.

BULLYING BEHAVIORS

Harassment and Bullying

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously take appropriate steps to ensure that substantiated bullying or harassment stops.

Substantiated acts of harassment, bullying, or hazing by a student will result in appropriate disciplinary action up to and including dismissal of the student. The disciplinary action will be in proportion to the severity of the case and will be calculated to make the harassment or bullying stop. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

- a. Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person

- b. **Physical Harassment:** Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
- c. **Visual Harassment:** Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)
- d. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Can include the following behaviors:

- a. Teasing
- b. Name calling, taunting
- c. Threatening
- d. Purposely leaving someone out
- e. Telling other children not to be friends with someone
- f. Spreading rumors about someone
- g. Breaking someone things

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. Usually there is an actual or perceived power imbalance between the bully and the victim. Such power imbalance may include differences in physical size or strength or access to embarrassing information.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyber Bullying - Any act of bullying committed by means of an electronic act, including but not limited to Internet postings, mobile devices, blogs, chat rooms, or social networking sites, may be cause for disciplinary action and police intervention.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to bring an **iTouch**, **MP3 players**, pagers, recorders, radios, or electronic devices to school, except as requested and/or permitted by their teachers (e.g. calculators, cameras, electronic dictionaries, portable word processors or laptops).

Cell phones and mobile communication devices must be turned off (vibration setting is not permitted) during school hours. Students enrolled in SEP must also have cell phones turned off between 2:45 and 6:00 pm. No electronic devices are permitted in SEP, with the exception of the computers used under the direct supervision of the SEP director.

On the first offense, the teacher may confiscate the device for the remainder of the day. It may be returned by the principal at the end of the day and parents will be given notice. On the second offense the device may be kept in the office until the end of the school year and a detention will be issued.

COMPUTER USE AND TECHNOLOGY POLICY

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

Good Shepherd Catholic School holds specific expectations for students at each grade level for how they use their computer during official school hours and after school in either the classroom or the computer lab. Game playing is not permitted on

any school-owned computer, server or network system, without proper permission for educational purposes. Students may not access, input or forward any inappropriate, sacrilegious, violent, vulgar, profane, defamatory, or other offensive data.

Failure to comply with these standards or acceptable use of Good Shepherd Catholic School's technology may result in suspension or dismissal and the loss of privileges for the use of computers/technology.

DISCIPLINE

Parent Notification - Phone Call/Email

When minor infractions occur such as excessive tardies, dress code violations, and/or conduct referrals, the homeroom teacher will call and inform the parent or guardian. For more serious infractions or discipline behavior that has been referred to the principal, the principal will notify the parent either by a phone call or email.

Detention

Parents will be notified of in-house detentions, such as recess detention, by the classroom teacher.

Suspension

Suspension is a disciplinary action which prohibits the student from attending school for a limited period of time, not to exceed five school days. The following conduct may result in immediate suspension:

- Fighting on school premises before, during or after school
- The use of abusive language – in action, by speech, or written word
- Vandalism – students and their parents shall be responsible for all damage to equipment or school property caused by their child(ren)
- Theft
- Repeated infractions of school rules
- Other inappropriate conduct

Suspension may also be handled "in school" at the discretion of the principal.

Expulsion

Students may be expelled from the school for certain serious misconduct. The following offenses committed by students while under the jurisdiction of the school may be grounds for expulsion:

- Actions gravely detrimental to the physical, moral or spiritual welfare of the students, teachers or the school
- Assault or battery, or any threat of force or violence directed toward any school personnel or student, or their property
- Possession of a weapon and/or assault with any object which can be used as a weapon
- Use, sale or possession of tobacco, narcotics or alcohol
- Vandalism to school property
- Theft
- Habitual truancy
- Habitual profanity or vulgarity
- Continued willful disobedience

The school has the right to suspend or expel a student immediately for serious actions. However, the following procedures will normally be followed:

- A student/teacher conference will be held and parents will be formally notified of the misconduct and consequences
- If adequate improvement is not shown within a reasonable time, a second conference with parents, student and administration will be scheduled
- The superintendent will be notified
- The final decision will be made by the principal in accordance with diocesan guidelines

EMERGENCY DRILLS

A planned procedure for evacuating the buildings in case of emergency is in effect at the school. Drills are held and conducted in the manner recommended by the appropriate authorities. The school's Emergency Plan is reviewed yearly and updates made as needed.

FOOD/SNACKS/SODAS

Gum chewing or eating sunflower seeds, candy, or peanuts with shells will not be allowed on campus. It is highly recommended that students NOT bring sodas to school. This includes after school sports events. **Snacks and lunches may be eaten only in the designated eating areas.**

FUNDRAISING/COLLECTION/DISBURSEMENTS/ADVERTISING

No collection of funds, disbursement of flyers/posters, or advertising of any kind for any purpose may take place without the pre-approval of the principal, including field trips, retreats, social events, dances, charitable purposes, team/club apparel, ticket sales, activities, athletic equipment and educational materials. Fundraising projects of any kind may NOT be initiated without the pre-approval of the Principal.

LOST AND FOUND

The children's belongings MUST BE LABELED, including lunch bags, sweaters, jackets, and book bags. THE SCHOOL IS NOT RESPONSIBLE FOR LOST ITEMS. Unmarked items will be placed in the Lost and Found and if unclaimed after a reasonable waiting period, the items will be given to charity. Items that are labeled will be returned to the students.

LUNCHES

Ohlsen Foods (Hot Lunch Program)

Good Shepherd's hot lunch program is offered by Ohlsen Foods, a family-own business located in Santa Cruz. They have 13 years of experience in providing hot, delicious, and nutritious lunches delivered to Good Shepherd Monday, Tuesday, Thursday and Friday. (Please note that on Wednesdays a Parent Club sponsored pizza lunch is available.) To sign-up for Ohlsen Foods hot lunch, please contact Ohlsen Foods directly. ohlsenfoods@calcentral.com or phone at (831) 471-0468

Pizza Lunch

Parents may sign their child up to receive pizza lunch on Wednesdays. Pizza lunch is organized by Parent Club volunteers. Order forms are available in the school office.

Lunch from Home

Parents bringing lunches to the school are requested to bring them to the school office. Lunches may NOT be taken directly to classrooms as this disrupts instruction.

Lunches and snacks may be eaten only in the designated eating areas. Students are expected to leave their eating areas clean and free of debris. Alternative arrangements will be made for various weather conditions.

MEDICATION

Mandates of Interest in Health Services for California Public Schools, Sec. C.E.C. 49423 states:

" . . . any pupil who is required to take, during the regular school day, a medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount and the time scheduled by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement." We are also required to follow these directives. Aspirin is a medication and falls into the definition of the above statement. Especially considering the issue regarding Reye's Syndrome, schools may not distribute aspirin to children unless the school has a statement from the family physician.

The school office cannot provide aspirin or any medication for students. Should your child need ANY medication (including cough drops, aspirin, throat lozenges, etc.), the medicine must be sent in a well labeled container with the parent's

permission. Prescription medication in its original container **MUST** be accompanied by a doctor's instructions concerning name, dosage, item, etc., as well as the parent's permission. **(Medication will not be administered without completed forms with parent and doctor signatures. The required forms are available in the school office and at www.gsschool.org under General Information, Student Health and Safety).** All medication must be turned into the office daily.

PARKING LOT – Student Pick-up and Drop-off

The safety of our children is paramount. The few minutes that one may save by driving too fast in the lot is not worth the life of a child. Please always exercise extreme caution when driving in the parking lot. The counterclockwise traffic pattern, indicated by the arrows on the pavement, must be observed at all times, including the use of the exit driveway.

Children are not allowed to be picked up outside of the parking lot area. Students may only be released to a parent or an adult on the child's emergency list. **Parents may not meet their children outside of the school premises as this is against Diocesan policy.**

Parents of Preschool, PreKindergarten, or Kindergarten students will pick up their children directly from the classroom. Parents with children in grades one through three must pick up their children from the green bench area. Parents with students in grades four through eight must pick up their children in front of the gate between the middle school classrooms and the science lab unless they are with a younger sibling in the green bench area. All students **MAY ONLY BE RELEASED TO AN AUTHORIZED ADULT**. Any student in grades six through eight who rides a bicycle or walks must have a signed parent permission slip to do so.

PRIVATE PARTIES POLICY

No party invitations will be allowed to circulate at or through the school unless the student's **ENTIRE** class is included and then only with permission from the classroom teacher involved. Any private party related to a school activity or function must follow the school's philosophy, mission and vision.

PLAYGROUND EQUIPMENT AND RULES

Students are expected to follow special directions regarding the use of designated play areas, including the field, play structure, swings and blacktop. Students are to remain in areas where the playground supervisors may see them at all times. When the bell rings, students are to stop playing, freeze and then line up immediately after the whistle has been blown. Students are required to comply with playground rules.

In keeping with the school philosophy, all persons are to be treated with respect. Offensive language, aggressive play, bullying and fighting are not allowed.

SAFETY SECURITY

Good Shepherd Catholic School places the utmost priority on providing a safe environment for students, faculty and staff. There is a sense of community in the school that fosters a comfortableness and security for all students and families. Students and parents have an affirmative obligation to make school officials aware of any potential breach of school safety and security.

The school has linked all rooms with computer informational technology and an internal communication system. The single entrance available to the public on the southeast side of campus is gated and equipped with a surveillance camera and automated entry buzzer for added security. Other entry/exit points on campus are monitored by faculty, staff and administration as is reasonably possible. Procedures have been instituted to see that all visitors report to the office for a temporary badge/sticker. Custodial staff help maintain vigilance during working hours. The school has a lock-down plan, and an evacuation plan in the event of a crisis or natural disaster. The faculty maintains supervisory responsibility for students before, after and during school hours.

School officials work closely with local civil authorities for added security. Police and local authorities are briefed as to any potential breach of safety/security. School officials rely heavily on their experience and advice in how to address any situations which may arise. The school is served by the Santa Cruz Sheriff's Department, Mid-County Fire Department and Emergency Medical Service Teams.

SCHOOL OFFICE HOURS

Telephone and Messages

The school Office is open from 7:30 a.m. – 4:00 p.m. daily. An answering machine will take messages at other times. Unless it is an emergency, neither students nor teachers will be called to the phone during school hours. Because the school telephone lines are business lines, students may not use office phones to call home for forgotten homework, sports uniforms or to plan after-school activities. Planning ahead will alleviate inconvenience and misunderstanding.

SCHOOL PROPERTY

The administration and staff will not condone or allow malicious mischief of the school or surrounding properties. Students will be expected to pay for any damage to the building, furnishings, or books. The amount will depend on the cost of repair or replacement. Students may be charged for books lost for more than one week.

SEARCH PROCEDURES

School officials will exercise their right and duty as administrators of a private, religious school to search the possessions of students, if they have reasonable cause to believe the student may be in possession of any form of contraband. Enrollment in the school implies student and parental consent for such searches. These include search of possessions in desks, cubbies, lockers, book bags, pockets, shoes, personal property, etc. As the school is private property, such searches may be necessary to protect the health and safety of the school community. Any student who refuses to cooperate with such a search will be subject to dismissal from the school.

SEXUAL HARRASSMENT

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic material which is not necessary for school purposes."

No student, faculty or staff shall be subject to sexual harassment as a Catholic school community member. Any student or staff member who believes that he or she is being sexually harassed shall report immediately such information to school administrators. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the principal.

No student or staff shall receive any retaliation or disciplinary action for reports of sexual harassment made.

STUDENT DIRECTORY INFORMATION

A roster of all student names, addresses, parent/guardian names, emails and home telephone numbers is available on ParentsWeb on www.RenWeb.com. Families who do not wish any of this information to be published must submit a written request to the school office by September 1. This information may not be used to promote commercial or political activities. Those who do so are subject to payment of civil damages.

STUDENT PHOTOS

From time to time, agents of the school may take photographs and videos of students throughout the building, grounds and in extra-curricular activities. The school reserves the right to use these pictures for internal publications such as the yearbook, school promotional materials, advertisements or commercials, Facebook page, and/or for the school's Website. Parents who do not agree to the school's policy on use of pictures must submit a written statement to the office staff requesting that the child's pictures are not to be used for any/all of the above mentioned purposes.

STUDENT RECORD/EMERGENCY CONTACT CHANGES

Parents should notify the school office at the time of any changes to address, phone, or work information. It is the responsibility of parents to notify the school of any change of custody of a student, and to present the appropriate legal documentation for said changes.

SUBSTANCE ABUSE POLICY

Good Shepherd Catholic School is committed to keeping the school community free from drugs. The school is actively monitored. For the safety and welfare of all of our students, the possession, arrangement to obtain, use, sale, distribution of, possession with intent to distribute, under the influence of, evidence of the use of, or continued presence with those who use alcohol and/or illegal drugs and/or controlled dangerous substances and any other inappropriate substances, look-a-like drugs, gasses, or the misuse of legal drugs is strictly forbidden. Students may also not be in possession of paraphernalia designed for the use of above: clips, pipes, rolling papers, pouches, bags, empty alcohol containers, etc. Any student involved in these activities is subject to dismissal from the school and the notification of law enforcement.

Students who freely disclose difficulties with these substances to school authorities at a time when they are not the subject of a discipline investigation will not be subject to school discipline (unless they are in possession or under the influence at that time) and will be handled through a counseling protocol, where parents will be strongly encouraged to seek professional services.

The administration reserves the right to require a student to pass a medical drug tests if there is clear reason to suspect severe levels of drug use. In this case, the student may be required to submit to such a test to be eligible for continued attendance at the school. Parents will be charged for the testing if results are proven positive for drug use.

Definitions

Controlled Dangerous Substances are defined in the state criminal code. They include but are not limited to: marijuana, heroin, methamphetamines, and anabolic steroids. The term controlled dangerous substances shall also include alcohol.

Under the Influence: A student is judged to be under the influence whenever s/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions), which are commonly associated with the use of controlled dangerous substances.

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

on or off school property

- on the person
- in an accessory (included but not limited to purse, book bag, gym bag, etc.)
- in a cubby or desk; and
- in a private or school owned vehicle of transportation

Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if s/he does not have physical possession of the item. For example, a person who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling, or dispensing a controlled dangerous substance on or off school property

- with or without receiving payment, and
- to individuals enrolled or not enrolled in the school

Possession with intent to distribute applies regardless of whether or not a student intended

- a) to receive payment
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- c) to distribute the controlled dangerous substance on or off school property

Smoking

Students who use, sell, or possess tobacco products on school grounds, athletic events, etc. will be subject to suspension. Students who remain present with those who are smoking will be considered to be smoking. If only one person is in the area of smoking, that student will be considered to be smoking.

Good Shepherd Catholic School is very attentive to health issues and government laws as to smoking/chewing tobacco. Students are not allowed to smoke/chew on campus or at school activities, etc., at any time. This standard also applies to areas in the vicinity of the school and around neighboring homes. Students are also not permitted to be in possession of smoking materials such as lighters, rolling papers, empty cigarette packs, etc.

TEXTBOOKS

Many textbooks are provided for student use. Students who damage or lose these books may be charged a minimum of 50% up to the sum of the retail value of the text, tax and \$5.00 processing fee, the price of which is determined by the bookkeeper.

Statement of Christian Principles

All schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, family members and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.
3. Students, parents and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or staff member or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.
4. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Christian principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults

include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

Statement of Parent Responsibilities

1. Support the educational, social and spiritual development of your child:
 - a. Uphold the school's policies and rules
 - b. Make sure that your child is responsible for completing homework assignments in a timely manner;
 - c. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies
 - d. Hold your child responsible by not bringing items he/she forgot to school;
 - e. Involve yourself in the spiritual life of the school.
2. Respect the school calendar and hours:
 - a. Ensuring that your child arrives on time for school each day.
 - b. Calling in if your child is sick
 - c. Scheduling vacations around the school calendar rather than during school periods.
3. Work cooperatively with your child's teacher and the principal
 - a. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal or another student.
 - b. Be available for conferences or meetings with your child's teacher.
 - c. Attend important school meetings such as Back –to- School Night and other important informative meetings.
 - d. Read all communications that come from the school.

UNIFORM CODE AND STANDARDS

School uniforms may be purchased from Merry Mart Uniforms in Santa Clara/merrymartuniforms.com

Good Shepherd Catholic School uniform colors are forest green, white, navy blue, khaki, Campbell plaid, and Blackwatch plaid. Uniform shoe and lace colors are black, brown, navy blue, and white. Socks must be solid white, black, forest green or navy. When shoes have more than one color, the colors must be the designated uniform colors. Shoes with designs and patterns are not allowed.

Good Shepherd Catholic School (GSCS) students are required to be in complete uniform and neatly groomed during the school day. When circumstances warrant it, a student not in proper uniform **MUST** have a note from a parent or guardian.

Boys Uniform

Clothing Attire

Pants/Shorts
Shirts
Sweater (must have GSCS logo)
Sweatshirt (with GSCS logo)
Socks (must be worn) (K-8)
Shoes and laces (K-8)

Kindergarten - Fifth

Navy
White polo
Green Vest, Pullover or Cardigan
GSCS logo in forest green
Solid colors ONLY in black, white,
Black, brown, white, or navy blue

Sixth – Eighth (Middle School)

Khaki
White polo or Navy polo with logo
Navy Vest, Pullover, or Cardigan
GSCS logo in navy
forest green or navy (no emblems or designs)

Note: One of the sweater selections must be worn for Mass and other special events as designated (see below)

Girls Uniform

Clothing Attire

Jumper (Kindergarten – Grade 3)
Skirt (Grades 4 and 8)

Sweater (must have GSCS logo)

Kindergarten - Fifth

Campbell plaid
Campbell plaid
Note: Jumpers/skirts must be NO shorter than 2" above the knee.
Green Vest, Pullover or Cardigan

Sixth – Eighth (Middle School)

Blackwatch plaid
Navy Vest, Pullover, or Cardigan

Pants/Shorts/Capri
Shirt/Blouse (Peter Pan or Polo)
Sweatshirt
Socks (must be worn)
Shoes and laces (K-8)

Navy
White
GSCS logo in forest green
Solid colors ONLY in black, white,
Black, brown, white, or navy blue

Khaki (No denim)
White or Navy with the school logo
GSCS logo in navy
forest green or navy

Note: One of the sweater selections must be worn for Mass and other special events as designated (see below)

Physical Education

Shorts or sweats
Shirt/Tee
Socks
PE Shoes

GSCS logo in forest green
GSCS green and grey
White
Athletic shoes and laces in uniform colors (**NO neon colors**)

GSCS logo in navy
GSCS blue and grey
White

Formal Dress Uniform attire is required for all school Masses and designated school-wide special occasions

Formal Dress Uniform includes:

- Girls: Logo Sweater Pullover, Cardigan or Vest with Polo shirt or blouse and uniform jumper or skirt
- Boys: Logo Sweater Pullover, Cardigan or Vest with Polo shirt and uniform pants
- Sweatshirts and shorts are not part of formal dress attire
 - Eighth grade exception –special eighth grade sweatshirt with embroidery is allowed/no shorts

Everyday Dress Uniform is required for regular school days (non PE days)

- Girls: Logo Sweater Pullover/Cardigan/Vest or Sweatshirt (all optional) with Polo shirt or blouse and uniform jumper, pants, or shorts
- Boys: Logo Sweater Pullover, Cardigan, Vest or Sweatshirt (all optional) with Polo shirt and pants or shorts

PE Dress:

- Girls & Boys: Logo T-shirt and sweatshirt with uniform sweatpants or shorts and appropriate PE (Athletic) shoes

Grooming

- **Hair:** Boys' hair length must be above the collar and eyebrows. For all students, hair must be out of the child's eyes and face. Fad haircuts and styles, including hair colors, are not allowed.
- **Headgear including hats, caps, beanies, hair-ties, headbands, ribbons:** GCSC hats and beanies are permitted to be worn on the playground only and not indoors. Headbands and hair-ties must be in solid school uniform colors or the uniform plaid design. Bandanas are prohibited.
- **Jewelry:** Religious medals are permitted to be worn with dress school uniforms. Earrings are permitted provided they adhere to the following guidelines:

- o Earrings may not be larger in diameter than a standard lead pencil eraser
- o No more than two earrings per ear may be worn
- o Hoops or dangling earrings of any type are prohibited
- **Make-up is not allowed, including colored nail polish, acrylic nails, and lip gloss**
 - o Exception: Clear nail polish
- **Not allowed at Good Shepherd Catholic School:**
 - o Body piercings, tattoos, and chains or chain type jewelry

Specific Uniform Guidelines

- **Shoes:** Uniform colors – black, white, gray, or navy blue
 - o Shoes must be closed toe and have backs; if two-toned, both colors must be uniform colors
 - o Shoes laces must be school colors (black, white, or navy blue)
 - o Shoes must be in good repair, sturdy and fit properly.
- **Socks:** All socks, tights, and leggings must be solid uniform colors – no lace and no emblems.
- **Sweaters:** Only school uniform sweaters with the school logo, either a vest, cardigan, or pullover, is allowed to be worn to school.
- **Shirts:** Shirts must be either a white polo or navy blue polo with logo.
- **Blouses:** Solid white collared short-sleeve blouses may be worn with skirts and jumpers.
- **Slacks/Shorts:** Denim fabric or jeans are not allowed for uniform wear
 - o Slacks and shorts must fit at the waistline and be size appropriate. Excessively tight, low-rise, skinny jeans, and/or cut-offs are not allowed to be worn to school.
- **Sweatshirts:** Only GSCS sweatshirts are allowed to be worn with the school uniform. Students wearing a sweatshirt must have their uniform shirt tucked under the sweatshirt.
- **Jackets:** GSCS jackets may be purchased and worn throughout the school day. A non-uniform jacket may only be worn to school or after school. Non-uniform jackets may NOT be worn in the school in the classroom as part of school uniform attire.
- **Hats:** Only GSCS hats may be worn to school with the exception of free dress days.

Free Dress and Specific School-wide Celebrations

On occasion students may be allowed to wear apparel other than the school uniform. The opportunity to do so is a privilege, and as such the same standards of grooming and modesty apply to free dress clothing as to the uniform.

Students are NOT allowed to wear the following at any time, including “free dress days”:

- Clothing which is extremely tight, see-through, or contains offensive symbols or writing (e.g. drugs or alcohol ads) or is excessively large
- Shorts which are shorter than the uniform’s customary length
- Skirts which are shorter than 2 inches above the top of the knee cap (uniform length)
- Spaghetti strapped tops or bare midriffs
- Jeans with holes or skinny jeans
- Hats with inappropriate logos or slogans - **hats are not allowed to be worn in the school buildings**

Uniform Form Code Violations

All students are required by the school to follow the uniform code. Students who come to school not adhering to the proper dress code will receive consequences. Should it be determined that a student in grades kindergarten through third grade be in violation of the dress code, the parent or guardian will be contacted directly. Students in grades four through eight who violate the school’s dress code, will receive consequences directly from their teachers according to following guidelines:

Violation 1:

- Grades K-3: Parent is notified by the classroom teacher
- Grades 4-8: Student is warned and parent is notified by the homeroom teacher

Violation 2 within the same grading period:

- Grades K-3: Parent is called and asked to bring proper attire to the school.
- Grades 4-8: Student is required to serve a twenty minute after-school detention – Student will complete a Dress Code Violation Reflection Form and conference with his/her teacher.

Violation 3 within the same grading period:

- Grades K – 8: Ten dollar fine for each violation within the same grading period; parent is billed.

VISITORS TO CAMPUS

During school hours, all visitors must first report to the school office for a visitor's badge/pass, which is to be worn for public view on her/his person. Students who wish to bring a visitor for a day must receive permission from the school administration at least one day in advance. The visiting student must have the day off from their current school. Occasionally students may be asked to host a visitor for a day of school.

Students may not fraternize with unauthorized visitors before, during or after school. Students should not be involved in any arrangements to meet visitors on campus before, during or after school. Students will be held accountable for all unauthorized visitors with whom they have arranged to come on campus.

WHEN PARENTS ARE AWAY FROM HOME

When parents are away from home, the school must be notified in writing who is responsible for the child, who will be picking the child up from school, and whether the child will be at home or staying at another address.

PARENT INFORMATION WEEKLY BULLETIN

Good Shepherd Catholic School makes every effort to keep parents informed about up-coming events and activities. Every Tuesday during the school year the *Ram Review* and many school related items are emailed to you. Parents may obtain a paper copy of the *Ram Review* located in a folder in the hallway of the school office. The *Ram* is a critical communication device between home and school. The *Ram Review* as well as all calendar information is posted both on www.RenWeb.com and www.gsschool.org. It is important that parents and guardians read the weekly *Ram Review*.

PARENT CLUB

Good Shepherd Catholic School provides a quality education, at a comparatively low cost, through the adult offering of time, talent, expertise and monetary support. Parents involved in school fund raising efforts communicate the value of education to their children, and consequently achievement is enhanced through their active participation. As part of our school philosophy to maintain an educational environment free from unnecessary distractions, and to eliminate the undue stress created by multiple fund raising efforts.

All fundraising activities and Parent Club expenditures must be approved in advance by the principal and adhere to diocesan guidelines. The organization may retain \$2,000 for start-up costs for the coming year.

PARENTS VISITING THE CLASSROOM

Parents may visit their child's classroom while it is in session. Arrangements must be made with the teacher at least twenty-four (24) hours in advance of the visit. Visitors are required to check in and out with the office staff and to wear a visitor badge/sticker during their entire visit. Parents are asked not to bring other children with them and stay for a maximum of 30 minutes.

ROOM HELPERS

Room helpers are any adult family members who commit to help a homeroom teacher and/or respective Room Parent(s) with various events: class gatherings, field trips, seasonal celebrations, presentations, workshops, etc. When visiting, they are to abide by the procedures established for visiting parents listed above. After coordinating with the appropriate homeroom teacher, helpers should not remain in the classroom longer than 45 minutes per session, unless otherwise indicated by the teacher. Room helpers are not permitted to assist teachers in the assessment and evaluation of curricular

learning (i.e. testing, grades, academic records, etc.). All room helpers must have completed a CONFIDENTIALITY AGREEMENT and all the safe environment requirements before working in the classroom.

Classroom volunteers are guests in the classroom under the discretion of the teacher. Any issues/problems with students must be directed to the classroom teacher.

ATHLETICS

"Every athlete in training submits to strict discipline, in order to be crowned with a wreath that will not last, we do it for one that lasts forever." (1 Corinthians 9:25)

SPORTSMANSHIP

Good Shepherd Catholic School strives to promote opportunities for students to grow in physical stamina and commitment to community through team building in its after school sports programs. Conscious of the growing need for athletes and spectators who demonstrate honorable and sportsmanlike conduct, Good Shepherd Catholic School athletes, parents and coaches are held to the highest standards of faith and community consistent with the teachings of Christ.

The following is the Code of Student Athletes to which every participant in the Good Shepherd Catholic School Athletic program is held:

- Use their talents to the best of their ability
- Consistently show respect toward coaches, teammates, competitors, event officials, spectators and/or anyone else involved with the athletic program
- Consistently attend all practices, meetings and competitive events
- Be responsible for ensuring that all forms, permission slips and information sheets are given to their parents, and returned with signatures when needed
- Dress in appropriate and modest clothing for all practices, and wear the assigned uniform for all competitions
- Abide by any additional rules of behavior and/or dress code given by a coach, the athletic director and the principal
- Act as representatives and "goodwill ambassadors" of Good Shepherd Catholic School

Any person (athletic department, staff or faculty member, student-athlete, parent, fan or spectator associated with a member of the school) who causes a disruption at an athletic activity will be escorted from the site and subject to arrest.

Any student-athlete who is ejected from a contest must meet with the GSC School administration the next school day to explain him/herself. The student-athlete will be subject to consequences up to and including dismissal.

SCCPSA

Good Shepherd Catholic School participates in interscholastic athletics in grades 3 through 8 as part of the Santa Cruz County Private Schools Association. Participating association schools are:

Gateway
Georgiana Bruce Kirby
Good Shepherd Catholic
Green Valley Christian
Holy Cross Catholic
Monte Vista Christian
Montessori

Pacific Collegiate
Salesian Sisters
Spring Hill Advanced
Twin Lakes Christian
Waldorf
Wavecrest

Additionally, Coast County Athletic League schools Branciforte, Mission Hill, Shoreline, San Lorenzo Valley, Scotts Valley, Moreland Notre Dame and New Brighton will schedule games with teams in the SCCPSA, **as does Mount Madonna, Baymonte Christian and Pajaro Valley Athletic League school Aptos.**

Association sports include boys and girls volleyball, boys and girls basketball, co-ed flag football, co-ed soccer, cross country, track and **field, golf and girls lacrosse**.

All athletes are required to have registration requirements completed and approved before they are permitted to participate in any athletic activity.

ACADEMIC ELIGIBILITY

To be eligible to participate in extra-curricular sports, students must maintain a "C" average of at least a 74% (2.00 GPA) in all subject areas as demonstrated by trimester grades and periodic progress reports. In addition to maintaining a "C" average, a student may not have lower than a C- in any subject area. A previously eligible student will lose eligibility for the remainder of the school year if he/she earns three or more failing grades in a trimester.

This eligibility policy meets and exceeds the regulations of the California Interscholastic Federation (CIF).

COACH'S DUTIES AND RESPONSIBILITIES

Promote Catholic values according to the school's mission and philosophy.

Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.

Sign and follow the coaches' code of conduct

- Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.
- Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
- Ensure that their program enhances the academic, emotional, social, physical and moral development of the student-athletes.
- Always remember that the profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall, through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens
- Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
- Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
- Enforce, with student-athletes, the school-approved codes of conduct for student-athletes.
- Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship.
- Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.
- Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.
- Gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values

comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.

- Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation.

PRESCHOOL/PREKINDERGARTEN PROGRAM

PHILOSOPHY

The Good Shepherd Catholic School Preschool Program provides a safe environment in which free choice and exploration are encouraged. The curriculum includes a variety of creative age-appropriate materials and activities. The development of the child's language arts skills is nurtured through the implementation of the Seeds Pre-reading Program. Our goal in providing quality early childhood education is to foster positive self-esteem, strong verbal skills, and enhance individual expression within a setting of group cooperation.

ABSENCES

Please call to notify the Preschool if your child will be absent due to illness or family vacations. The school does not allow make-up days due to an absence. In some cases you may also be required to provide a note from the doctor regarding diagnosis and treatment. The school must be informed immediately if your child is diagnosed with a communicable disease such as head lice, chicken pox, conjunctivitis, or MRSA so that other parents may be warned of their child's exposure. You may also be required to provide written clearance from your doctor prior to your child's re-admittance to school.

ARRIVAL/DISMISSAL

All children in the preschool program must be brought to the classroom and signed in noting the time of arrival. Children may not be brought to the classroom prior to 7:45 a.m.

The Preschool and Pre-K morning programs end at noon at which time the children must be picked up in their classroom. The full-day programs end at 2:50 p.m. The children in the full-day programs must be picked up in the Pre-K classroom. The extended program ends at 5:30pm.

All children must be signed-out by an authorized adult on the Sign-In Sheet prior to being taken out of the classroom. The school must have written notification should someone other than those named on the child's family emergency card will be picking up the child.

CLOTHING

Uniforms are NOT required at Good Shepherd Catholic Preschool, but are available for purchase. Children should wear loose fitting, comfortable, and washable clothes and shoes that are good for running and climbing. While clogs, slippery sandals, and cowboy boots are often the children's favorites, they are hard to run in, dangerous for active play, and **MAY NOT BE WORN** to school.

LUNCH/SNACK

Parents must provide their child with a nutritious lunch that is clearly marked with his/her name. The school provides a nutritious snack in the morning program and in the afternoon program to all preschool and prekindergarten students. **Hot lunch is offered to Preschool or Pre-kindergarten children for a charge.**

PARENT RESPONSIBILITIES

Parents must pick up their children at the end of the contracted day. There is a \$2.00/ min. late fee when children are not picked up on time.

- Morning Program - 12:00 p.m.
- Full Day Program – 2:50 p.m.
- Extended Day- 6:00 p.m.

SCHOOL OFFICE: TELEPHONES AND MESSAGES

The school office is open from 7:30 a.m. – 4:00 p.m. Voice Mail will take your messages at other times or you may email smatteucci@gsschool.org .

VACATION/HOLIDAYS

Good Shepherd Catholic Preschool follows the yearly calendar of Good Shepherd Catholic School. Credit for holidays and vacations is **NOT** given if the days are regularly scheduled school holidays.

When parents are away from home, the school must be notified in writing regarding the person responsible for the child during the parents’ absence, which will be picking the child up from school, and where the child will be staying during the time of the parents’ absence.

SCHOOL EXTENSION PROGRAM (SEP)

The School Extension Program (SEP) is not a licensed “Day Care” facility. As the name implies, it is an accredited program that extends the care and education of students beyond the regularly - scheduled school hours.

ANY UNATTENDED CHILD WHO IS A REGISTERED STUDENT OF GOOD SHEPHERD CATHOLIC SCHOOL WILL BE SIGNED INTO THE PROGRAM IF THEY ARE ON THE SCHOOL PREMISES 15 MINUTES AFTER DAILY DISMISSAL.

Program Philosophy

It is the purpose of the Good Shepherd Catholic School Extension Program (SEP) to provide a safe, wholesome, caring environment for the students of the school beyond the regularly scheduled school hours. Students are provided with snacks, reading/homework time, indoor and outdoor recreational activities, arts & crafts, etc.. There will be a 60 - minute mandatory homework time each day for students in grades 3-8. Grades 1-2 homework time is 30 minutes. Students will be in groups depending on grade.

After Care

Hours: Monday, Tuesday, Thursday, Friday - 3:00 p.m. – 6:00 p.m.

Hours: Wednesday – 2:00 p.m. – 6:00 p.m.

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| ➤ One child, 20 or more hours per month | \$5.50/hour |
| ➤ Two or more children, 20+ hours/mo. | \$5.00/hour/per child |
| ➤ One child, fewer than 20 hours per month | \$8.00/hour |
| ➤ Two or more children, fewer than 20 hours/mo. | \$7.00/hour/per child |

Fees are kept to a minimum out of consideration for family budgets. For this reason, participation in the SEP program may be denied to any family who does not keep their SEP and/or tuition payment current.

Participation in SEP program is a service provided to our school families. Students who do not abide by the program rules may not participate in the program.

Program Rules

The discipline policy in this Family Handbook is also applicable to the SEP Program. In addition, students are required to help clean up the SEP areas and to assist with keeping the environment orderly.

State law requires that a child who becomes ill should be separated from classmates until someone comes for them. SEP cannot accommodate sick children.

SPECIAL PROVISIONS AND PROCEDURES

- Parents or guardians must sign the child out indicating the time of pick up on the form provided before picking up their child. They must also make verbal contact with the employee on duty at that time.
- Personnel will not permit the child to leave the facility unless it is to a parent, guardian, or to persons whose names are listed on the emergency card.
- There is a penalty for tardy pick-up of \$5.00 per child for every minute after 6 pm with a minimum charge of \$10.00, which may be payable immediately to the supervisor on duty. Consistent delinquent payment or late pick-up could result in the loss of service.
- Written permission must be submitted by the first day of the activity for your child to participate in any after-school programs. Time spent in "after school activities" will not be charged.
- Since it is an extension of the school day, students may not leave and return to SEP. They must be in uniform except for free-dress days.
- Students who are not enrolled as Good Shepherd students may not attend SEP.
- Families will be charged for SEP on all occasions unless written consent is given by both the SEP Director and Principal. Staff is also required to receive written approval for any afterschool events requiring extended care.

STUDENT RESPONSIBILITIES

- Students are expected to report to the School Extension Program (SEP) promptly. They may NOT remain with their classroom teacher after school without appropriate communication/consent from SEP personnel.
- Students need to make immediate contact with a Supervisor upon arrival.
- Students who are enrolled both in SEP and after school activities are to report to SEP before reporting to the activity.
- It is the student's responsibility to have all materials necessary to complete homework assignments. The staff has no way of knowing what assignments have been given.
- Cell phones are not to be used during SEP staff in accordance with school policy. No electronic devices (iTouch, iPods, MP3 players, video games) are permitted at any time on campus. The item may be confiscated for the remainder of the day if it is seen.

