

Good Shepherd Catholic School

2021-2022

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

Business Hours:

8:00 AM - 3:30 PM

www.gsschool.org

DIRECTORY OF SCHOOL FACULTY & STAFF

Pastors

Fr. Robby Sullivan, Canonical 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

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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 School wide 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 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 computers, school books, 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 all parent communications, emails, school notes, etc.

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 Beehively/TechaBee to receive grade information on their child(ren).

Time, Talent and Treasure 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, internal website (Beehively parent login), and school wide email from GSCS Communications. In an effort to keep tuition for all families as low as possible, each family is required to provide 35 hours 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 'Live Scan' process, complete the Virtus 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. Every year you must update and submit your valid driver's license and drivers insurance to the office to be kept current and on file throughout the school year.

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, usually in early February for new and returning students. New students are screened prior to registration to determine their academic level of instruction. We have a rolling administration policy.

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, through FACTS, are due in April 2022. Applications are available on-line in early February.

Priority is given to current families enrolled in Preschool through 8th grade.

TUITION RATES AND FEES

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

Registration Fees

K – 8th Grade (Non-refundable) **\$550.00**

Preschool-Pre-K (Non-refundable) **\$475.00**

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

\$ 7,640 One Student

\$ 14,600 Two Students

\$ 21,360 Three Students
\$ 27,970 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 am - 4:30 pm
2 Days/wk	\$5,910	2 Days/wk	\$6,500	2 Days/wk	\$7,890
3 Days/wk	\$6,500	3 Days/wk	\$7,830	3 Days/wk	\$9,200
4 Days/wk	\$7,100	4 Days/wk	\$9,270	4 Days/wk	\$10,390
5 Days/wk	\$7,700	5 Days/wk	\$10,600	5 Days/wk	\$11,570

Additional fees:

- Athletics fee of \$65-\$80 per sport
- Graduation fee (8th grade) \$200
- Required fundraisers \$300 total
- Overnight field trips:(Approximate Cost)
 - 5th grade - \$250
 - Middle School: Marin Headlands \$550, Yosemite N.P \$550
 - Middle School: Washington D.C and Williamsburg (2021-2022) - TBD

GSCS offers three different payment plans through Facts Tuition Management: a one-time payment, a two-time payment, or a monthly invoice plan. GSCS also offers a tuition discount to families with multiple children. A \$50 late fee is assessed for late payment after the 15th of the month.

TUITION STATEMENTS AND PAYMENTS

Tuition Payments

Payments for tuition only, are made through FACTS Tuition 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 third through eighth is required to have at least a 70% (C-) end-of-the-year average in reading, math, language arts, literature, and religion to be automatically promoted or considered for graduation from Good Shepherd Catholic School. Students with lower averages may be promoted on a 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 at the end of the first trimester 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.

Academic Probation Notification

If your student is at risk for retention, you will receive the notice below:

To the Parents of: _____

Date:

A review of your student's academic record and current Progress Report indicates that your child has received a failing grade in one or more subjects. Your child's achievement is, therefore, not on track and could result in failing this school year. A student who fails Math, Science, ELA, Religion or Social Studies for the year will face retention. Good Shepherd Catholic School has a retention process, which includes the School Principal, Teacher, Parents and students. If you have not already been contacted by your student's teacher, please be proactive and contact them for a conference. Parents can review their child's grades regularly by logging into Beehively/TechaBee, teachers update their grades often.

We share with you the desire of your students to be successful.

Rich Determan, Principal of Good Shepherd Catholic School

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 6-8 who distinguish themselves academically will be honored for inclusion on the honor roll.

***Every grade counts towards academic honors (core academics: math, ELA, science, history, religion)*

- 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.

Grading Scale for Grades Third through Eighth

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%
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 homework. Students in grades 6-8 receive a conduct grade for each separate subject and are graded for effort and 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 Beehively.

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 parent feels that there has been an error in the grade calculation, the parent 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.

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 be allowed to make up missing work. Absences that are anticipated must be approved by the school principal if class work is being requested. Each individual case will be reviewed by the principal.

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.

Participation in extracurricular 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, they must maintain a "C" average of at least a 74%.

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. A phone call from a parent may

be acceptable as well.

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 Superintendent of Catholic Schools

- 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.

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 office manager 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 or at the beginning of the school day.

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 may return to school after appointment.

Students who arrive at school after 8:00 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 Jr. High School dances. For sports, in case of a funeral or doctor's appointment, participation is based on the principal'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.

Birthday Free Dress

Students will have "free-dress" on their birthday. If your birthday is on a Mass, weekend, holiday or field trip, Free DRESS is their first day back to school.

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 and 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 in 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 any electronic devices to school, except as requested and/or permitted by their teachers (e.g. calculators, cameras).

Cell phones and mobile communication devices must be turned off (vibration setting is not permitted) during school hours and turned into the teacher until the end of the school day. Students enrolled in SEP must also have cell phones turned off between 3:00 and 4:30 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, parents and students will meet with the principal.

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: 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 SEP. 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 GUIDELINES

GOALS

The primary focus at Good Shepherd Catholic School is academic success of every student in a faith-filled, caring, safe environment. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self image, respect for others and a positive attitude toward the Catholic faith and teachings of Jesus. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

PHILOSOPHY

School discipline is a collaborative effort by the administration, parents, students, teachers, and staff. The focus of the Good Shepherd Catholic School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior, and support them in learning how to make better decisions. Students reflect on their choices and connect their behavior with the teachings of Christ by asking students, "What would Jesus do?", "Did you make good choices and follow the teachings of Jesus?" We teach positive behavior through Good Shepherd Catholic School *RAMS* Rules of behavior and through our SchoolWide Learning Expectations. We encourage students to make independent decisions and act responsibly toward others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Students are expected to follow the Good Shepherd *RAMS* Rules of behavior:

RAMS Rules

Respectful at all times!

Achieve your best each day!

Make good choices and model Jesus!

Safety first!

To assist students with clarifying expectations, *RAMS Rules* are further defined in the *TEN COMMANDMENTS of Behavior*.

TEN COMMANDMENTS of Behavior

Students will:

- 1. Follow directions the first time.**
- 2. Speak using polite language, volume, and tone.**
- 3. Focus on learning.**
- 4. Will not disturb the learning or safety of others.**
- 5. Be helpful and kind to others.**

6. Take turns and share.
7. Keep hands, feet, and objects to self.
8. Take care of school property and personal belongings.
9. Will not bring toys or non-school related items to school.
10. Walk on the Red Walk, in classrooms, and in hallways.

Additionally, each classroom will have class behavior expectations and class rules specific to individual classrooms and grade level. Students often participate in the development of their classroom rules.

DISCIPLINARY ACTIONS

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following outlines those disciplinary actions.

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the success of student learning, social emotional development of others, or the operation of the school.

Description of Expectations:

Classroom Behavior: Students are expected to listen and follow all teacher directions. Consequences: Teacher/student conference, removal from situation, referral to the administration, parent/guardian notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, in-school suspension, home suspension.

Behavior on the Red Walk: Students are to walk quietly in an orderly fashion on the Red Walk and through buildings at all times. Consequences: principal/parent conference, removal from situation, referral to the administration, parent/guardian notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, in-school suspension, home suspension.

Behavior in Restrooms: Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property. Consequences: principal/parent conference, supervised restroom visits, referral to the administration, fines for damages, loss of recess privileges, parent/guardian notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, in-school suspension, home suspension.

Behavior at lunch time: The lunch tables should be safe, comfortable, inviting, and a clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others. Consequences: Verbal warning, move to an assigned seat, referral to the principal, parent/guardian notification, Conduct Referral form sent home for parent signature, in-school suspension, home suspension or dismissal.

Behavior on Playgrounds/Recess:The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground only when permission is given by an adult in charge. Consequences: Verbal warning, removal from situation, referral to the principal, parent/guardian notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, in school suspension, home suspension, dismissal.

School Uniform Dress Expectations: Students are expected to follow the school uniform policy as outlined in the school handbook. Personnel may advise students about appropriate uniform dress, footwear, and grooming for school. Consequences: principal/student conference, change of clothes, loss of recess privileges, parent notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, in-school suspension, home suspension.

Behavior During School Sponsored Activities/Field Trips:Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs, and field trips. Behavioral expectations are consistent with school policies. Consequences: Principal/Parent conference, removal from activity, parent/guardian notification, Conduct Referral form sent home for parent signature, loss of recess privileges, suspension from future activities, behavior contract, in-school suspension, home suspension.

Fighting/Physical Aggression:This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation. Consequences: Principal/Parent conference, removal from situation, parent/guardian notification, and Conduct Referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, in-school suspension, home suspension, dismissal.

Cheating or Plagiarism:This is defined as using the work of others as your own. Consequence: Teacher/student conference, no credit for the work, referral to the administration, parent/guardian notification, conduct referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, in-school suspension, home suspension, dismissal.

Inappropriate Use of technology:This is defined as accessing or using inappropriate materials including copying or transferring copyrighted materials and software without permission, sharing access to one's personal account, using unauthorized e-mail such as chain letter advertising, instant messaging and chat rooms, cyber bullying, or tampering with any files of another student or staff member. Consequences: Principal/parent conference, parent notification, Conduct Referral form sent home for parent signature, loss of recess privileges, parent/guardian meeting, in school suspension, suspension, recommendation for expulsion, referral to law enforcement.

Physical Attack on Staff or Fellow Student:This includes any aggressive physical battery on staff member or person. This includes any physical contact (hitting, touching angrily, pushing, shoving, kicking, biting, etc..) in an aggressive manner with the intent to do harm. Consequences: The principal, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Threats and/or Verbal Abuse:This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like. Possible Consequences: Teacher/student conference, referral to the administration, parent notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Teasing, Verbal or Non-Verbal:This includes name-calling, put downs, making fun of the way someone talks or walks, making fun of someone's clothing or customs. Non-verbal examples include making faces, drawing inappropriate pictures, poking or pointing, and inappropriate hand gestures. Consequences: Teacher/student conference, referral to the administration, personal apology to student who was teased-- a letter of apology from the teaser must be signed by the teaser's parent(s) and returned to school the next day, loss of recess privileges, parent notification,

Conduct Referral form sent home for parent signature, in-school suspension, suspension

Malicious Pranks and Pseudo Threats:This includes any act or substance used to cause disruption, panic, or an unsafe situation. Consequences: referral to the principal, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion.

Acts of Hate / Violence:This is any act of hate/violence including, but not limited to, verbal abuse, slurs (including ethnic, religious, or gender-based), threats, physical violence or conduct, vandalism or destruction of property directed against any person. Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, recommendation for expulsion.

Inappropriate Language/Gestures:This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on the school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures. Consequences: referral to the principal, parent notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, behavior contract, in-school suspension, home suspension.

Sexual Harassment:Sexual harassment is defined as unwelcome advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct. Consequences: Referral to the administration, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension, recommendation for expulsion.

Theft/Extortion:Extortion is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm. Consequences: Referral to the principal, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, home suspension, referral to law enforcement, recommendation for expulsion.

Theft: This is taking something, which does not belong to you. Students must demonstrate a respect for the property of others. Any found articles must be returned to the office or the rightful owner. Consequences: Referral to the principal, parent notification, parent/guardian meeting, return or replace the value of the item taken, loss of recess privileges, in-school suspension, suspension, referral to law enforcement, full restitution.

Insubordination/Disrespect:This is willingly refusing to obey a request of a staff member (e.g., principal, teacher, secretary, teacher aide, yard supervisor, etc.). This includes not removing a hat when asked to do so, chewing gum when not allowed, bringing inappropriate items to school (all toys and games, to be returned only to an adult).Consequences referral to the principal, parent notification, Conduct Referral form sent home for parent signature, parent/guardian meeting, loss of recess privileges, detention, in-school suspension, suspension, recommendation for expulsion.

Destruction of Property/Vandalism:This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property. Consequences: referral to the principal, parent notification, parent/guardian meeting, loss of recess privileges, replacement of damaged property, in-school suspension, home suspension, restitution, recommendation for expulsion, referral to law enforcement.

False Fire Alarm:False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all. Consequences: Administration/student/parent/fire marshal conference, in-school suspension, in home suspension, recommendation for expulsion.

Possession of Communication and Other Electronic Devices:Cell phones, electronic devices including smart watches or personal radio devices are not allowed. Laser pointers and other disruptive devices will be confiscated. Consequences: confiscation of device for parent to pick up, referral to the principal, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, in-home suspension.

Possession and/or Trading/Selling of Non- School Related Items:This includes students having personal toys, trading cards, dolls, IPODs, smart watches, and other electronic gaming devices. The school is responsible for the loss of these items. These items are not allowed in school and are best left at home. Consequences: referral to the principal, confiscation of device for parent to pick up, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, suspension.

Weapons:This is unauthorized storing, possessing, or carrying firearms, knives, or any other object (including look-alike or pretend weapons) which could be used as a weapon. This is a very serious offense and is strictly prohibited. Consequences:, confiscation of weapon, referral to the principal, parent notification, parent/guardian meeting, loss of recess privileges, in-school suspension, in house suspension, referral to law enforcement, recommendation for expulsion.

Possession or Use of Destructive or Harmful Substances:This is possession of matches, firecrackers, tobacco products, smoke bombs, stink bombs, pepper spray, or any other destructive or harmful substance. Consequences: referral to the principal , confiscation of device for parent to pick up, parent notification, parent/guardian meeting, in-school suspension, suspension, referral to the fire marshal or law enforcement, recommendation for expulsion.

Possession, Use, or Distribution of Illegal Drugs/Intoxicants/Inhalants/Smoking Materials:This is possession of intoxicants, inhalants, smoking materials or controlled substances which are prohibited. Consequences: Confiscation of substance, administrator/student/parent conference, referral to law enforcement, suspension, recommendation for expulsion.

Parent Notification - Phone Call/Email

When minor infractions occur such as excessive tardies, dress code violations, and/or conduct referrals, the teacher will call and inform the parent or guardian, referral to the principal 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. 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 school has the right to suspend or expel a student immediately for serious actions. However, the following procedures will normally be followed:

- A principal/parent 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

The intention of consequences is to guide students toward self-reflection and change

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

(Hot Lunch Program)

Good Shepherd's hot lunch program is offered by Caballus Catering, a family-owned business located in Salinas. They have 13 years of experience in providing hot, delicious, and nutritious lunches delivered to Good Shepherd Monday, Tuesday, Thursday.. (Please note that on Wednesdays a Parent Club sponsored pizza lunch is available.) To sign-up for hot lunch, complete the form which is located next to the office in the information center.

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. Lunch may NOT be taken directly to classrooms as this disrupts instruction.

Lunch 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.

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.**

Multiple entrances for curbside drop-off/pick-up:

- PS/PK-parents/children will be greeted at their car in front parking lots for
 - PS - side gate between SEP & gym
 - PK - in front of door
- K through 8th grades will take place on the school track and field for driveby:
 - Staff will wait for students along the track
 - Parents are to follow the track around to exit driveway facing Soquel Drive
- Middle School: Drop off and pick up will be along the exit driveway to Soquel Drive (please go directly to the middle school gate).

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. – 3:30 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 principal 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. Parents *will* 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 HARASSMENT

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 immediately report 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 Tecabee. 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, Instagram, 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-alike 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.

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 will be charged the retail value of the text, tax and \$5.00 processing fee, the price of which is determined by the bookkeeper.

LAPTOPS/CHROMEBOOKS (TECH DEVICES)

From grades 2 through 8, we provide a Chromebook for student use. Students who damage or lose these Chromebooks will be charged the retail value, the tax and processing fee, the price of which is determined by the bookkeeper.



Student Chromebook/Lenovo ThinkPad Check-Out Form

This form is to be completed before a Chromebook and/or Lenovo ThinkPad is checked out to a student.

Program Description: For the 2020-21 school year, Good Shepherd Catholic School is offering to loan students Chromebooks and/or a Lenovo ThinkPad for use at school and/or to take home. This will occur in the event that we need to revert back to 100% distance learning due to the COVID-19 related shutdown of in-person learning. In order to take a school Chromebook or Lenovo ThinkPad home, parents and students must sign this form acknowledging that they are financially responsible for the Chromebook until it is returned to the school.

Conditions of Participation: I understand that by taking possession of a school Chromebook (use at school only) and/or a Lenovo ThinkPad (use at home for distance learning), I am responsible for the Chromebook and/or a Lenovo ThinkPad and all its accessories. I will reimburse Good Shepherd Catholic School for any damages if either the Chromebook and/or a Lenovo ThinkPad or any accessory is damaged, lost, or stolen while checked out to me.

- I agree I will not alter any settings or configurations on the Chromebook and/or a Lenovo ThinkPad.
- I understand the check-out period for a Chromebook and/or a Lenovo ThinkPad is limited to one school year or earlier if the school asks for them to be returned earlier.
- I understand the Chromebook and/or a Lenovo ThinkPad must be checked back into the front office no later than Monday of the last week of school.
- I understand Good Shepherd Catholic School will not be held responsible for any damage or loss of data due to any cause while I am using the GSCS-issued Chromebook and/or a Lenovo ThinkPad.
- I understand that the Chromebook should never be left unattended in public locations.
- All malfunctions must be reported to the GSCS Office Staff and Bonsai/Beehively - Tech Vendor .
- I understand that I will use the Chromebook and/or a Lenovo ThinkPad in accordance with GSCS Acceptable Use and Internet Use Policies.
- I acknowledge that the Chromebook and/or a Lenovo ThinkPad is to be used **only by me and for school purposes only**.
- I acknowledge that I am NOT to attempt to fix, open, or replace parts on the Chromebook and/or a Lenovo ThinkPad.

User Information:

Last name _____ First name _____ Grade _____

Computer Description & Inventory Number _____

Computer Replacement Cost Information:

Chromebooks: \$300

Google License: \$30

Charger: \$30

Credit Card of Responsible Parent/Guardian MUST be ON-FILE to cover loss and/or damage:

Parent/Guardian Name on Card

Credit Card Number

Expiration Date

CVV#

Billing Zip Code

Student Signature

Date

Parent Signature

Date

Teacher Signature

Date

Principal Signature

Date

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, Instagram 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 Principal, 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 "Meet and Greet" and other important informative meetings.
 - d. **Read ALL communications that come from the school. ie: Weekly/BiWeekly Emails.**

Good Shepherd Catholic School Uniform Guidelines

At a Parent Club Meeting on 9/19/19, parents expressed their dissatisfaction with our exclusive uniform vendor, Merry Mart located in Santa Clara. We took this feedback to heart and have come up with solutions to meet the needs of our families as far as supporting local businesses, affordability, stock on hand, variety of styles and sizes, and purchasing options.

The local vendor we have chosen is the Print Gallery in Santa Cruz and they currently make our spirit wear. They helped us design our amazing new log and began selling the P.E. uniforms (shorts, t-shirt, sweatshirt, sweatpants). You may also purchase the gray, green and blue polo shirts as well as the hooded jackets. (see attachments)

In regards to the girl's jumpers, skirts, and unisex polyester vests, these are specialized items that only uniform companies carry. So those can be purchased at Merry Mart, however, we have found that you can purchase similar styles and colors for the jumper and skirts at Lands' End online with various size options from "Little Girl to Adult" sizes. (see links below:)

Jumper (K-3) White Plaid at Lands End: https://www.landsend.com/products/school-uniform-girls-plaid-jumper/id_15884?attributes=18786,43307,43324,44256,44257,44371,44967,45133

Skirts for (4-5) White Plaid and (6-8) Classic Navy/Evergreen Plaid at Lands End: https://www.landsend.com/products/school-uniform-plaid-box-pleat-skirt-top-of-the-nee/id_299990?attributes=16491,43388,44256,44257,44371,45076,45133,45152

For the unisex polyester pullover sweater, cardigan or vest, those can be purchased at Merry Mart but you will need to iron on the new logo patch. As an alternative, we have found soft cotton knit cardigans available at Old Navy at affordable prices. (see link below)

Ink Blue and Plant Life (Green) - Cardigans at Old

Navy: https://oldnavy.gap.com/browse/product.do?pid=581416002&cid=1015506&pcid=1015506&vid=1&grid=pds_11_13_1&cpos=11&cexp=1483&kcid=CategoryIDs%3D1015506&ctype=Listing&cpid=res20062520177854380653_1_71#pdp-page-content

****Uniform exchange program:** *For those of you who have credit, please use towards the jumpers, skirts, cardigan, pullover sweater, and vest. However, please purchase the new logo patch from the school office or from the Print Gallery for \$7/each or 2 for \$12.*

****If you have credit at Merry Mart – please use it as soon as possible while supplies last. Please take advantage of their sale until June 30.**

The Print Gallery – Amber Artiaga, 1st Grade Parent (831) 425-1828 She will take orders via email, over the phone, and accepts Venmo, check, cash. You can pick up your order from the store in Santa Cruz or she can deliver!

Merry Mart www.merrymartuniforms.com (408) 296-0423

Summary

Merry Mart	The Print Gallery	Lands' End	Old Navy
<ul style="list-style-type: none"> • Girls Jumpers (K-3) • Skirt (4-5) • Middle School Skirt (6-8) 	<ul style="list-style-type: none"> • Gray, Green, Blue Polo with GS gold print logo • Sweatshirt (can be used for P.E.) • P.E. Sweatpants • P.E. Shirts (cotton or athletic tee) • Green (K-5), Blue (6-8) Hooded Jacket • Spirit Wear • New Logo Patch (also available in the office) 	<ul style="list-style-type: none"> • Girls Jumpers (K-3 - select the "White Plaid" color: • Skirt (4-5) – select the "White Plaid" color • Middle School Skirt (6-8) – select "Classic Navy/Evergreen Plaid" 	<ul style="list-style-type: none"> • Green & Blue Cardigan (soft cotton knit) • Need to purchase new logo patch from the office

Boys Uniform Attire

Boys Pants, Shorts: Lands' End, Target, Old Navy, Gap, Kohls (wherever you can find as long as they meet the appropriate color per grade and guidelines)

- Navy blue twill pants or navy blue twill shorts (K-5th grades)
- Khaki twill pants or khaki twill shorts (6th, 7th, 8th grades)

Pants and shorts must fit properly and be in good condition, clean, and free from holes or stains. Pants and shorts may not bag, sag (be worn below the hipbone), be oversized, or be considered "skinny" on the student. Pants and shorts must be an appropriate length for the student and may not be cargo style. In general, shorts length is not to exceed 2 inches above the knee. Leggings, tights or spandex may not be worn under shorts. Belts are optional and are to be simple, plain, free of decoration, and a single color (black, blue, or brown). Belt buckle is to be simple and plain.

Boys Shirts:

- Non-logo white polo shirt (K-8th grades) - Lands' End, Target, Old Navy, Gap, Kohls
- GS logo gray polo shirt (K-8th grades) - The Print Gallery
- GS logo forest green polo shirt (K-5th grades) - The Print Gallery
- GS logo navy polo shirt (6th, 7th, 8th grades) - The Print Gallery

***** Each student must have at least one white shirt to be worn for picture day with formal wear sweater or vest.**

Polo shirts must fit properly and be in good condition, clean, and free from holes or stains. Polo shirts should be tucked into pants or shorts. It is recommended that only plain, white undergarments be worn, as undergarments should not be visible through white polo shirt.

Boys Outerwear:

- Logo green sweatshirt (K-5th grades) – the Print Gallery
- Logo blue sweatshirt (6th, 7th, 8th grades) – the Print Gallery
- Logo green pullover sweater, cardigan sweater, sweater vest (K-5th grades) – Merry Mart or Old Navy • Logo blue pullover sweater, cardigan sweater, sweater vest (6th, 7th, 8th grades) – Merry Mart or Old Navy • Logo green nylon hooded jacket (K-5th grades) – the Print Gallery
- Logo blue nylon hooded jacket (6th, 7th, 8th grades) – the Print Gallery
- Hooded Spirit Wear – the Print Gallery

You are not to wear the hood during class time!

GS sweater and sweatshirt are part of the full uniform and are required. GS logo sweater is required on school formal days (mass, special occasions) except for 8th graders who wear their 8th grade pullover sweatshirt. Students have the option of a pullover sweater, cardigan sweater, or sweater vest.

In cold weather students may wear a nylon logo jacket over the uniform sweater/sweatshirt to and from school, and when outside. In the classroom we ask that students remove their outer jacket or coat for mobility and temperature regulation reasons (uniform sweatshirts and sweaters may be worn in the classroom).

Boys Socks (K-8th grades):

- Solid plain white, navy, gray, black, or forest green

Socks are to be worn and free from designs or emblems. If a sock with a logo is unavoidable, logo is to be no larger than the size of a quarter.

Boys Uniform Shoes and Laces (K-8th grades):

- Shoes are to be sturdy, closed-toe and mostly a solid color of black, white, gray or navy
- Laces are to be solid black, white or navy

Flip-flops, clogs, sandals, opened-toe shoes, shoes with wheels, and boots of any type are not permitted. Due to safety concerns, shoes should fit properly.

Boys Physical Education Uniform: The Print Gallery

- Logo green/gray t-shirt (K – 5th grades)
- Logo blue/gray t-shirt (6th, 7th, 8th grades)
- Logo green mesh shorts (K-5th grades)
- Logo blue mesh shorts (6th, 7th, 8th grades)
- Logo green sweatshirt and green logo sweatpants (K-5th grades)
- Logo blue sweatshirt and blue logo sweatpants (6th, 7th, 8th grades)

PE uniform is to be worn during assigned PE days and on an occasional designated day. GS spirit wear t-shirt is not part of the regular school uniform or PE uniform, and is not to be worn under a sweater, or other uniform pieces. Athletic socks are recommended. Spandex, tights or leggings are not to be worn under shorts. Please note that the previous white GS PE t-shirt is no longer part of the school uniform.

Boys PE Shoes and Laces (k-8th grades):

- Sturdy athletic shoe without designs

Athletic shoes worn on PE days are to be sturdy and free from sparkles, designs, lights, wheels or characters. Shoes should fit properly

Girls Uniform Attire

Girls Pants, Shorts: Lands' End, Target, Old Navy, Gap, Kohls (wherever you can find as long as they meet the appropriate color per grade and guidelines)

- Navy blue twill pants or Navy blue twill shorts (K-5th grades)
- Khaki twill pants or khaki twill shorts (6th, 7th, 8th grades)

Leggings or yoga pants are not considered appropriate uniform attire and should not be worn alone. Leggings may only be worn under a uniform jumper or uniform skirt. Pants and shorts must fit properly and be in good condition, clean, and free from holes or stains. Pants and shorts may not bag, sag (be worn below the hipbone), be oversized, or be considered "skinny" on the student. Pants and shorts must be an appropriate length for the student and may not be cargo style. In general, shorts length is not to exceed 2 inches above the middle of the knee. Leggings, tights or spandex may not be worn under shorts. Belts are optional and are to be simple, plain, free of decoration, and a single color (black, blue, or brown). Belt buckle is to be simple and plain.

Girls Jumper and Skirt: Merry Mart or Lands' End

- Campbell plaid jumper (K - 3rd grades) – White Plaid color from Lands' End
- Campbell plaid skirt (4th - 5th grades) – White Plaid color from Lands' End
- Blackwatch plaid skirt (6th, 7th, 8th grades) - Classic Navy/Evergreen Plaid from Lands' End

Jumpers and skirts are to fit properly and be in good condition, clean, and free from holes or stains. Skirt length is not to exceed 2 inches above the knee.

Girls Shirts:

- Non-logo white polo shirt (K-8th grades) – Lands' End, Target, Old Navy, Gap, Kohls
- GS logo gray polo shirt (K-8th grades) – the Print Gallery
- GS logo forest green polo shirt (K-5th grades) - the Print Gallery
- GS logo navy polo shirt (6th, 7th, 8th grades) - the Print Gallery
- No logo white peter-pan collared blouse – Lands' End, Target, Old Navy, Gap, Kohls

***** Each student must have at least one white shirt to be worn for picture day with formal wear sweater or vest**

Polo shirts must fit properly and be in good condition, clean, and free from holes or stains. Polo shirts should be tucked into pants or shorts. It is recommended that only plain, white undergarments be worn, as undergarments should not be visible through white polo shirt or white blouse.

Girls Outer wear:

- Logo green sweatshirt (K-5th grades) – the Print Gallery
- Logo blue sweatshirt (6th, 7th, 8th grades) – the Print Gallery
- Logo green pullover sweater, cardigan sweater, sweater vest (K-5th grades) – Merry Mart or Old Navy • Logo blue pullover sweater, cardigan sweater, sweater vest (6th, 7th, 8th grades) – Merry Mart or Old Navy • Logo green nylon hooded jacket (K-5th grades) – the Print Gallery
- Logo blue nylon hooded jacket (6th, 7th, 8th grades) – the Print Gallery
- Hooded Spirit Wear – the Print Gallery

You are not wear the hood during class time!

GS sweater and sweatshirt are part of the full uniform and are required. GS logo sweater cardigan is required on school formal days (mass, special occasions) except for 8th graders who wear their 8th grade pull over sweatshirt. Students have the option of a pullover sweater, cardigan sweater, or sweater vest.

In cold weather students may wear a nylon logo jacket over the uniform sweater/sweatshirt to and from school, and when outside. In the classroom we ask that students remove their outer jacket or coat for mobility and temperature regulation reasons (uniform sweatshirts and sweaters may be worn in the classroom).

Girls Socks and Leggings:

- Solid plain white, navy, gray, black, forest green
- Solid plain forest green, navy, black or white tights
- Navy blue or black leggings to the ankle (**no spandex or capri leggings please**)

Socks, tights, and leggings are to be free from designs or emblems. If a Logo sock must be worn, logo on sock is to be no larger than the size of a quarter. Tights or leggings are not to be worn under shorts. Leggings are to cover the legs to the ankle, no capri-length leggings.

Girls Uniform Shoes and Laces (K-8th grades):

- Shoes are to be sturdy, closed-toe and mostly a solid color of black, white, gray or navy
- Laces are to be solid black, white or navy

Flip-flops, clogs, sandals, opened-toe shoes, shoes with wheels, and boots including UGGS of any type are not permitted. Due to safety concerns, shoes should fit properly.

Physical Education Uniform

Girls PE Uniform: The Print Gallery

- Logo green/gray t-shirt (K – 5th grades)
- Logo blue/gray t-shirt (6th, 7th, 8th grades)
- Logo green mesh shorts (K-5th grades)
- Logo blue mesh shorts (6th, 7th, 8th grades)
- Logo green sweatshirt and green logo sweatpants (K-5th grades)
- Logo blue sweatshirt and blue logo sweatpants (6th, 7th, 8th grades)

PE uniform is to be worn during assigned PE days and on an occasional designated day. GS spirit wear t-shirt is not part of the regular school uniform or PE uniform, and is not to be worn under a jumper, sweater, or other uniform pieces. Athletic socks are recommended. Spandex, tights or leggings are not to be worn under shorts. Please note that the previous white GS PE t-shirt is no longer part of the school uniform.

Girls PE Shoes and Laces (K-8th grades):

- Sturdy athletic shoe without designs

Athletic shoes worn on PE days are to be sturdy and free from sparkles, designs, lights, wheels or characters. Shoes should fit properly.

Other Uniform Requirements for Both Boys and Girls:

Hats:

- GS Logo baseball cap
- GS Logo beanie

Only GS logo beanies and caps may be worn to protect the student from the sun or from cold weather. GS beanies and caps may be worn at recess and lunch only. All beanies and caps must be removed during morning assembly and indoors. Students wishing to wear a weather-protecting hat that is not a GS logo hat, must receive permission from the school administration prior to wearing.

Hair Accessories:

- Headbands, hair clips, and other hair accessories are to be a solid color found in the school uniform or GS plaid (white, navy, forest green or GS plaid)
- Hair ties are to be neutral in color (black, white or brown)

Headbands, clips, hair ties and other hair accessories may be worn to hold the hair back and out of the student's face. Hair accessories may not distract from the educational success of the student or the student's classmates.

Jewelry:

- A religious necklace may be worn under the uniform shirt
- Watches may be worn for the purpose of telling time and must be neutral in color such as black, white, brown or silver (No Apple Watches may not be used for recording or connecting to the Internet. Watches are to remain on

the wrist, may not distract from learning, or be used as a toy.)

- Girls may wear one pair of small stud earrings (One earring in each ear lobe and no larger than the size of a pencil eraser tip.)

For safety reasons, earring hoops or earrings that dangle are not permitted. Boys are not allowed to wear earrings on campus at any time. A medical ID bracelet or necklace is permitted. Body piercings, tattoos, and chains are not allowed.

Sunglasses:

- Although a GS hat is recommended for sun protection, sunglasses worn for sun protection must be approved by the school administration in advance of wearing
- Sunglasses are not to be worn in the classroom
- Sunglasses may not distract from the learning environment

Grooming Guidelines

Hair:

Hair must be well kept, clean, and neatly groomed in the student's natural "God-given" hair color without artificial highlights of any shade. Students not following grooming guidelines are subject to a uniform violation and may be asked to dye hair back to its original color. Fad haircuts and styles are not allowed. Boy's hair length must be above the eyebrow, and collar. It is recommended that hair be out of the child's eyes and face. Hair or hair accessories should not distract from learning. Please refer to the "hair accessories" guidelines under other Uniform Requirements for Boys and Girls.

Nails: Nails are to be kept clean, trimmed, and **free from decorations or polish**. Artificial nails, acrylic nails, and designs on nails are **NOT** permitted. Clear nail polish is okay.

Make-up: Make-up is not allowed at school this includes but is not limited to mascara, eye shadow, tinted lip-gloss, blush, or tinted face cream. During choral or drama performances, students may be asked to wear stage make-up. Chapstick is okay.

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**
- Hair color should not be altered (except for "crazy hair" spirit day when a temporary wash-out color may be used)

Spirit Wear Attire:

Top:

- Any GS t-shirt (baseball style, short sleeved)
- PE shirt
- Athletic sweatshirt
- No GS sports uniform tank or GS sports uniform jersey may be worn unless pre-approved by the administration

Bottom:

- Jeans in good shape free from holes
- GS shorts including PE shorts
- GS uniform pants
- Jean shorts or "Bermuda" shorts may be worn

Uniform Guidelines Violations:

All students are required by the school to follow the uniform guidelines. Students who come to school not adhering to the proper dress code, including grooming, will receive consequences and may be asked to change into proper attire. 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 teacher 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-8: Parents are called and asked to bring proper attire to the school.

The main goal in providing uniform guidelines and standards of attire is to ensure a safe learning environment free from distractions for all Good Shepherd School students.

The administration reserves the right to ask a student to change what is considered inappropriate dress or grooming and to update the dress code as necessary.

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

GSCS Communications

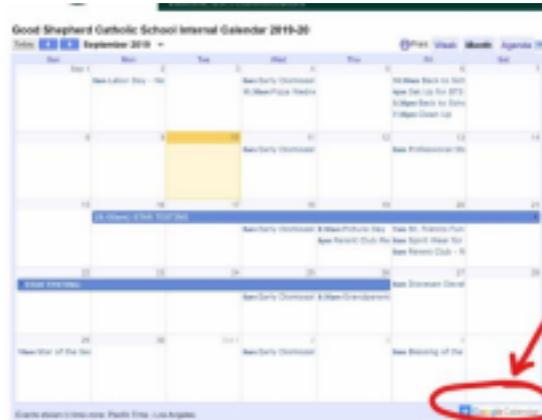
Good Shepherd Catholic School makes every effort to keep parents informed about up-coming events and activities. Twice a month during the school year the and many school related items are emailed to you. Good Shepherd Communications is a critical communication device between the administration and the family. The GS communications will also include all calendar information and updates.

Internal Website

Each family has access to an internal website called Beehively School Information System (SIS). You must create your login credential in order to utilize this powerful tool.

Use the custom URL: www.gsschool.beehively.com to create your login credentials to access Beehively, our primary student information system. Here you will find the school's private website used to share news, activities, and events of our community.

- NEW: an internal school-wide calendar detailing events, early release and minimum days with or without SEP
 - Sync your Google Calendar to Beehively by clicking on the + on the lower right hand corner and always be up to date on events
 - **Dates and times are subject to change due to unforeseen circumstances.



If you have not created your parent profile, please see the following link for step by step instructions to access your parent account and update your profile with any changes.

[BeehivelyParentProfileSetUp](#)

It is imperative that your parent profile is as complete as possible with contact information, especially your email and mobile number. In case of an emergency, this system will text, email and generate an automated call to notify you.

Need help? Contact support@beehively.com or call 888.851.4879.

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 fundraising 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 fundraising 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.

ATHLETICS

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.

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 extracurricular sports, students must maintain a "C" average of at least a 74% 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.

- 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/PRE KINDERGARTEN 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 literacy 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 Preschool classroom.

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. Shoes need to be closed toed, good for running, climbing on the play structure and easy for teachers to get off and on in case a change of clothes occurs or to empty out sand. While clogs, sandals, flip flops, rain boots, Uggs, 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. Morning Program - 12:00 p.m.

- Full Day Program – 2:50 p.m.
- Extended Day- 4:30 p.m.

SCHOOL OFFICE: TELEPHONES AND MESSAGES

The school office is open from 8:00 a.m. – 3:30 p.m. Voice Mail will take your messages at other times or you may email.

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) Begins September 7, 2021 from 3:00PM-4:30PM

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 10 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..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 the 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.
- 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 after school events requiring extended care.

STUDENT RESPONSIBILITIES PERTAINING TO SEP

- 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.
- 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 in accordance with school policy. No electronic devices (iPad, iPods, video games) are permitted at any time on campus. The item may be confiscated for the remainder of the day if it is seen.