

# Good Shepherd Catholic School

2011 - 2012

## Family Handbook

(Pre-school – 8<sup>th</sup> Grade)



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

School	476-4000
Preschool	462-5086
School Extension Program	419-2076
Athletic Program	476-1292
School Fax	476-0948

[www.gsschool.org](http://www.gsschool.org)

# TABLE OF CONTENTS

	Page #
<b>I. DIRECTORY OF SCHOOL PERSONNEL</b>	
Pastors	1
Faculty and Staff	1-2
Board of Directors	2
Parent Club Officers	2
<b>II. GOOD SHEPHERD CATHOLIC SCHOOL</b>	
Vision, Mission, Philosophy, History	3-4
Accreditation	4
Student Learning Expectation	5
Parent – School Relationship	6
Admissions	7
<b>III. ACADEMIC POLICIES AND PROCEDURES</b>	
Academic Integrity	8
Academic Promotion/Probation/Graduation/Retention	8
Award System	
Trimester Honor Roll, Annual Honor Roll, Trimester Awards	8
Cumulative Records	8
Curriculum	8
Extra-Curricular Activities	9
Extra Help	9
Field Trips	9
Grading Scale	9- 10
Homework	10
Library	11
Make-up Work	11
Physical Education (P.E.)	12
Report Cards/Progress Reports	12
Sacramental Preparation	12
Schedule	12
Scholarships	13
Transfers (Recommended)	13
<b>IV. OPERATING PROCEDURES AND SCHOOL POLICIES</b>	
Accidents	13
Administrative Team/Faculty Responsibilities	13
Appointments/Communication with Faculty and Staff	14
Attendance	14- 15
Absence/Tardies	
Attendance/Participation in School Event/Sports	
Early Dismissals	
Bicycles/Skateboards/Skates/Shoeskates	15
Birthdays	15
Borrowing	15
Bullying Behaviors	15
Cell Phones and Electronic Devices	15
Computer Use and Technology Policy	16
Discipline	16-17
Disciplinary Report	
Detention Suspension Expulsion	

Emergency Drills	17
Food/Snacks/Sodas	17
Fundraising/Collection/Disbursements/Advertising	18
Lost and Found	18
Lunches	18
Medication	18
Parking Lot	19
Parties	19
Pictures	19
Playground Equipment	19
Playground Rules	19
Safety Security	19 - 20
School Office – Telephone & Messages	20
School Property	20
Search Procedures	20
Sexual Harassment	20
Student Directory Information	21
Student Record Changes	21
Substance Abuse Policy	21 - 22
Textbooks	22
Visitors	22
When Parents Are Away From Home	22
<b>V. DRESS STANDARDS: UNIFORM</b>	
Boy's Uniform	23
Girl's Uniform	23
Grooming - Hair/ Hats/Caps/Beanies/Jewelry/Make-up	23 - 24
Free Dress Days	24
Dress Code Violation Policy	25
<b>VI. ATHLETICS</b>	
Sportsmanship	26
SCCPSA (Santa Cruz County Private Schools Association)	26
Academic Eligibility	27
Athletic Awards	27
Coach's Duties and Responsibilities	27 - 28
<b>VII. FINANCES</b>	
Financial Aid/Educational Fund	28
Tuition Rates and Fees	28 - 29
Application/Assessment Fee	
Registration Fee	
K-8 <sup>th</sup> Grade Annual Tuition Schedule	
Preschool/Pre-Kindergarten Annual Tuition Schedule	
Tuition Statements, Payments and Returned Checks	29
<b>VIII. PRESCHOOL</b>	
Philosophy	30
Absences	30
Arrival/Dismissal	30
Clothing	30
Lunch, Snack	30
Parent Responsibilities	30
School Office – Telephones & Messages	31
Vacation/Holidays	31

Weekly Bulletin	31
<b>IX. PARENT INFORMATION</b>	
Notices to Parents	31
Parent Club	31
Parent's Visiting the Classroom	32
Board of Directors	32
Quiet Time	32
Room Helpers	32
Room Parents	32
Scrip	32
Service Hours/Parent Points	33
<b>X. SCHOOL EXTENSION PROGRAM (SEP)</b>	
Program	34
Fees	34
Program Rules	34
Special Provisions and Procedures	34
Student Responsibilities	35
Homework Club	35
<b>APPENDIX i</b>	
Fees	

## I. DIRECTORY OF SCHOOL STAFF

### Pastors

Fr. Ron Shirley	Resurrection Church	688-4300 <a href="http://www.resurrection-aptos.org">www.resurrection-aptos.org</a>
Fr. Matthew Pennington	St. Joseph's Church	475-8211 <a href="http://www.stjoscap.org">www.stjoscap.org</a>
Fr. Ron Green	Our Lady Star of the Sea	429-1018 <a href="http://www.ourladystar.org">www.ourladystar.org</a>

### Administrative Team

		<b>Voice Mail</b>	<b>Email Address</b>
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Director of Preschool	Sue Matteucci	*813	<a href="mailto:smatteucci@gsschool.org">smatteucci@gsschool.org</a>
SEP Director	David Teherani	*814	<a href="mailto:dteherani@gsschool.org">dteherani@gsschool.org</a>
Counselor	Monica Esposito Ed.D.	*817	<a href="mailto:mesposito@gsschool.org">mesposito@gsschool.org</a>

### Faculty

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Preschool Aide	Katie Tripp & Ria Byrne		
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	Monica Ruane (P.M.)	*819	<a href="mailto:mruane@gsschool.org">mruane@gsschool.org</a>
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Kindergarten – Instructional Aides	Lisa Vokos & Ria Byrne		
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Grade 1 – Instructional Aide	Vicki Egan		
Grade 2	Gabriella Natan	*822	<a href="mailto:gmazzei@gsschool.org">gmazzei@gsschool.org</a>
Grade 2 – Instructional Aide	TBA		
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Grade 3 – Instructional Aide	Jason Dane		
Grade 4	Michael Neronde	*824	<a href="mailto:mneronde@gsschool.org">mneronde@gsschool.org</a>
Grade 4 – Instructional Aide	Vicki Delucchi		
Grade 5	Cathie Gabrio	*825	<a href="mailto:cgabrio@gsschool.org">cgabrio@gsschool.org</a>
Grade 5 – Instructional Aide	Vicki Delucchi		<a href="mailto:vdelucchi@gsschool.org">vdelucchi@gsschool.org</a>

### Middle School

Language Arts, 6 <sup>th</sup> and 7 <sup>th</sup> Grade Literature & Social Studies, and 6 <sup>th</sup> Grade Homeroom	Angela Rebol	*826	<a href="mailto:arebol@gsschool.org">arebol@gsschool.org</a>
Science 7 <sup>th</sup> Grade Homeroom	Erika Hanson	*827	<a href="mailto:ehanson@gsschool.org">ehanson@gsschool.org</a>
Mathematics, P.E. and 8 <sup>th</sup> Grade Homeroom	Michelle Miller	*833	<a href="mailto:mmiller@gsschool.org">mmiller@gsschool.org</a>
8 <sup>th</sup> Grade Literature, 8 <sup>th</sup> Social Studies	Karen Conley	*828	<a href="mailto:kconley@gsschool.org">kconley@gsschool.org</a>
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Physical Education K-4	Sydney Irish	*829	<a href="mailto:sirish@gsschool.org">sirish@gsschool.org</a>
Spanish K-4	TBA	*836	<a href="mailto:abuchter@gsschool.org">abuchter@gsschool.org</a>
Spanish 5-8	Carol Sisney	*831	<a href="mailto:csisney@gsschool.org">csisney@gsschool.org</a>
MS Religion 6-8 <sup>th</sup>	Nicholas Hyde		<a href="mailto:nhyde@gsschool.org">nhyde@gsschool.org</a>
Art	Katherine Weber		<a href="mailto:kather02@yahoo.com">kather02@yahoo.com</a>

## **SEP**

Program Coordinator	David Teherani	*814	<a href="mailto:dteherani@gsschool.org">dteherani@gsschool.org</a>
Aides	Jillian Connor Jason Dane		

## **Staff**

Office Manager	Arefa Chavarria	*810	<a href="mailto:achavarria@gsschool.org">achavarria@gsschool.org</a>
Bookkeeper & Office Assistant	Kim Mindling	*811	<a href="mailto:kmindling@gsschool.org">kmindling@gsschool.org</a>
Office Assistant	Vicki Delucchi	*835	<a href="mailto:vdelucchi@gsschool.org">vdelucchi@gsschool.org</a>
Maintenance/Custodian	Valdemar Suarez		<a href="mailto:vsuarez@gsschool.org">vsuarez@gsschool.org</a>
Development Director	Kaia Roman		<a href="mailto:kroman@gsschool.org">kroman@gsschool.org</a>

## **Board of Directors**

Mark Cambra, Jim Mikus, Nancy Masik, Terri Fette, Steve Knapp, Jay Weisblatt , Erica Watson,  
Administrative Liaison: Dan Anderson

## **Parent Club**

### **PC Officers**

President:	Erin Watson
Secretary:	Angela Henderson
Treasurer:	Paula Queathem

### **PC Committee Chairs**

Room Parent Coordinator:	Cindy Bettencourt
Harvest Festival:	TBA
Spring Auction:	TBA
Volunteer/Service Hours:	Lucy Pabich
New Parent Mentorship:	Carrie Lane
Scrip Coordinator:	Anna Ritter and Jennifer Sears
Hot Lunch Coordinator:	Nanette Bartlett
Uniform Exchange:	Karen Shipley
Hospitality Coordinator:	Kathleen Cambra
Box Tops	TBA
Teacher Representatives	Elizabeth Webber and Patty Duffy

## **Endowment Committee**

John Bargetto	Jackie Copriviza	Gary Byrne
Suzie Bargetto	Katie Tripp	Cindy Bettencourt
John Barnickel		

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*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.

## **MISSION**

Located in Santa Cruz County, Good Shepherd Catholic School welcomes students of all faiths in preschool through eighth grade. Committed to academic excellence through a student-centered curriculum, the coeducational instruction is grounded in the teachings of the Roman Catholic Church and supported by the parishes of Our Lady Star of the Sea, Resurrection, and Saint Joseph's in Capitola. Pursuing Christ's example of service and humility, Good Shepherd offers a fully accredited faith-based program which fosters leaders of tomorrow with hope for the future.

## **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.

## **HISTORY**

Prior to Monsignor Phelan's retirement from Saint Joseph Church in 1960, it was disclosed that over a period of years he had set aside approximately \$100,000 in parish funds to be used toward the purchase of land for construction of an elementary school. His successor, Reverend Francis Markey, set up Saint Joseph's first parish council whose task it was to announce the purchase of eighteen acres of land on Soquel Drive. Building soon began, and Father Markey, with the support of Monsignor Mangan, Pastor of Star of the Sea Church, carried the plans to completion. Good Shepherd Catholic School opened its doors in 1963 with the acceptance of students into grades 1 - 4. The year 1969 marked the school's first graduation. In 1969 also, Resurrection Chapel, an affiliate of Saint Joseph Parish, became self-supporting, thus making Good Shepherd Catholic School a tri-parish school.

The Sisters of the Holy Name of Jesus and Mary provided initial leadership and staffing for Good Shepherd, beginning the faith community, which still exists today. Founded during the Second Vatican Council, Good Shepherd Catholic School assimilated the spirit of that council, extending its promise to families of the greater Santa Cruz area.

In 1979, the Holy Name Sisters withdrew from the school and Mrs. Pat O'Brien assumed the role of principal. She was succeeded by Sr. Theresa Linehan, N.D. in 1988, by Sr. Geraldine McNamara, O.P. in 1994, by Kathy O'Donnell in 1997, by Deanna Young in 2002, and by David Sullivan in 2005. The current principal is Dan Anderson.

In 1982, a Kindergarten and an Extended<sup>3</sup>Care Program were established, followed by the addition of a pre-school/pre kindergarten in 1987. In 1987 also, the seventh and eighth grades were

closed due to the opening of several public junior high schools in the immediate area. Responding to requests from parents, these grades were re-opened in 1994 (Gr. 7) and 1995 (Gr. 8). In 2003, the Preschool and PreKindergarten were extended to accommodate the needs of local working families.

Approaching its 48<sup>th</sup> year of service to the greater Santa Cruz community, Good Shepherd Catholic School is now seeing the second generation of children being educated. With a sound values-based program, the school embraces new challenges with a proud history and a solid promise for the future.

## **ACCREDITATION**

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

## STUDENT LEARNING EXPECTATIONS

A Good Shepherd Catholic School Student is

*an Active Christian who*

- mirrors the teachings of Jesus and scripture
- understands and values Catholic beliefs
- possesses a positive sense of self

*a Life-Long Learner who*

- values learning for the sake of learning
- can think critically, pursuing knowledge through inquiry and discovery
- is self-disciplined, organized, motivated and possesses a strong work ethic
- strives for the highest standards of learning, spirituality, and physical fitness
- appreciates the arts and technology, and their impact on culture
- accurately interprets information using various media to be an effective communicator

*a Globally Aware Moral Leader who*

- respects and appreciates other people, cultures, and beliefs
- serves others in need
- is an active steward of God's good earth
- embraces the civic duties of an informed, committed and faith-filled citizen who cares for the common good
- plays fairly, loses graciously, and wins humbly
- works cooperatively; demonstrating tolerance and respect



## PARENT – SCHOOL RELATIONSHIP

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, we ask parents to set rules, times, and limits so that your child:

1. Gets to bed early on school nights.
2. Arrives to school on time and is picked up on time at the end of the day.
3. Is dressed according to the school dress code.
4. Completes class assignments on time.
5. Has a snack and lunch everyday.

Parents at Good Shepherd Catholic School are committed to:

1. Supporting the religious and educational goals of the school.
2. Supporting and cooperate with the discipline policy of the school.
3. Treating all Good Shepherd Catholic School staff, faculty, students and other parents with respect and courtesy.
4. Actively participating in school activities such as parent meetings, conferences, and fund-raising activities.
5. Seeing that the student pays for any damage they cause to schoolbooks, desk or other school property.
6. Notifying the school office of any changes in address, important phone numbers or other home situations.
7. Meeting all financial obligations of the school.
8. Informing the school of any special situation regarding the student's safety and health.
9. Completing and returning to the school any requested information, promptly.
10. Reading the website ([www.gsschool.org](http://www.gsschool.org)), emails, school notes, and eRam.
11. Becoming an active participant in using Parent's Web at [www.RenWeb.com](http://www.RenWeb.com)

### Time and Talent

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 treasure 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/teacher conferences, etc. Ways to volunteer will be listed in the weekly bulletin (The Ram Review) and in the letters that classroom teachers post to their web pages and in calendar listings for events, etc. in ParentsWeb at [www.RenWeb.com](http://www.RenWeb.com). In an effort to keep tuition for all families as low as we can, we depend on each other to make this possible. Each family is required to provide 35 hours of volunteer service per academic school year.

Good Shepherd Catholic School requires that all volunteers complete the 'Livescan' process, provide proof of being Tb free, and 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.

## ADMISSIONS POLICY

Good Shepherd Catholic School is a Catholic elementary and junior high school dedicated to the education of all who:

- desire to learn more about God and are willing to participate in the faith community;
- demonstrate – through former school records, entrance testing, and student/parent interview(s) an ability to achieve academically and socially within our curriculum;
- support the mission, philosophy, goals, objectives and rules of the school.

Registration opens in February. Catholic students will be considered first if registration is completed by the middle of April, and the above criteria are met. Transfer students (applying for grades 2 – 7) will be screened before mid-May. Screening for kindergarten, first grade applicants and late registrations will be scheduled individually. Applications received at other than normal registration periods will be considered on the basis of the above criteria and space available.

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.

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.

While Good Shepherd Catholic School does not discriminate against any employee, student or applicant with special needs, a full range of services may not always be available to students with special needs.

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 Catholic community at the school. Therefore, actions by a parent/legal guardian/family member which are or could be destructive to the community atmosphere or contrary to the principles of Christian living may be cause for the expulsion of a student(s).

### **III. 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 (plagiarism, copying homework, taking credit for the work of another, copying tests/quiz(zes), answers from another, using non-approved aids, etc.).

Teachers will determine if cheating occurred and students will deal with consequences appropriate to the circumstances. Any student found cheating may receive a “0” grade for the work and will not be allowed to make up the work, including those students who give their work to another. This “0” may count as a grade and be averaged for the trimester grade.

#### **ACADEMIC PROMOTION/PROBATION/GRADUATION/RETENTION**

A student is required to have at least a 70% (C-) end-of-the-year average in reading, math, language arts, and literature to be automatically promoted. Students with lower averages may be promoted on probation, or retained in the same grade. Parents will be advised in advance if a child is to be retained in a grade. Probationary promotion may also be imposed for behavioral issues. Parents should consistently monitor the progress of the potential graduate.

#### **AWARD SYSTEM HONOR ROLL**

**Trimester Honor Roll:** During grading periods one and two, students in grades 5-8 who distinguish themselves academically will be honored for inclusion on the honor roll. Second Honors are awarded to a student with a GPA between 3.3 and 3.65 and no grade lower than a B-. First Honors are awarded to a student with a GPA of 3.66 or above and no grade lower than an A-. Students considered for Honor Roll may not have an “incomplete” grade in any class or a Conduct/Effort grade of 3. Parents may view of their student’s grades at any time by logging on to ParentsWeb through [www.Renweb.com](http://www.Renweb.com).

**Academic Excellence:** At the conclusion of the 3<sup>rd</sup> trimester, students in grades 5-8 who have earned academic excellence will be recognized according to the **above criteria**. Absences and tardies will not figure into the awarding of Academic Excellence for the year **Additionally, two students in grades K-8 will also be awarded the Citizenship Award at the discretion of the teacher.** Other merit awards may be presented to students in the individual classroom(s).

**\*Note: More than seven (7) tardies and/or five (5) absences in a trimester may forfeit participation in Honor Roll for that trimester.**

#### **CUMULATIVE RECORDS**

An average of the year’s work (report card grades) is 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.

#### **CURRICULUM**

Catholic principles are taught daily as the basis of our curriculum. Each student is afforded the opportunity to grow in knowledge of Christ through study of scripture, participation in liturgy, prayer, and finally an understanding that our study is a “way of life” – not just an exercise in learning.

Students of all faiths are welcome insofar as they understand and agree that the school functions within the framework of the values of the Catholic faith. All students are expected to attend liturgical functions and to take religion classes.

The curriculum consists of the following content areas: Religion, Math, Science, Reading, Writing/Language Arts/Literature/Spelling, Social Studies, Spanish, Physical Education, Computer Technology, Music, and Visual Arts.

## **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” on p. 24) and other varied events sponsored by the school, the Diocese of Monterey, and/or our local public school districts. Some of these events may include, but are not limited to:

- Athletics
- Choir
- Instrumental Music
- Intermural Sports
- Student Council
- Yearbook
- Junior High Dances
- Art
- Drama

Our students, volunteers, parents and 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 and/or student council, they must maintain a “C” average of at least a 74% (2.00 GPA) in all subject areas and have nothing lower than a C- in any individual class.

Participation in extra-curricular activities is a privilege, not a right.

## **EXTRA HELP**

Teachers are unable to act as before or after-school tutors. They are, however, available for short-term re-teaching of a concept upon request.

## **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 can 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.

## **GRADING SCALE**

Grades K through 2: Students receive numerical marks (1, 2 and 3) according to their performance on a skill-based continuum. These marks are not comparable to “letter” grades, but are designed to reflect whether or not a child is developmentally ready, able or willing to complete the task described.

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

\*Students in grades one and two are also graded separately for conduct and effort. For this grading criteria and expectations in these areas, please refer to the homeroom teachers syllabus for the individual grades.

Grades 3 through 8: Students are graded according to the scale used by the Diocese of Monterey:

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

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

Conduct, Effort, and Home Study:

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

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

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 should be made up within the time allotted by the teacher, after the close of the grading period. An extension may be given by the teacher in case of prolonged illness or emergency. The “I” grade is not to be used merely to give a student an extension of time for work not completed by a given deadline. Any incomplete work remaining at the end of the following trimester may revert to a failing grade.

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

## **HOMWORK**

Homework is meant to be an extension and reinforcement of the learning which takes place in the classroom. To be most effective, home 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 SHOULD NOT DO** the child(ren)’s homework.

Homework is normally given daily Monday through Thursday, and on Fridays at the discretion of the teacher. Homework may be given a separate grade on the report card.

Suggested time for homework (Diocesan guide):

Beginning in Kindergarten, students will have an average of 10-15 minutes of homework per night. This nightly average is expected to increase by 10 minutes per night for each consecutive school year. By middle school, students will average between 60 and 90 minutes per night. PLEASE REMEMBER THIS IS ONLY AN AVERAGE.

\*For all grades, K-8, it is expected that children are reading every evening. Students in K-3 should receive a homework packet at the beginning of each week, to be completed by Friday. In grades 4-8, students may not have nightly homework, and instead may have weekly or monthly projects to attend to each night.

If a child works and studies the suggested time and truly is not able to complete the assignment, parents should send a note to the teacher to that effect. Caution is urged since students may see a parent’s communication as an excuse for less than total dedication to the task.

## **LIBRARY** - Hours: 11:00 am to 3:00 pm Tuesday – Thursday

Good Shepherd Catholic School Library is a thriving center of activities for the students. Fiction circulation has almost tripled and several hundred non-fiction books have been added. The school library is fully automated using Follett software for circulation and cataloging. There are two computers in the library available for student use to search the library catalog.

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

Every month our windows in the library feature an engaging display of class work and artwork from our art program. Students' projects and book reports are also displayed and enjoyed by their peers.

Our library resources are growing, however, parents are encouraged to secure a public library card for their child/ren and to facilitate use of that resource on a regular basis for projects, and reports.

Library books and materials may be borrowed for one week. Items borrowed are returned only during library time each week. Most books can be renewed twice, except for videos which will only have a one week check out. Students who destroy or lose a book are required to replace it.

Individuals or groups may use the library space for meetings, activities, testing, and student conference/discipline. They must calendar their activities through the school's office staff in advance and are responsible for leaving the room in the same condition as it was found.

## **MAKE-UP WORK**

Students who are absent for any reason may be required to obtain MAKE-UP WORK upon their RETURN to school. Because of the fluidity of lessons and students' progress, teachers should NOT be expected to give out assignments in advance of presentation in class. Please communicate with the teacher before a planned absence.

Students in grades 5-8 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 (generally within three days time). Failure to complete work within this assigned time may result in the student receiving a grade of 0% for the work. For a single day of absence, any missed test must be made up and any papers assigned must be submitted on or very close to the day the student returns. All work should be submitted and all tests taken on the day of return, unless otherwise arranged by the teacher(s). **It is recommended that vacations be taken during regularly scheduled school holidays and breaks in order to honor teacher preparation. If a student in grades K-8 is absent for more than three (3) consecutive days or five (5) total days in a trimester, he/she may not be allowed to make up missing work, resulting in a "no credit" grade in that subject for the trimester.**

Students who show a pattern of absenteeism on the days of tests/quizzes/presentations will be referred to a school administrator for review.

Absences that are anticipated must be approved by a school administrator. In order to honor teacher preparation and

## **PHYSICAL EDUCATION (P.E.)**

All students will participate in the physical education program. No student will be excused from P.E. without a written note from parent/guardian or doctor. 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. A phone call to the P.E. teacher may be accepted in an unusual circumstance. Students may be appointed various duties to help other students or the teacher during class time.

## **REPORT CARDS/PROGRESS REPORTS**

Parents want to know how their children are progressing in school and cooperation between home and school is a prescription for a child's success in school. The school uses RenWeb for grading and progress reports. Parents may log into the program at any time, but teachers are required to post and update grades once every two weeks. Grades are posted online and updated biweekly for grades 3-8 only. Other forms of communication (letters, homework, updates) may be available for all grades, preschool through 8<sup>th</sup>.

On a more formal basis, parents can expect a report card (for grades K-8) at the end of each trimester. At minimum, academic progress reports will be issued for students in grades 3-8 during the middle of each trimester. If a child is in academic jeopardy, parents should be notified as soon as possible. Parent/teacher conferences will be scheduled after the report card is issued for the first trimester of the year. If necessary, a parent/teacher conference may also be scheduled at the end of the second trimester.

When a student has excessive absences of 10 days or more, even if necessary and excused, the opportunities for assessment of learning may be so limited that a teacher will be unable to issue a trimester grade/report card.

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. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Non-custodial parents may also use RenWeb to receive grade information on their student.

## **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 received by students in grade 2 during the third trimester. 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.

## **SCHEDULE**

	<b><u>Kindergarten</u></b>	<b><u>Grades 1 – 4</u></b>	<b><u>Grades 5 - 8</u></b>	<b><u>Preschool – Pre-K</u></b>	
<b><u>First Bell</u></b>	<b><u>7:55 am</u></b>	<b><u>7:55 am</u></b>	<b><u>7:55 am</u></b>	<b><u>Opening</u></b>	<b><u>7:45 am</u></b>
<b><u>Class Begins</u></b>	<b><u>8:00 am</u></b>	<b><u>8:00 am</u></b>	<b><u>8:00 am</u></b>		
<b><u>Recess</u></b>	<b><u>9:30 – 10:05</u></b>	<b><u>9:50 – 10:05</u></b>	<b><u>9:50 – 10:05</u></b>	<b><u>Dismissal</u></b>	
<b><u>Lunch</u></b>	<b><u>11:45 – 12:30</u></b>	<b><u>12:20 – 12:55</u></b>	<b><u>12:20 – 12:55</u></b>	<b><u>Half Day</u></b>	<b><u>12:00 pm</u></b>
<b><u>Dismissal</u></b>	<b><u>2:30 pm</u></b>	<b><u>2:30 pm</u></b>	<b><u>2:30 pm</u></b>	<b><u>Full Day</u></b>	<b><u>2:30 pm or 5:30 pm</u></b>

The school cannot be responsible for children who are outside on the school campus before 7:45 am or after 2:45 pm. Students who remain after 2:45 pm MUST sign into the School Extension Program (SEP).

CHECK INTO THE SCHOOL EXTENSION PROGRAM (SEP). Coaches/teachers/advisors/supervisors are responsible to see that their student athletes DO NOT remain on the school grounds unsupervised.

On MINIMUM DAYS, each student is required to leave the school grounds immediately at 12:10 pm or report to the School Extension Program. *On Minimum Days in which the SEP is not open there will be a \$5.00 per minute charge starting at 12:25 for students picked up late.*

### **SCHOLARSHIPS**

Scholarships may be given annually to graduates accepted to local area Catholic high schools. These may be issued according to the individual requirements of the donors (i.e. Christian living, grade point averages, etc.). Applications may be distributed to graduates at the appropriate time. Parents are asked to encourage their graduate(s) to apply.

### **TRANSFERS (RECOMMENDED)**

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 will need to transfer to another school.

## **IV. 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.

### **ADMINISTRATIVE TEAM/FACULTY RESPONSIBILITIES**

Good Shepherd Catholic School utilizes a team approach to the management of the school. Faculty and Administrative Team members are empowered to make decisions and implement policy in their clearly specified areas. A detailed list of all faculty, administration, and staff with all curricular and extra-curricular responsibilities, as of press time, is provided on p. 1 of this handbook. Administrative team positions for 2011-2012 are: Principal, Vice Principal, Director of Preschool, School Counselor, and the Director of SEP. The Principal serves as the chief administrator of the school and when he is absent the Vice Principal administers 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
- the Vice Principal
- the Principal
- the Canonical Administrator
- the Moderator of the Curia
- the Bishop of the Diocese of Monterey

Generally speaking, a member of the administrative team will only become involved in a student or parent concern if efforts to address the matter at the previous level have proven to be unsuccessful. Students and parents are always welcome to bring a very serious concern to the Principal or Assistant Principal directly. A copy of the detailed job description for each administrative team position is available in the

school office. The Superintendent of the Diocese of <sup>13</sup>Monterey may be consulted with by any member

of the school's Administrative Team, parish pastor, or by an adult who has first followed the steps delineated above.

## **APPOINTMENTS/COMMUNICATION WITH FACULTY AND STAFF**

If parents wish to speak to or schedule a meeting with a teacher or the principal, they are asked to set up an appointment. Speaking with staff while they are supervising or preparing to greet students is neither fair nor conducive to active listening. Your cooperation in this regard will make your eventual conversation more valuable and worthwhile.

During the year a parent should not hesitate to request an appointment to discuss his/her child's progress with the teacher. Please telephone or send a note giving at least 24 hours courtesy notice in advance to request a conference. Parents are to confer with the child's teacher if a misunderstanding occurs. If the situation is not resolved, the principal may be contacted. ***For the safety of all students, parents are asked to not engage teachers in conversation when they are on recess, lunch or dismissal duty.***

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

## **ATTENDANCE**

### **Absence/Tardiness**

Regular attendance at school is essential to consistent learning. Students in grades 2 -8 who are tardy for any reason are to report to the office WITH A NOTE EXPLAINING THE REASON FOR BEING TARDY. Students in grades K and 1 are to report to the office WITH A NOTE EXPLAINING THE REASON FOR BEING TARDY if and when they are tardy past morning recess (10:05 am).

Parents are requested to call the school office between 7:45 and 8:30 am if a student will be absent for the day. The school office staff will attempt to call parents to verify an absence if a call has not been received. A note is still 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.

Parents are encouraged to support the school's emphasis on academic success. **It is recommended that vacations be taken during regularly scheduled school holidays and breaks in order to honor teacher preparation. If a student in grades K-8 is absent for more than three (3) consecutive days or five (5) total days in a trimester, he/she may not be allowed to make up missing work, resulting in a "no credit" grade in that subject for the trimester.**

Medical and dental appointments should be made after school whenever possible. Doctor and dentist verification of appointments, or note stating the same, is needed for a recorded MEDICAL EXCUSE. Students MUST return to school immediately after appointment or the absence will NOT be marked as a medical excuse – it will be recorded as a regular absence. Excessive absences or tardies, even if necessary and excused, may result in no grades recorded on the quarterly report card. **More than five (5) absences and/or seven (7) tardies in a trimester may forfeit participation in Honor Roll for that trimester.**

### **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 junior high dances. For sports, in case of a funeral or doctor's appointment, participation is based on the athletic director's approval.

## **Early Dismissals**

A student will not be excused from school before the end of the school day without a note written by his/her parent requesting an early dismissal. The note is to include an explanation for the dismissal, specific time, date and parent signature, if permission is granted. 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 8:45 am (except grade K and 1 students) or leaving early must be signed in/out in the school office by an authorized adult.

## **BICYCLES/SKATEBOARDS/SKATES/SHOESKATES**

Students may ride bikes to school. **All bicycle riders must wear a helmet.** Bicycle riding on the school grounds is not permitted at any time. Students must walk their bicycles while on school grounds. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR DAMAGES OR THEFT OF BICYCLES AND URGES STUDENTS TO KEEP THEM LOCKED.

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

## **BIRTHDAYS**

Parents are welcome, with the knowledge and approval of the classroom teacher, to send a treat for the class on their child's birthday (e.g. cupcakes, doughnuts, cookies or fresh fruit ONLY). **DO NOT send flowers, cake or punch, balloons, or singing telegrams (see p. 17 regarding party invitations).**

## **BORROWING**

Each student is responsible for his/her own school supplies. Students are strongly discouraged from borrowing supplies or money from other students.

## **BULLYING BEHAVIORS**

**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.

**Bullying/Relationally Aggressive behaviors-** The school adheres to a strict anti-bullying policy. School personnel will address all types of bullying or relational aggression. Bullying can be defined as: punching, shoving, or other physical acts of aggression. Relational aggression can be defined as: exclusion, spreading rumors, verbal insults, teasing, intimidation, taunting, and manipulative affection. Violating this policy may be cause for disciplinary action. It is important that we do not label students as bullies, but rather define their bullying behaviors and lack of judgment. The attached rubric defines types of behavior and consequences for violations 1, 2, and 3. More important than the consequence is the conversation that the staff member has with each child after each consecutive violation and the student's reflection.

## Behavior Rubric

<p><b>Taunting:</b> mimicking, making faces, name-calling, foul language/gestures, insulting others, or other behavior that would hurt others' feelings or make them feel bad about themselves.</p> <p><b>Exclusion:</b> starting rumors, telling others not to be friends with someone, or actions that would cause someone to be without friends</p> <p><b>Other:</b> Foul language or gestures, throwing food, cutting in line, etc.</p>
<p><b>Hitting/Touching:</b> pushing, slapping, grabbing, pulling backpacks, kicking the ball at another student, tripping, shoving, touching private parts, etc.</p>
<p><b>Severe Hitting:</b> punching, kicking, fist-fighting, or similar behavior that may injure others</p> <p><b>Threat of serious violence:</b> comments or gestures</p> <p><b>Harassment:</b> racial, ethnic, or sexual name-calling, sexual harassment, or other severe harassment</p>

### PS-K *(Note: Boxes in bold mandate principal involvement.)*

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Taunting/Excluding</b>	Talk/resolve	Talk/resolve	Talk + 2-3 min Parent call
<b>Hitting/Grabbing</b>	Talk/resolve	Talk +2-3 min at recess Parent call	10 min at recess Parent call
<b>Severe Hitting</b>	10 min Parent call	Two 10-min recesses Parent call	<b>Parent conference With principal</b>

### 1-3rd

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Taunting/Excluding</b>	Verbal Warning	Next recess or lunch (age + 2 min) Parent Call	Recess or lunch with reflection(age+2) Parent Call
<b>Hitting/Grabbing</b>	Next recess or lunch (age+2 min)	Next recess or lunch with reflection(age+ 2 min); Parent call	<b>One recess+ one lunch (age+2) Reflection; Parent call</b>
<b>Severe Hitting</b>	<b>Recess or lunch with reflection(age+2) Parent call</b>	<b>One recess+ one lunch (age+2) Reflection; Parent call</b>	<b>After-school reflection with teacher Parent call</b>

### 4-8th

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Taunting/Excluding</b>	Verbal Warning	Quiet lunch Parent call	<b>After-school detention Parent call</b>
<b>Hitting/Grabbing</b>	Quiet lunch	After-school detention Parent call	<b>One day of classes only Parent call</b>
<b>Severe Hitting</b>	<b>One day of classes only Parent call</b>	<b>Two days of classes only Parent call</b>	<b>In-school suspension Parent call and letter home</b>

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

Cell phones and mobile communication devices must be turned off (vibration setting is not permitted) during school hours. Students enrolled in SEP must also have cell phones turned off between 2:45 and 6:00 pm. No electronic devices are permitted in SEP.

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

## **COMPUTER USE AND TECHNOLOGY POLICY**

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

Good Shepherd Catholic School's Rules of Conduct apply to information services in very particular ways:

- students may not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority
- students, faculty or staff may not unlawfully copy software or information
- students, faculty or staff may not use illegal software
- students will learn to properly cite all information that is required from electronic sources and used in their assignments
- a student is NOT permitted to use email/instant messaging, or texting at any time at school

Good Shepherd Catholic School holds specific expectations for students at each grade level for how they use their computer during official school hours and after school in either the classroom or the computer lab. Game playing is not permitted on any school-owned computer, server or network system, without proper permission for educational purposes. Students may not access, input or forward any inappropriate, sacrilegious, violent, vulgar, profane, defamatory, or other offensive data.

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

## **DISCIPLINE**

### **Parent Notification Phone Call**

When minor infractions occur (excessive tardies, dress code violations, conduct referrals), the homeroom teacher will call and inform the parent or guardian. After two (2) phone calls, a detention may be issued by the student's homeroom teacher. On the third infraction, the teacher(s) may schedule a parent conference and the principal will become involved.

### **Disciplinary Report**

If a child is involved in a serious breach of discipline, a disciplinary report/conduct referral will be sent home. The disciplinary report must be signed by a parent and returned to school the following day. A child who fails to return the signed disciplinary report may be placed on "Classes Only" (in-school

suspension) and the parent will be contacted.

## **Detention**

Failure to comply with school or classroom rules could mean detention and perhaps suspension.

Students may be kept up to 10 minutes after school without prior warning to parents for extra help, make-up work or for disciplinary reasons. Parents will be notified by phone should it be necessary that students remain more than 10 minutes. After-school detention will be given one Friday each month from 2:50 to 3:45 pm.

## **Suspension**

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

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

Suspension may be handled “in school” at the discretion of the Principal or Vice Principal.

## **Expulsion**

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

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

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

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

A planned procedure for evacuating the buildings in case of emergency is in effect at the school. Drills will be held and conducted in the manner recommended by the appropriate authorities.

## **FOOD/SNACKS/SODAS**

Gum chewing or eating sunflower seeds, candy, or peanuts, etc. 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 may be eaten only in the designated eating areas (see "Lunches" below).

## **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, educational materials, etc. No fundraising project of any kind may be initiated without the pre-approval of the Principal.

## **LOST AND FOUND**

The children's belongings MUST BE LABELED – lunch pails, sweaters, jackets, book bags, shirts, etc. THE SCHOOL IS NOT RESPONSIBLE FOR LOST ITEMS. We will keep items found, but recovery will be impossible without proper labels since all uniform items are alike. Please mark them with a permanent laundry pen or stitching. Unmarked items will be placed in the Lost and Found. If unclaimed after a reasonable waiting period, they will be given away to others in need.

## **LUNCHES**

Parents bringing lunches to the school are requested to bring them to the school office. DO NOT TAKE THEM TO THE CLASSROOM.

Lunches and snacks may be eaten only in the designated eating areas. Those areas are the blacktop areas next to the classrooms for snacks during recess time. Lunch areas are the picnic tables along the Red walkway of the West Wing for Kindergarten and Grade 1 and for Grades 2 through 4 on the blacktop north west of the Administration building. Grades 5 through 8 will be on the blacktop south east of the Administration Building. Students are expected to leave the eating areas clean and free of debris. Alternative arrangements will be made for various weather conditions.

Traditionally, the Parent Club sponsors a hot lunch program. Lunches must be preordered (an order form is sent home monthly). On other days, students bring a lunch from home. Students who arrive at school without lunch may be provided with a "basic" lunch from the school pantries if food is available. A charge of five dollars (\$5) will be added to your bill for this service. Healthy lunches are encouraged. Glass containers are discouraged. Please do not send your child to school with lunches that need to be cooked or heated as equipment for this service is not available. Likewise, provide plastic spoons and forks as necessary.

## **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 <sup>19</sup> 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](http://www.gsschool.org) under General Information, Student Health and Safety).** All medication must be turned into the office daily.

## **PARKING LOT**

**The safety of our children is paramount, and a few minutes saved is not worth the life of a child. Please always exercise extreme caution driving in the parking lot.** The counterclockwise traffic pattern (indicated by the arrows on the pavement) must be observed at all times. Children are not allowed to be picked up outside of the parking lot area. Younger students will not be released to older siblings. Parents must not give their children instructions to meet them outside of the school premises. This is directly against school policy, and more importantly, endangers the children.

Parents should **PARK** in designated areas and walk over to pick up their children in front of the gym and/or red walkway. Parents of kindergarten students will pick up their children directly from the classroom.

## **PARTIES**

We acknowledge that the responsibility of parties outside school hours belongs to the students' parents. While the school cannot forbid or regulate parties in the home, parents are strongly encouraged to give thoughtful consideration to the effect this socializing has upon the academic progress and social conduct of students involved, before and after the event. Parents are also encouraged to think very seriously about adequate chaperoning and the responsibility that it entails.

In order to preserve instructional minutes, birthday parties are reserved for the third Thursday of the month during the last 30 minutes of school for all birthdays in that month. Please coordinate with the room parent who will bring which items this day to celebrate his/her child's birthday.

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.

## **PICTURES**

From time to time, agents of the school may take still pictures 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 (yearbook, newsletter, etc.), school promotional materials or advertisements or

commercials, or for media release for student awards, etc. Parents who do not agree to the school's policy on use of pictures must submit a written statement to the office staff by September 15, requesting that the child's pictures are not to be used for any/all of the above mentioned purposes.

## **PLAYGROUND EQUIPMENT**

Students are expected to follow special directions regarding the use of designated play areas – field, play structure, swings and blacktop. Sports equipment may be brought from home; however, the school is **NOT RESPONSIBLE** for any lost, stolen or damaged items. Students may bring games for sharing on rainy days at recess and lunch breaks, with the permission of their teacher.

## **PLAYGROUND RULES**

Students are to be guided in their behavior on the playground by a spirit of respect – for one another, for their adult supervisors, and for the property of other students and of the school. The safety of all persons should be the guiding factor on the playground. Students are to remain in areas where the playground supervisors may see them at all times. When the bell rings, students are to stop and line up immediately. Students are required to comply with playground rules, as posted.

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. The school fosters a climate that facilitates communication which can curb difficulties before they can happen. 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. The faculty maintains supervisory responsibility for students before, after and during school hours. Parent volunteers assist with yard duty supervision during lunch. Procedures have been instituted to see that all visitors report to the office for a temporary badge/sticker. Unused areas are kept secure. Custodial staff help maintain vigilance during working hours. Video surveillance cameras are operational round the clock. The school has a lock-down plan, and an evacuation plan in the event of a crisis or natural disaster.

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: Telephone and Messages**

The school Office is open from 7:30 – 3:45 daily. An answering machine will take your message at other times. Unless it is an emergency, neither students nor teachers will be called to the phone during school hours. Because the school telephone lines are business lines, students may not use office phones to call home for forgotten homework, sports uniforms or to plan after-school activities. Planning ahead will alleviate inconvenience and misunderstanding.

## **SCHOOL PROPERTY**

The administration and staff will not condone or allow malicious mischief of the school or surrounding properties.

Students will be expected to pay for any damage to the building, furnishings, or books. The amount will depend on the cost of repair or replacement. Students may be charged for books lost for more than one week.

## **SEARCH PROCEDURES**

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

## **SEXUAL HARRASSMENT**

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

graphic material which is not necessary for school purposes.”

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

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

## **STUDENT DIRECTORY INFORMATION**

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

## **STUDENT RECORD 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. Our students do not tolerate the presence of drugs in their school and report them to administration if they see them.

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

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

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

### **Definitions**

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

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

**Possession:** is defined as knowingly or purposely<sup>22</sup> obtaining or possessing, actively or constructively, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property
- b) on the person
- c) in an accessory (included but not limited to purse, book bag, gym bag, etc.)
- d) in a cubby or desk; and
- e) 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

- a) on or off school property
- b) with or without receiving payment, and
- c) 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: lighters, rolling papers, empty cigarette packs, etc.

## **TEXTBOOKS**

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

## **VISITORS**

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

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

## **WHEN PARENTS ARE AWAY FROM HOME**

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

## V. DRESS STANDARDS: UNIFORM

Each student is required to be in complete uniform and neatly groomed during school hours. Students not in proper uniform MUST have a note. Replacements to uniform should be purchased as soon as possible. **Uniform colors shall be noted as forest green, white, navy blue, gray (trim); black and/or brown are also permissible for certain accessories and shall thus be noted as uniform colors also.** All uniforms may be purchased from Merry Mart Uniforms in Santa Clara.

### Boys Uniform

	<u>K-5</u>	<u>6-8</u>
Pants/Shorts	Navy Twill (with belt)	Khaki Twill (with belt)
Shirts	White Polo	White Polo/ Navy Logo Polo
Socks (must be worn)	Black, White or Navy	Black, White or Navy
Sweatshirt or Sweater	GSCS Forest (logo) Green	GSCS (logo) Navy
PE (1-8, not Kindergarten)	GSCS Forest (logo) Green Shorts or sweats GSCS logo T-shirt	GSCS (logo) Navy Shorts or sweats GSCS logo T-shirt

### Girls Uniform

	<u>K-5</u>	<u>6-8</u>
Jumper (K-3)/Skirt (4-8)	Campbell plaid	Blackwatch plaid
	<b>Jumpers/skirts should be no shorter than 2" above the knee.</b>	
Pants/Shorts/Capri	Navy Twill (with belt)	Khaki Twill (with belt)
Shirt/Blouse	White Peter Pan or Polo	White Polo/ Navy Logo Polo
Socks (must be worn)	Black, White or Navy	Black, White or Navy
	Height: ankle or knee.	
	Tights or solid color leggings (black, white, or navy blue) without lace at the bottom	
Sweatshirt or Sweater	GSCS Forest (logo) Green	GSCS (logo) Navy
PE Clothing (1-8, not Kindergarten)	GSCS Forest (logo) Green Shorts or sweats GSCS logo T-shirt	GSCS (logo) Navy Shorts or sweats GSCS logo T-shirt
PE Shoes	Athletic Shoes	Must be running shoes

### **Boys and Girls**

**Dress Uniform Day Shoes:** Shoes must be black, navy blue, gray, white, forest green or brown. ***Ugg boots in brown or black are acceptable for grades 6 – 8 only.*** Trim in uniform colors should be kept to a MINIMUM. Shoes must be closed toe and have backs. Heels should not be higher than  $\frac{3}{4}$  inch. Laces must be school colors. Athletic shoes are acceptable, provided they conform to the color and trim requirements. Shoes should not be ripped or have holes in them.

- Images of suitable dress uniform shoes are available upon request.

**PE Shoes:** (Grades 1-8) Shoes must be running shoes in uniform color. It is alright if trim is in any shade.

**Socks:** All socks, tights, and leggings must be black, white, or navy blue.

**Belts:** Belts must be a solid school uniform color. Belts must be worn by boys at all times and by girls when opting to wear the uniform slacks or shorts. Grades 6-8 must wear a belt whether shirt is tucked or un-tucked. ***Kindergarten belts are optional.***

**Shirts:** Shirts must be white or navy blue polo with logo. Students in grades K-5 must have shirts tucked in at all times with a belt visible, except at recess and lunch. Grades 6-8 may have their shirts un-tucked as long as the length of the shirt is above the middle of the hip and has a box cut.

**Sweatshirts:** A GSCS sweatshirt is available and may be worn throughout the day. If a sweatshirt is worn, your shirt must be tucked under the sweatshirt. Grades K-5 is forest green and grades 6-8 is navy blue.

**Jacket:** On cold days, non-uniform jackets may be worn to school, but only outside the school buildings. GSCS jackets may be purchased and worn throughout the day.

**Slacks/Shorts:** Khaki twill, fitting properly at the waistline. Excessively tight, low-rise and/or cut-offs are not allowed. They must be neat and clean, and size-appropriate.

## Grooming

**Hair:** Extreme fads in hair styles will not be acceptable. Boys' hair length must be above the collar, mid ears, and eyebrows. Hair must be out of child's eyes and face for boys and girls.

**Hats/Caps/Beanies/Hair-ties:** Only GCSC hats and beanies are permitted on the playground, and are not permitted indoors. Bandanas are prohibited. Headbands and hair-ties must be in solid school uniform colors or uniform plaid.

**Jewelry:** Earrings are acceptable for girls only. If earrings are worn, these are the guidelines.

- They should be no larger in diameter than a standard lead pencil eraser; no more than two per ear; pearl, silver, gold, navy blue, white, or birthstones. Hoops or dangling earrings are prohibited.

Religious medals and necklaces are permitted but bracelets, anklets, or rings are not allowed to be worn. GSCS bracelets may be worn on Spirit Days. Chains, tattoos and body piercings are also prohibited.

**Make-Up:** No make-up or colored nail polish. No colored lip gloss or Chap Stick.

## FREE DRESS DAYS and SPECIAL SCHOOL-WIDE EVENTS

On occasion students may be allowed to wear apparel other than the 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.

**Casual free dress:** On "regular" free dress days, students are to wear neat, clean, play clothes, which meet standards of modesty and appropriateness for school.

**Students are NOT allowed to wear the following at any time:**

- Clothing which is extremely tight, see-through, or contains offensive symbols or writing (e.g. drugs or alcohol ads)
- 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 in them
- Hats with inappropriate logos or slogans (hats are not allowed in the school buildings)
- Clothing that is excessively oversized

**Semi-formal free dress:** On occasions which may require more formal attire, boys are to wear a collared shirt (and tie, if requested), dress slacks and shoes. Girls may wear dresses or skirts at a respectable length, or they may also wear an appropriate top with sleeves and dress slacks and shoes.

**Note: Students who come to school not adhering to the proper dress code will receive the following action. Grades K-4, parents will be contacted directly. For grades 5-8, action will be addressed with the student first.**

**Violation 1:**

- **Warning** – Dress Code expectation is explained to the 5<sup>th</sup> through 8<sup>th</sup> grader at the time. For K through 4<sup>th</sup>, the parent is contacted directly without speaking to the student. A change is expected the following day.

*\*If an immediate change is impossible, a parent must notify the homeroom teacher via phone call, email or letter before the start of school the day after the violation explaining why the dress code cannot be met. The homeroom teacher and parent will decide upon a reasonable amount of time for the dress code to be met.*

**Violation 2:**

- **For grades 5-8, After School Detention** – Student will stay after school for 25 minutes. This is not a time to do homework or talk. Instead it is a time to complete a Dress Code Violation Reflection Form, then conference with a teacher.
- **For grades K-4**, parent is called that day and asked to bring proper attire to the school that day.

**Violation 3: (All ages)**

- **\$10.00 Fine** – For every violation following Violation 2 – your GSCS account will be billed \$10.00.

## VI. ATHLETICS

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

### **SPORTSMANSHIP**

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

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

- Use their God given 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 school) who causes a disruption at an athletic activity will be escorted from the site and subject to arrest.

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

### **SCCPSA**

Good Shepherd Catholic School participates in interscholastic athletics in grades 5 through 8 as part of the Santa Cruz County Private Schools Association. Participating association schools are:

Baymonte Christian	Gateway
Georgiana Bruce Kirby	Good Shepherd
Green Valley Christian	Holy Cross
Pacific Collegiate	Salesian Sisters
Santa Cruz Montessori	Spring Hill Advanced
Waldorf	Wavecrest

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

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

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

## **ACADEMIC ELIGIBILITY**

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

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

## **ATHLETIC AWARDS**

A Certificate of Merit will be presented to each participant of extra-curricular athletic team, providing the participant completes the following requirements:

- Commits to the highest standards of Christianity through faith and community in participation in athletic events and contests
- Conducts himself/herself in accordance with the school’s Code of Student Athletes

The following special awards are presented to three players on each team:

Most Valuable Player  
Christian Athlete  
Ram Award

**There are awards presented annually in the following categories:**

**Dave Stevenson Memorial Award of Courage**  
**Dan Barnard Coach of the Year Award**  
**Scholar Athlete of the Year**  
**5<sup>th</sup> Grade Student Athlete of the Year**  
**6<sup>th</sup> Grade Student Athlete of the Year**  
**7<sup>th</sup> Grade Student Athlete of the Year**  
**8<sup>th</sup> Grade Student Athlete of the Year**  
**Christian Athletes of the Year (two)**  
**Academic Team of the Year**  
**Team of the Year**

## **COACH’S DUTIES AND RESPONSIBILITIES**

- Promote Catholic values according the school’s mission and philosophy.
- **Model respectful behavior** and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.
- Sign and follow the coaches’ code of conduct
- Use “teachable moments” on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.
- Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
- Ensure that their program enhances the academic, emotional, social, physical and moral development of the student-athletes.
- Always remember that 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.

## VII. 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. Additional allocations are allotted from distributions received through donations, a bequest administered through St. Joseph’s Church (Capitola) and the Bishop’s annual golf tournament. Funds are allocated based on demonstrated need and are disbursed directly to tuition accounts. To receive tuition assistance, families who participate regularly in their parish, maintain a current tuition account balance, and consistently complete annual service hours, must submit application for financial aid to Private School Aid Service (PSAS) by early April. Applications are available in the school office and on-line by early February.

***Inquiries about tuition assistance should be directed to the principal in writing. Priority is given to current families enrolled in Preschool through 8<sup>th</sup> grade.***

### TUITION RATES AND FEES

**Application/Assessment Fee** (Non-refundable) **\$ 55.00** This is a per student processing fee for all new applicants, including those moving from the Good Shepherd Preschool to Kindergarten .

**Registration Fee** K – 8<sup>th</sup> Grade (Non-refundable) **\$500.00**  
 Preschool-Pre-K (Non-refundable) **\$450.00**

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

### K – 8<sup>th</sup> Grade Annual Tuition Schedule

<b>K- 4</b>	\$ 25,710	Five Students
(8:00 – 2:30)	20,680	Four Students
	15,650	Three Students
<b>5 - 8</b>	10,620	Two Students
(8:00 – 2:30)	5,590	One Student

### Preschool/Pre-Kindergarten Annual Tuition Schedule

Half Day	7:45am -12:00pm	Full Day	7:45am - 2:30 pm	Extended Day	7:45 to 5:30 pm
2 Days/wk	4,340	2 Days/wk	4,780	2 Days/wk	6,730
3 Days/wk	4,845	3 Days/wk	5,820	3 Days/wk	7,770
4 Days/wk	5,355	4 Days/wk	6,860	4 Days/wk	8,810
5 Days/wk	5,860	5 Days/wk	7,890	5 Days/wk	9,850

## **TUITION STATEMENTS AND PAYMENTS**

### **Statements**

Statements are emailed monthly at the 1st of the month. Included in this statement will be charges for any usage of the School Extension Program, Athletic Program fees or other extra-curricular fees as explained in Appendix i.

### **Payments**

Payments are considered late if not received by 3:30 p.m. on the 15<sup>th</sup> of each month. Families are encouraged to register for an automatic deduction (EFT) on the 1<sup>st</sup> or 15<sup>th</sup> of the 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.

### **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.

## **VIII. PRESCHOOL**

### **PHILOSOPHY**

Our goal in providing quality child care is to foster positive self-esteem and enhance individual expression within a setting of group cooperation. We provide a safe environment in which free choice and exploration are encouraged. The curriculum includes a variety of creative age-appropriate materials and activities.

### **ABSENCES**

Please call to notify the Preschool if your child will be absent due to illness or family vacations. We cannot 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 (head lice, chicken pox, conjunctivitis, MRSA etc.), 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.

### **ARRIVAL/DISMISSAL**

Bring your child into the classroom and sign them in to the sign in sheet noting the time of arrival. Please note that children may not be dropped off at the school prior to 7:45 am.

The Preschool morning program ends at noon and children will be picked up in the classroom. The full day program ends at 2:30 pm and children will be picked up in the Pre-K classroom. Students in grades K-8 are dismissed at 2:30 pm. (12:00 pm on minimum days).

Your child must be signed out on the Sign-In Sheet prior to being removed from the program. Notify the school office in writing when someone other than those named on your family emergency card will be picking up the child.

## **CLOTHING**

Uniforms are NOT required at Good Shepherd Catholic Preschool but are available for purchase. Please send your child to school in loose fitting, easy dressing, sturdy, comfortable, washable clothes and shoes that are good for running and climbing and easy for a child to put on (i.e. Velcro). Clogs, slippery sandals, and cowboy boots are often the children's favorites, but they are hard to run in, dangerous for active play, and MAY NOT BE WORN.

## **LUNCH/SNACK**

Provide your child with a nutritious lunch that is clearly marked with their name. **Hot lunch will not be offered to Preschool or Pre-kindergarten children.** A nutritious snack is provided in the morning and in the afternoon.

## **PARENT RESPONSIBILITIES**

1. Parents must pick up their children at the end of the contracted day. Morning Program - 12:00 and Full Day Program – 2:30 pm, and Extended Day- 5:30 pm **(There is a \$2.00/ min. late fee.)**
2. Parents, or others authorized to pick the child up, are responsible for signing the Sign-In Sheet and noting the correct time. (If the time of pick-up is not noted, you will be billed for the maximum hours for that day.)
3. Parents wishing a child to be picked up by someone other than the persons listed on the emergency card must send a signed and dated note stating the name of the person, date and time they will pick up your child.
4. It is the responsibility of the parent/guardian to inform the alternate that he/she will be expected to show a picture ID/driver's license to staff prior to release of the student.
5. No child is allowed to leave the premises with a minor or alone.

## **SCHOOL OFFICE: TELEPHONES AND MESSAGES**

The school office is open from 7:30 am – 3:45 pm. Voice Mail will take your messages at other times or you may email [smatteucci@gsschool.org](mailto:smatteucci@gsschool.org) .

## **VACATION/HOLIDAYS**

Good Shepherd Catholic Preschool will follow the yearly calendar of Good Shepherd Catholic School. A weekly newsletter will be sent home that will list the holidays, if any, for that month. The school office has yearly calendars. 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 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.

## **WEEKLY BULLETIN**

Good Shepherd Catholic Preschool makes every effort to keep parents informed about up-coming events and activities. Every Tuesday during the school year the *Ram Review* and many school related items are emailed to you. Once a month, a preschool newsletter and a calendar is also placed in your child's cubby. Please read these items carefully.

## **IX. PARENT INFORMATION**

### **NOTICES TO PARENTS**

Good Shepherd Catholic School makes every effort to keep parents informed about up-coming events and activities. Almost every Tuesday during the school year, the *Ram Review* is emailed to you. Once a month, a calendar is also included as an attachment. Parents are encouraged to read the "Ram" carefully,

and view all attachments. The Ram is a critical communication device between home and school. The *RamReview* as well as all calendar information is posted both on [www.RenWeb.com](http://www.RenWeb.com) and [www.gsschool.org](http://www.gsschool.org).

### **PARENT CLUB**

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

Good Shepherd Catholic School traditionally holds three major fund raisers a year: The Annual Giving Drive (September), Harvest Festival(October) and the Auction (March/April). By signing the annual tuition contract parents/guardians agree to support the Harvest Festival & Auction in very specific ways. The commitment to the Harvest Festival is in the manner of volunteer time either the day of the event or in prior planning as directed by the Chairperson of the Harvest Festival. The Spring Auction brings a commitment of supplying donations in a minimum value of \$100.00 as well as attendance. If attendance is not possible, then an additional monetary donation is required for the dollar value of two tickets. Information about the fund-raisers will be disseminated via parish bulletins, fliers and the weekly emails.

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

### **PARENTS VISITING THE CLASSROOM**

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

### **BOARD OF DIRECTORS (Board of Limited Jurisdiction)**

The Board of Directors consists of members representing the parent, parishes and civic community. These men and women advise the Principal in matters related to finance, long range planning, public relations and development. Membership is by appointment of the Principal for a term of three years.

### **QUIET TIME**

To create the best atmosphere for home study, parents are encouraged to establish Monday evening through Thursday evening as a quiet time for their students. Loud music and television should be excluded from this time.

## **ROOM HELPERS**

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

Parents and others who wish to work at/for the school must be finger-printed and cleared through the Diocese of Monterey. They may also be required to present proof of 1) TB testing within the past four years and 2) having received and read diocesan policies on sexual harassment. Forms and information are available in the school office. All volunteers must sign the visitor book and wear a visitor badge/sticker during the school day. Cellular phones are not to be brought into the classroom.

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

## **ROOM PARENTS**

Room parents are selected annually to assist with class and school events. Ideally, room parents assist the homeroom teacher with special projects, coordinating special events and organizing classroom activities. Room parents are strongly encouraged to collect a one time, voluntary donation from all class parents at the beginning of the year to finance the cost of activities organized and implemented during the year for that class. Room parents are expected to submit an accounting of collections and expenditures to the principal before the last day of school.

## **SCRIP**

Scrip purchases are capable of providing the school with significant revenue, which helps keep tuition affordable and supports the school's Financial Aid Fund. All families are **STRONGLY ENCOURAGED to buy SCRIP** "gift certificates" in various amounts for stores and local vendors where you already shop on a regular basis. You can also register with [www.eSCRIP.com](http://www.eSCRIP.com) and earn rebates for the school as you shop with various stores and online. There is no extra cost to you as you shop, and your friends and family can help also!

## **SERVICE HOURS**

Good Shepherd Catholic School cannot provide quality education at the highly affordable cost it does without significant donations of time and expertise from school parents. More significantly, parents involved in school activities communicate the value of education to their children and in turn the students' educational achievement is enhanced.

The service hours requirement is an attempt to establish some *minimum* goals for each family's involvement with the school. These minimums can be exceeded. However, at the minimum: Each family is required to provide 35 service hours per year, Preschool/Pre-K Families households are required to provide 25 service hours per year.

The service hour cycle begins the first day of summer vacation and ends May 1st of the following year. Hours worked during the summer will apply to the upcoming school year. Parents agree to participate as part of the annual Tuition Contract Agreement.

Assistance in time, talent, or material which benefits Good Shepherd Catholic School can be credited to service hours. Hours can be accumulated in so many ways: driving on field trips, school maintenance (with pre-approval), helping teachers in the classroom or at home, providing refreshments for various events, etc. Service is to be performed by an adult. When the service is part of a school event, the chairperson of the event must sign the Service Hour Report Form in order for proper credit to be tracked

by the Parent Club service hours recorder. Inquiries about recording of service hours should be directed to the Parent Club service hour recorder.

In recognition of the value of family involvement to the school and to the children, each service hour is credited at \$25.00. Therefore, families which fall short of the 35-hour minimum will be assessed \$25.00 per each hour not completed by May 1<sup>st</sup>. The assessment for uncompleted hours will be posted to the tuition account and is payable before registration for the new school year may be completed.

All service to the school will be credited on an hourly basis recorded on hot pink Service Hour Report Form. Hours should be recorded to the nearest quarter hour. Field trip drivers/chaperones will also be credited on an hourly basis, as approved and signed by the teacher organizing the trip. Supplies donated to the school may be credited toward service hours at a value of \$25.00 worth of materials per every hour. In order to receive credit for donated items, receipts must be attached to the hot pink confirmation slip signed by the teacher, roomparent or chairperson of the event or activity.

Service Hour Report Forms and a quarterly accounting will be sent to parent(s)/guardian(s) through the eRam. You can check your recorded hours on line through Parent Web at [www.RenWeb.com](http://www.RenWeb.com). It is your responsibility to record your hours. Please do not expect others to remember what you have done. A Parent Club member does the record keeping according to the forms (hot pink), which you complete and submit.

## X. SCHOOL EXTENSION PROGRAM (SEP)

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

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

- **Program**

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

**School Extension Program – 2011 – 2012      (2:30 am – 6:00 pm)**

***Available for K through 8<sup>th</sup> grades only***

One child, 20 or more hours per month	<b>\$5.00/hour</b>
Two or more children, 20+ hours/mo.	<b>\$9.00/hour</b>
One child, fewer than 20 hours per month	<b>\$7.50/hour</b>
Two or more children, fewer than 20 hours/mo.	<b>\$13.00/hour</b>

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.

- **Program Rules**

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

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

## **SPECIAL PROVISIONS AND PROCEDURES**

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

## **STUDENT RESPONSIBILITIES**

- Students are expected to report to the School Extension Program (SEP) promptly. They may NOT remain with their classroom teacher after school without appropriate communication/consent from SEP personnel.
- Students need to make immediate contact with a Supervisor upon arrival.
- Students who are enrolled both in SEP and after school activities are to report to SEP before reporting to the activity (sports practice, band, etc.).
- It is the student's responsibility to have with them all materials necessary to complete homework assignments. The staff has no way of knowing what assignments have been given.
- Cell phones are not to be used during SEP staff in accordance with school policy (see page 14). No electronic devices (iTouch, iPods, MP3 players, video games) are permitted at any time on campus. The item may be confiscated for the remainder of the day if it is seen.

## **HOMEWORK CLUB (Policies and Procedures)**

- **Homework Club is provided at a rate of \$5.00 per 45 minute session to parents for grades 3 through 8 from 2:45 to 3:30 pm every day, except Friday. It will be in a different classroom each day, depending on the supervising teacher.**
- **Students must sign into Homework Club by 3:00 pm or will not be admitted.**
- **Snack will not be provided.**
- **Homework Club ends promptly at 3:30 pm. Students staying later than 3:30 pm must sign out of Homework Club and into SEP until their parents arrive.**

# APPENDIX i

## FEES

**Dress Code Violation:** There is a \$10.00 fee after the 3<sup>rd</sup> infraction. (See Section V. of this handbook: Dress Standards)

**Graduation:** There is a \$100 fee per graduate charged in January which helps address the costs of gowns, annual 8<sup>th</sup> grade retreat, diplomas, awards and more.

**Library:** The late 'fine' for grades 4 through 8 and family members of all students is .05 cents for each day a book is overdue and \$1.00 'fine' for videos. (There is no charge for weekends, holidays or illness days. The Loss/Replacement 'fine' will be the cost of the book/video, plus tax and a \$5.00 processing fee. The Damage 'fine' will not exceed the Loss/Replacement cost outlined above.

**Lunch:** Students who do not have a lunch at their lunch time will have one made for them from the school pantries and the family will be charged \$5.00.

**Music:**

**Private Lessons:** One-on-one instruction is available to individual students in grades 3-8 for \$300 per trimester. Each weekly lesson is 30 minutes, arranged after school by appointment.

**Third Grade Music:** A \$20.00 fee covers the recorder, music stand and music folder. This fee may be charged for a 4<sup>th</sup> grade student entering the school without the above items.

**Sports Fees:** A \$40.00 fee is charged for each after school sport in which a child participates.

**Textbook:** The Loss/Replacement/Damage cost of a textbook will be NO MORE than the sum of the textbook /workbook, tax and a \$10.00 processing fee and no less than 50% of the price of that sum, the price of which will be determined by the bookkeeper.

**Tuition Late Charges:** Will be charged as outlined in your annual Tuition Contract.

**Report Cards:** First and Second Trimester report cards which are not returned to the school within a week of issue will be replaced at a charge of \$5.00. The loss of a second report card during the school year will result in a \$10.00 replacement cost.

**Late pick up:** There is a \$2.00 per minute late pickup fee charged in the Preschool. A late fee of \$5.00 per minute per student in the School Extension Program, as well as on minimum days and on days when the SEP is not open. This is charged when students are not picked up within 15 minutes of the close of school on these days.