



GOOD SHEPHERD CATHOLIC SCHOOL
Est. 1930
Beverly Hills

PARENT/STUDENT HANDBOOK

SY 2026-2027

Excellence in
Faith. Academics. Service.

Educating isn't a profession but an attitude, a way of being. In order to educate you must go out of yourselves and be amidst the young, accompanying them in the stages of their growth, standing beside them." -Pope Francis

Dear Parents and Students,

Good Shepherd Catholic School recognizes that educating our students' minds, bodies, and spirits is a vocation rather than a job. This vocation emphasizes the importance of educating the whole person. In selecting Good Shepherd Catholic School, you acknowledged that this is important to you as well.
As a member of the Good Shepherd family, you recognize the importance of a Catholic education focusing on Faith, Academics, and Service.

This Parent/Student Handbook lists the policies and procedures for the school year. It contains information specific to Good Shepherd Catholic School and the Archdiocese of Los Angeles. It is important that you read thoroughly the handbook and sign the Agreement via Gradelink. Your signature indicates that you accept and will follow the policies of Good Shepherd Catholic School.

Thank you for selecting Good Shepherd Catholic School and I look forward to working with you on this academic and spiritual journey. We are humbled by the trust that you place in us as we educate, nurture, and guide your child.

Yours in Christ,
Mrs. Widmann

Archdiocesan Schools Mission Statement

The mission of the Department of Catholic Schools is to ensure that the leadership of the Catholic schools of the Archdiocese is successful in providing the advantages of a Catholic school education to their students. To this end the Department has adopted five areas on which to focus its energies:

- Articulate the vision, mission and philosophy of Catholic Schools
- Foster the Catholic identity of the schools
- Promote leadership development
- Enable responsible planning
- Ensure the continued quality of school programs

Philosophy & Mission Statement of Good Shepherd Catholic School

Good Shepherd Catholic School is committed to providing a strong Catholic education, nurturing students as they grow to be young men and women of faith, intellect, and character.

Grounded in the principles of Faith, Hope and Charity, we foster a sincere kinship with Christ and each other as we teach the fundamentals of our faith, build a solid academic foundation, and ignite a sense of service to the community.

In partnership with parents, we focus on developing spiritual growth and educational success as well as physical, psychological, and social well-being. We recognize each child as a unique individual with special gifts and creative abilities who grows and learns through friendly interchange among students of diverse cultures.

Through our STREAM (Science, Technology, Religion, Engineering, Arts, Math) curriculum in tandem with club, extra-curricular, and sports opportunities, we cultivate students' academic, social, and technological skills while providing opportunities for leadership, creativity, collaboration, and personal growth.

Together we work to facilitate the development of the whole person as a dwelling place for Christ and an asset to his or her community.

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1. General Information

1.1 Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a lasting difference. Indeed, Catholic schools *are* different. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook of the school. These Christian principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians, or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students, or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Parents/guardians and students should communicate concerns directly to the appropriate school staff member on an individual basis. The individual staff member is expected to respond to those concerns appropriately according to the Code of Christian Conduct and the Core and Pastoral Values. Public communications by parents/guardians or students such as petitions, group emails, protests, negative social media comments, and group meetings not scheduled by the school violate the Code of Christian Conduct. *Note:* this provision does not apply to any employee-parent who engages in employment-related concerted activity, including but not limited to picketing and distributing handbills.
- School staff have the right to serve the school community free from humiliation or harassment. Parents/guardians or other persons may not insult or harass any school staff member in the presence of students, parents/guardians, or other school staff while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the staff member is required to be there in connection with assigned school activities.
- The school environment should enable school staff to carry out their calling as ministers. Therefore, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder violates this principle.
- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).
- Social media is a powerful tool but used irresponsibly can be cause for behavioral and/or legal intervention. Parents and students are cautioned against discussing classmates, schoolmates, staff, and Good Shepherd Catholic School on any social media site. Violations of this policy will result in a conference with the principal.
- The school reserves the right to determine in its discretion when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its student(s) from the school.

1.2 Parental Role in Education

We, at Good Shepherd Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Good Shepherd Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing each student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that each child take responsibility for grades he/she has earned and be accountable for homework, long term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

As a parish Catholic school, we endeavor to educate each student as a whole person. We build strong character and instill timeless values as part of our character formation. Therefore, we request and expect that all parents show respect to the faculty, staff, parents, and students of Good Shepherd Catholic School, and neighbors at all times. This includes:

· during drop off each day in the traffic lines
· during pick-up each day in the traffic lines
· in the halls
· at the classroom doors
· in the classrooms
· during meetings
· on the yard
· during any school-sponsored event
- with email correspondence
- with social media
- in the neighborhood

Parents model behavior for their children and other children everywhere they go. We expect every parent to follow all of the rules established by the school without exception. Each rule was set forth to address the needs of the students and school for safety and management reasons. “Under normal circumstances, a student will not be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.” (Taken from Administrative Handbook, Archdiocese of Los Angeles.)

1.3 History of the School

Good Shepherd Catholic School is located in the city of Beverly Hills on a residential street surrounded by apartment buildings and condominiums. It has served the families of Beverly Hills and neighboring communities since 1930. The school is situated approximately four blocks away from the church separated by Wilshire and Santa Monica Boulevards. Both the school and the parish have a long and rich history.

Long before the fashionable stores and hotels arrived, and even before many of the streets were paved, the Sisters of the Holy Cross established our school. The school was opened in September 1930 and was known as Beverly Hills Catholic School until 1975 when it became Good Shepherd Catholic School taking the name of the parish of which it is a part.

The Holy Cross Sisters withdrew from the school in 1974. The Sisters of Mary, Mother of the Church, came to Good Shepherd that year and stayed as administrator and teachers until 1999 when the Sisters of St. Joseph of Carondolet assumed the administration for the next four years.

In 2003, a lay principal was hired. In the last dozen years, the school has undergone some major renovations both in the school plant and the curriculum and instruction. In 2021, Mrs. Lisa Widmann became Good Shepherd Catholic School’s current principal.

1.4 School Organization, Staff Roles and Responsibilities

The Pastor is the Chief Administrative Officer of the parish school. He implements the policies of the Consultative School Board in the parish school and, on points not covered by archdiocesan policy, he determines policies consistent with Board policy and

appropriate to the needs of the school. The immediate direction and supervision of the school program is, however, delegated to the principal.

The pastor has administrative, personnel, finance and spiritual responsibilities in relation to the school. The principal, as a delegate of the pastor, has immediate responsibility for implementing the philosophy of the school in its regular operation.

The fundamental factor in quality instruction is the competent, dedicated teacher. Evaluation is recognized as the single most influential means of improving teacher competence. The principal has the responsibility through supervision of instruction to guarantee a high standard of teacher performance.

1.5 Relationship of School to Parish

Good Shepherd Catholic School is an integral part of Good Shepherd Catholic Parish. The pastor and principal encourage parents, parishioners and community members in sharing responsibility for and support of the parish elementary school. Good Shepherd Catholic School is located approximately four blocks from the Church. Students walk to church several times per month during the school year for Mass and other activities.

1.6 Consultative School Board and Parent Organizations

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

1.6.1 Consultative School Board

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school, and evaluation of the Board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team.

1.6.2 Parent Organizations

The main function of the Parent Club is to foster relationships between school families, faculty and staff. In addition, the Parent Club may raise funds for the school's current operational expenses. Membership of the Parent Club shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

(A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

1.7 Accrediting Agencies

Good Shepherd Catholic School is fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges. Our current accreditation is through June 2026.

1.8 School Day Schedule and Important Information

School Hours

Monday - Thursday: 7:50 AM – 3:00 PM; Friday: 7:50 AM – 12:30 PM

After School Childcare

Monday - Thursday 2:55 PM –5:30 PM; Friday 12:30–5:30 PM

1.9 School Calendar

A yearly calendar showing the schedule of vacations, holidays, and special activities is on the Student Information System (SIS), ParentSquare. Please check for weekly changes and additions. Our parent communication tool, ParentSquare, is also a great way of keeping current.

1.10 Personnel

A complete list of school and parish personnel is listed on the back cover of this handbook for easy reference and can be found in the directory on ParentSquare.

1.11 School-Wide Learning Expectations (SLEs)

Good Shepherd Catholic School has codified its expectations for student learning and aims to help each student become...

A Faith-Filled Catholic Who:

· Practices Christian values at home, at school and in the community
· Develops a personal relationship with God through prayer
· Expresses knowledge of church teachings by living the Gospel and attending Church regularly
· Models charity and integrity

An Active Learner Who:

· Employs a variety of strategies to solve problems and make decisions
· Uses effective study habits
· Exhibits a positive attitude toward learning
· Demonstrates technological competence

A Self-Aware Individual Who:

· Displays positive self-esteem and motivation
· Maintains an emotionally and physically healthy lifestyle
· Works cooperatively with others
· Appreciates the fine arts and expresses creativity

A Person of Character Who:

· Communicates effectively
· Respects people and the earth as God's creation
· Celebrates diversity
· Shows good sportsmanship

1.12 Administration's Right to Amend

The administration reserves the right to amend the handbook at any time. The administration also reserves the right to discipline students for behavior both on and off campus. Parents and students are required to sign a statement that they agree to be bound by the handbook's rules and regulations. These statements are kept on file in the school office.

1.13 Drop Off and Pick Up Procedures

How does drop off work for Grades TK - 8?

Morning drop-off is from 7:30 – 7:50 am. Parents may either find street parking and walk their child(ren) to the schoolyard or enter the car line that moves southbound through the alley. Teachers are on duty beginning at 7:30am and will direct your child to sit with his/her classmates until the first bell rings at 7:50am. Please do not leave your children unattended before the gate opens at 7:30am. If your child is late (after 8:00 am) you must report to the main office and follow the procedure listed below.

How does drop off work for PreK?

The PreK classroom is separate from the elementary building, located near the main office. Morning drop-off is from 7:45 – 8:15 am. Parents escort their children directly to the PreK classroom.

What happens if I am late for drop off?

If you are dropping your child off late, you must escort your child to the main office of the school. Our secretary will complete a tardy slip for your child and he/she may proceed to the classroom.

What time is dismissal? What time is dismissal on 1/2 days?

Dismissal is at 3:00 pm Monday to Thursday and 12:30 pm on Fridays. Refer to the ParentSquare calendar for additional ½ days.

How does dismissal work for Grades TK to 8?

Students are dismissed from the school yard. Parents have two options for pickup:

A) Park on one of the side streets (except on Linden Drive) and walk to the side gate on Charleville Blvd. Once at the gate, click the "Pick up" key on the SchoolPass App* and choose either Parent Pick up or Carline. Once you have selected your dismissal pick up location the teacher will dismiss the student from this selection. School personnel need to see your child's name on the app to be able to release them.

B) In the carline remain in your vehicle to go through the pickup line. Once at the designated place in the car line, click the "Pick up key" on the SchoolPass app*. Students are loaded into the cars by staff members.

**available wherever you download your smartphone apps*

To enter the car line, please adhere to the following guidelines:

· The car line opens at 2:50pm. Drive NORTH on McCarty Drive and turn LEFT into the alley near the parking structure. Please do not form a line before 2:50pm (12:20 pm on Fridays). We want to be respectful to our neighbors and the Beverly Hills Police Department.
· Turn LEFT into the alley and drive SOUTH towards the schoolyard.
· The car line forms a "U" around the staff parking lot. Please do not park or stop in the alley. After you have picked up your child, continue SOUTH in the alley and exit turning right "only" onto Charleville Blvd.

How does dismissal work for PreK?

Students in PreK must be picked up and signed out at the PreK classroom between 2:50 and 3:00pm (12:20-12:30 on Fridays). The loading zone in front of the school is designated for PreK parents to facilitate drop off and pick up as quickly as possible.

If everyone cooperates, drop off and dismissal time will run smoothly. After school the teachers supervise children until 3:15 PM. If children are not picked up by 3:15 P.M., they will be escorted by their teacher to After School Care and the parents will be charged appropriately for late pick-up. Parents should not tell their children to wait in the school yard or any other area outside the school yard.

Drop off and Pick up during rainy days - dismissal through the big front doors on Linden Dr. (usually announced on Parent Square) no double parking is allowed - students will not be escorted to cars that are double parked {cars must pull in next to the curb and wait for their child} Be patient and kind. There are neighbors who need to pass by our school any time of the day.

May I use Uber, Lyft or other providers to transport my child(ren)?

Currently neither Uber nor Lyft permits drivers to pick up children under the age of 18 unless accompanied by an adult account holder. Parents utilizing specialized services for minors such as (but not limited to) HopSkipDrive must sign the Minor Pick-up Permission Form and Release for Parishes and Schools, giving permission for their child(ren) to be picked up by a transportation service and absolving the location (Good Shepherd Catholic School) and the archdiocese of any liability.

1.14 "Zero Tolerance Policy"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and
- May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors. Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

1.15 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include Empowering God's Children and Virtus Training .

Empowering God's Children is being implemented in Grades K-8 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Training is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs.

Questions concerning Safe Environment Training can be forwarded to the principal.

1.16 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised 9/20/2021

All adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgement of Receipt" for the file at the parish or school where you work or volunteer.**

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure," which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Clergy/staff members/faculty/volunteers working with minors must be familiar with and follow the Acceptable Use Policy for use of all electronic devices, including those provided by the Archdiocese as well as personal devices. The Acceptable Use Policy can be found here: https://handbook.laarchdiocese.org/chapter-10/section-10-3
- Communications with minors (e.g., notes, letters, e-mail and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes or slang are inappropriate when interacting with minors. All pornographic or obscene materials are harmful to minors and must never be on parish/school premises.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school- sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school - sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of

inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.

1.17 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – Middle and high school students, including students who are already 18 – who work or volunteer with children/youth in school or parish settings must receive training on these Boundary Guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify they understand their obligations.

Code of Conduct for Student Workers/Volunteers

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment.

As a student volunteer, I will:

• Understand, respect and support the values of Christian charity and tolerance.
• Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church.
• Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity.
• Safeguard at all times children or other youth entrusted to my care.
• Avoid situations where I am alone with a child/youth.
• Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth.
• Use positive reinforcement rather than criticism or comparison when working with children/youth.
• Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location.
• Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my supervisor aware of it so that the matter can be resolved, including by reassigning me to other activities.
• Maintain appropriate physical and emotional boundaries with the children/youth.
· Dress appropriately and not wear any clothing with offensive messages or pictures.

As a student volunteer, I will not:

• Commit an illegal or immoral act.
• Smoke or use tobacco products.
• Use, possess or be under the influence of alcohol or illegal drugs.
• Verbally threaten or physically abuse anyone.
• Use profanity in the presence of children/youth.
• Use discipline that frightens or humiliates a child/youth.
• Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
• Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
• Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
• Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
• Tolerate inappropriate or bullying behavior by anyone towards a child/youth.
• Fraternize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth, and will abide by them at all times. We also understand and agree the parent/guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his/her parent/guardian.

1.18 Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may

use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved. If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint). For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

If the complaint is not resolved, the person bringing the complaint should follow the school's established chain of command to seek resolution (or if the principal is the subject of the complaint, the pastor or the president, where applicable).

After reviewing the facts and facilitating discussion of the problem, the principal/pastor will respond to the person bringing the complaint.

If the complaint concerns policies, procedures, and/or regulations of the school or archdiocese that affect the complainant's child and is not resolved at the local level, the complainant may request additional review in writing to the assistant regional superintendent at the Department of Catholic Schools.

2. Admission and Attendance

2.1 Guidelines for Admission to Elementary Schools

- Preferences shall be given to active members of the parish
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 18- 25. The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school. Each school shall establish procedures for admission and enrollment

2.2 School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

2.3 Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)." Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

2.4 Leaving School Early

If a child must leave before dismissal, he or she is required to present a note to or email the teacher in the morning. Children are to be picked up at the office on the occasion of an early dismissal, NOT at the classroom.

Parents must not interrupt the class for any reason while school is in session. We appreciate your cooperation.

2.5 Carpools/ Authorized Drivers

Pick-up and delivery of children should be on time. Children are expected to behave in accordance with the driver's rules. Parents should update the "Carpool" feature on the SchoolPass App to assign their child to another parent for dismissal. The Carpool feature on SchoolPass applies only to other parents within Good Shepherd.

2.6 Doctor/Dental Appointments

All appointments should be scheduled outside of school hours if at all possible. If it is necessary for a child to be excused for such an appointment, a note or an email requesting early dismissal must be presented to the teacher. A medical/dental excuse from the doctor or dentist should be returned to the school with the student. These appointments are still considered absences. *(Students will be dismissed through the SchoolPass app)*

2.7 Children Leaving with Another Family

Children will not be allowed to leave the school with another family unless the parent has designated another party to take the child home in the SchoolPass App as an authorized driver. Children will not call parents to ask to go home with another child.

2.8 Early Dismissal

Early dismissal days are indicated on the Parent Square school calendar. Students DO NOT eat their lunch at school on those days but may bring a snack for the morning break. Students who remain on campus for aftercare or sports may bring lunch from home.

2.9 Supervision on Campus

Students should not be on campus before 7:30 A.M. Supervision before school begins at 7:30 A.M. When students arrive in the morning they must sit at their designated space. No running or game playing is allowed. After school the teachers supervise students until 3:15 PM (12:45 PM on Fridays). If students are not picked up by 3:15 P.M., they will be escorted by their teacher to After School Care and the parents will be charged appropriately for late pick-up. Parents should not tell their children to wait in the school yard or any other area outside the school yard.

No student shall remain in the classroom during the lunch break, or during any recess unless supervised by a teacher. All students shall be required to leave the school rooms at recess and lunchtime, unless directed otherwise by a teacher or administrator.

2.10 After School Care

Good Shepherd Catholic School provides after school care, "Crusader Care," for our students in grades Pre-K - 8th grade daily from 2:55pm (12:30 on Fridays) to 5:30pm. The schedule includes indoor and outdoor activities (structured and free play), enrichment classes, and homework club. Parents have the option of full-time care, part-time care, or drop in care.

Afterschool Care is billed separately and not included in the school's tuition amount.

After Care payments are automatically charged and parents will need to sign the agreement if their child is part of Crusader Care. The automatic charge for Crusader Care will be posted on the 30th of each month. On holidays the charge will be posted on the next business day. A late fee of $65.00 will be applied per student to late payments for aftercare.

All Good Shepherd families must complete the documents for our after school care program. This allows for emergency drop-ins.

2.11 Absence

The principal and teachers are responsible for checking the regular attendance of all students. Every absence must be

recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.
Chronic absenteeism is typically defined as missing at least 10 percent of school days, or 18 days in a year, for any reason, excused or unexcused.

2.12 Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit. **A student who is out of school for three or more consecutive days must present a doctor's note in order to return to school.**

Parents/guardians have the responsibility to send their children to school on a daily basis and on time. When a child is absent from school, parents must email the teacher and the front office. These emails will be a part of the students' record. Therefore, a phone call to the school office is not sufficient. If a child is absent during the day, he or she may not come back for after school activities. If a child is absent for fifteen or more days during a quarter, official grades may be withheld, unless the work is made up.

If a child is absent from school because of television or movie contracts, this is considered an ordinary absence and is marked as such. Parents should arrange vacation plans to coincide with the school calendar. If it is necessary for a child to miss school for trips or family reasons, the parent should discuss this with the classroom teacher. It is understood that missing lessons, class and homework assignments, and tests and quizzes can not be made up. These missing assignments/assessments will be noted in Gradelink and will affect the end-of-the trimester report card.

If a child is absent for three or more days in a row, parents must contact the school by phone or email. A doctor's note will be required in order for a student to return to school.

Students who miss classes because of illness, appointments, and travel are expected to make up class activities and homework assigned during their absences. Please note some assignments cannot be made up due to the nature of the in-class activity. Missed assignments, tests, projects, etc. due to absenteeism will be entered in Gradelink. It is the student's responsibility to complete the work in a timely manner after consultation with the teacher.

2.13 Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. Students who end school prior to the last day of school are ineligible for end of year awards. In addition, parents and students should be aware that missing work resulting from these absences can have a negative impact on a student's final grades. Students who miss instructional days because of family vacations or leaving early at the end of the year miss assignments and class activities that cannot be made up. Assessments will not be given in advance of missed lessons. Missed assessments will not be made up and therefore a zero will be entered into Gradelink.

2.14 Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning session. If the student comes after 12 noon, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records. Students in Grades 4 and up will receive a detention/restorative session for every five (5) tardies.

It should be a rare occasion that a child is late for school. Parental cooperation is requested in order to keep tardiness to an absolute minimum. The first bell will ring at 7:50 a.m. A second bell will ring at 8:00 a.m. Children who are not in line for the morning assembly at 8:00 a.m. are considered tardy. All children who are tardy must report to the school office for a tardy slip in order to enter class. ***Parents must sign in ALL late children on School Pass at the front office.***

Teachers are required to document tardiness as part of their legal responsibilities. Special circumstances with regard to carpools and emergency situations will be handled by the administration. Three unexcused tardies in a calendar month will merit a letter from the office. Habitual tardiness is a serious offense. Traffic is not considered an excused tardy. E.C.E. 48620 advises that any pupil tardy in excess of 30 minutes on each of more than 3 days in one school year is truant and may be reported to the local truant officer.

Children and parents who show little or no effort to come to school consistently on time will force a parent-teacher principal-pupil conference in order to carefully examine the situation.

2.15 Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more

than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and may be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal may notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, may be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal. If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies may be notified.

3. Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

3.1 Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute**.** Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation/ without rights, the right to access and examine pupil records (unless a court order specifies otherwise. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

3.2 Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

It is the responsibility of parents to ensure that directory information is kept current in the school's student information system, Gradelink. Parents are required to contact the school office manager by phone or email to change directory information.

3.3 Parent Authorization to Use Child's Personal Information

By signing the ***Student/Parent Handbook Acknowledgement*** via Gradelink, parents/guardians understand and agree that: their child's image, name, voice and/or work (the "Personal Information") will be used for various purposes. The

Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to publicity, exhibits, electronic media broadcasts or research. Parents may sign an "Opt Out" form found in their Gradelink account.

- the Personal Information of their child(ren) may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogs, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").
- the Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without their child's name or with a fictitious name, and with accurate or fictitious biographical material.
- the Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.
- they waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results.
- they release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.
- in exchange for the Archdiocese/School/Parish's giving their child(ren) an opportunity to participate in the class/ activity, they agree that neither parents/guardians, nor their child(ren), will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish.
- the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, parents/guardians will be provided at that time with information about the terms of the commercial use.
- they waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/ School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and they (parents/ guardians) expressly assume the risk of any resulting injury or damage.
- this Authorization remains in effect until it is withdrawn in writing.
- if they change their mind about this Authorization, they will submit their objections in writing to the Archdiocese/School/Parish. However, a new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

3.4 Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

3.5 Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

3.6 Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy. At the discretion of the principal, the new school may be informed about delinquent accounts.

3.7 Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Permanent records cards include only the following information:

- · Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- · Standardized test data
- · Transcript of classes
- · Attendance information shall be included
- · Record of withdrawal or graduation and place to which any copy of the record is sent
- · Verification of or exemption from required immunization through high school graduation

4. Academics and Co-Curricular Activities

4.1 Curriculum Offerings

The pastor and principal of the elementary school are responsible for providing the curriculum adopted by the Department of Catholic Schools. This basic curriculum prescribed for all elementary schools, beginning in TK and continuing through eighth grade, includes the following areas: Religion,Math, Social Studies, Reading, Science, Language Art, Spelling/Vocabulary, Handwriting (grades 1-5), Music, Art, Fitness and Wellness, Spanish, and Technology Programs. The offering of additional instructional programs and services is dependent on the available resources and needs of the school. Students in PreK are invited to participate in a number of enrichment classes depending on the availability of time in the schedule.

4.2 Religion Program and Expectations

Good Shepherd Catholic School is a Catholic school and thus considers religion and Catholic values and attitudes an important part of the school and all its activities. As such, a student may not opt out of Religion class, Mass attendance, participation in community service projects or liturgical services. Each class has a daily religion lesson and the school day begins with a schoolwide morning assembly including prayer. Prayer permeates the school day. The entire school attends Mass as a school community, beginning in 1st grade. **In addition, students in Grade 2 prepare for the sacraments of Reconciliation and Communion.**

By signing the Parent/Student Handbook Acknowledgement via Gradelink, parents acknowledge and give permission for their student to walk to Good Shepherd Catholic church for liturgies, prayer services and rehearsals for school events. In addition, students in Grade 2 prepare for the sacraments of Reconciliation and Communion. These activities are part of our curriculum and students are expected to participate. If a parent does not give permission for their child to walk they must drive their student to the activity.

4.3 Graduation Requirements

Eighth graders must satisfactorily complete the prescribed course of study for elementary schools in the Archdiocese of Los Angeles. At the end of the year, students participate in a simple, dignified graduation ceremony.

4.4 Academic Probation / Retention Transfer

Good Shepherd Catholic School requires that students maintain a cumulative and semester "C" average (2.0 GPA.). A student who falls below this standard will be placed on academic probation for up to and/or including the following grading period. Academic Probation restricts the student's participation in extracurricular activities (Student Council, sports, etc.). If after the probationary time period, the average has improved, the student will regain academic standing. A student who, in June, has a cumulative Grade Point Average (GPA) below 2.0 may begin the new school year on academic probation or may be asked to register at another school.

Students in grades 5 - 8 who have missing class and/or homework assignments must attend lunchtime Study Hall in order to complete assignment(s). Students must submit the missing assignment(s) to their teacher by the end of the day.

The decision to promote a child to the next grade or to retain him or her in the present grade shall be based upon a consideration of the overall welfare of the child, i.e., made by carefully weighing academic, emotional and social factors. The Principal, in consultation with the parents and faculty, shall make the final decision regarding retention.

4.5 Testing and Assessment

Assessment of student learning is a critical component of the educational program, it is ongoing and multi-faceted. To help all students achieve high standards and become self-directed, responsible and faith filled individuals, Good Shepherd Catholic School assesses student learning with standardized and curriculum based forms of assessment. All new students are given an assessment test before acceptance into Good Shepherd Catholic School. The principal meets with the parents and shares the results of the assessment. Students in TK to Grade 8 will take the STAR Assessments throughout the year. Teachers use the results of these tests to identify their students' academic strengths and weaknesses and to plan appropriate instruction and improve

student learning. Students in grades 2 through 8 take the ARK (Assessment of Religious Knowledge). This test is designed to assess the religious knowledge and outcomes of the school's religion program.

4.6 Homework

Our teachers post homework assignments in their google classrooms. Teachers may also post assignments on the board for students to copy and/or create a google agenda. Homework serves a valid purpose when it:

- · provides essential practice in needed skills
- · trains pupils in good work habits
- · affords opportunities for increasing self-direction
- · enriches and expands school experience
- · helps children learn to budget time
- · promotes growth in responsibility and organizational skills

The Archdiocesan daily time allotments for homework are as follows:

- · Grades K-2: Optional; not to exceed one-half hour
- · Grades 3-5: Not to exceed one hour
- · Grades 6-8: Not to exceed one and one-half hours
- · Occasional weekend assignments

4.7 Grading

4.7.1 Gradelink

Parents and students are able to keep up with their grades and progress through an online program called Gradelink. All parents will receive a username and password to access their child's grades. If a parent has a concern about his/her child's progress, a conference with the teacher should be scheduled.

4.7.2 Report Cards

Students in Grades Kindergarten -8 receive report cards three times during the year, usually within the week that follows the end of each trimester. PreK and TK and students receive a report card twice a year.

4.7.3 Conferences

School-scheduled Parent-Teacher Conferences are held at the end of the first trimester. If a parent wishes to attend a conference at any other time during the school year, an appointment should be made by calling the school office during school hours or by sending a note or emailing the teacher. Any note sent to or from a teacher should be in a sealed envelope.

4.8 Honors and Awards

Names of students in Grades 3-8 who have qualified for the school Honor Roll will be announced at the end of the school year.

Students receive First Honors who:

- · Achieve a cumulative grade percentage between 97% and 100% in all major academic subjects (Religion, Math, Language Arts, Social Studies, Science, and Reading/Literature)
- · Receive at least an "O or G" in other subjects (Art, Music, P.E., Spanish)
- · Maintain an average of an "O" or "G" in Behavior and Work Habits

Students receive Second Honors who:

- · Achieve a cumulative grade percentage between 93% and 96.99% in all major academic subjects (Religion, Math, Language Arts, Social Studies, Science, and Reading/Literature)
- · Receive at least an "O or G" in other subjects (P.E., Spanish)
- · Maintain an average of an "O" or "G" in Behavior and Work Habits

The points awarded per grade are as follows:

A = 93-100%	**C + = 80-84.99%**

B+ = 90-92.99% **C = 75-79.99%**
B = 87-89.99% **C- = 70-74.99%**
B- = 85-86.99% **D = 65-69.99%**

4.9 Field Trips

In order to provide the students with curriculum enrichment opportunities, every class plans field trips each year. Field trips support the classroom curriculum and are arranged by each teacher. **Field trips are not optional and each eligible student is expected to participate.** Students with academic or behavioral concerns may lose field trip privileges. The Release of Liability Form, which parents must sign in connection with various field trips and school activities, is required prior to the class trip. No other form may be substituted for this. Permission CANNOT be given over the phone. Parent drivers are also required to fill out and leave a Driver Insurance Information Sheet in the school office. All Archdiocesan policies on safe environment must be followed. This includes Virtus training, fingerprinting and background checks for parents and vendors providing the trips, as applicable. There is usually a nominal fee for field trips to cover the costs of transportation, admission, etc. because this calculated fee is based on attendance by all students in the class. **We are not able to refund fees if a student is unable to attend on field trip day.**

For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

Staff and faculty members may not drive minors. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

Parents volunteers who assist by chaperoning must be advised that they will be responsible for a group of students, not just their own child.

4.10 Transportation Policies

Transportation may be by personal car, school or chartered bus or van, boat, or airplane. Parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a valid California Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.

Schools may only use buses or vans with valid California State approved licenses or charters Verification may be obtained on the state Public Utilities website at http://www.CPUC.ca.gov. In addition, schools must verify insurance coverage of the transportation company.

4.11 Athletics

Good Shepherd Catholic School participates in the Catholic Youth Organization (CYO) and Foundation for Interscholastic Youth Athletics (FIYA) Teams for girls' and boys' volleyball, cross country, basketball, flag football, track and field, golf, and soccer. The Athletic Director of the school determines which sports the school will participate in. This depends on the number of students interested and committed. Parent involvement is a necessary part of our sports program, and contracts signed by both parent and student are required for each sport. A Sports Award celebration is held at the end of the year to acknowledge our athletes. There is a participation fee for each sport. All other financial obligations must be up-to-date in order to participate in athletics. Students experiencing academic or behavior concerns may not participate in athletics.

4.12 Student Council

The school offers a leadership program for 6th through 8th grade students. Meetings are held after school weekly and various social activities are planned for the school. Elections are held in the Spring for the upcoming school year. Requirements for Student Council include

- Open to students in grades 6 - 8
- Applications must be signed by teacher(s), principal, and parent
- Applicants must have completed at least one complete year at Good Shepherd

- Student Council president must be an 8th grade student and have been on the council the past two years
- All members of the council must maintain a "Good" or "Outstanding" in Behavior and Work Habits
- Elected members must maintain a "B" average or better
- Student Council members must attend and participate in all school events and activities, fulfill their responsibilities, attend weekly meetings, and exhibit appropriate, respectful behavior during meetings and activities

4.13 Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. Teachers may not be paid for tutoring students assigned to their classes. **With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents**. **The parent must email the principal in order to get permission.** A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

4.14 Counseling Policy

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. Schools may engage in the following activities in addition to providing classroom instruction:

· Provide advice regarding academic subjects and student progress in school
· Give limited guidance to students who present with non-academic personal issues or situations;
· Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
· Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
· Provide high school counseling, including providing information to parents and students about high school application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools, catalogs and information sessions.
· In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Good Shepherd Catholic School will be working with Outreach Concern, Inc.

Outreach Concern is a non-profit corporation that will provide, on campus, counseling services for students, parents, and faculty by trained and qualified intern-counselors. Additionally, they will provide telephone counseling for parents and students and offer a 24-hour, seven-day-a-week crisis phone line for the students.

A completed and returned "Consent for Counseling" form, found on ParentSquare, must be submitted before any services may be rendered.

4.15 Library Policy

Good Shepherd Catholic School is fortunate to have a wonderful school library. Classes visit the library regularly, and during this time, students are encouraged to peruse the books, read and/or check out a book. We suggest that each student keep his or her book in a safe place (like the backpack), handle them with care and accept responsibility for returning them in as good a condition as when they were borrowed. We ask that the students follow these simple rules and policies when using the library and checking out books:

· Use a quiet voice
· No food or drink
· Treat books with care
· Books on paperback shelf are for In Library Use only and may not be checked out
· Clean up after yourself

When checking out a book:

· Books may be checked out by TK-8th grade
· Books are checked out for one week at a time
· A book must be returned in order to check out a new book
· If a student has not completed a book by the due date, they may renew the check out for one additional week
·Books may be checked out for a maximum of two weeks
· Avoid folding back covers of paperback books, as it damages the spine
· Lost or damaged books will incur the cost of actual replacement of the book. Parents will be notified by the office.

5. Discipline

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Students will be disciplined for academic dishonesty. Students who copy and/or share their work will receive consequences for their actions. This includes classwork, homework, projects, and assessments. Additionally, students who plagiarize will receive consequences. Using unauthorized materials and/or resources, including AI (Artificial Intelligence), AI chatbots, writing assistants, apps, or voice assistants to find and/or formulate answers for you will receive consequences that may include receiving a student referral, a detention, a suspension (in part or all). Students must be sure not to use AI resources to do their work for them. This is considered cheating/plagiarism and consequences will be issued.

Students will be disciplined for what they post on social media or communicate electronically. Students and parents should be aware that messaging unkind, negative, or false information or posting images to or about students, faculty/staff, and the school through different social media platforms will result in disciplinary action. The administration reserves the right to discipline students for on-campus behavior and for off-campus behavior when that behavior impacts the school. Parents are ultimately expected to take the lead role in managing their children's social media actions.

Online communications between students or between parents that become negative, personally insulting, misleading, or false can have a harmful impact. Therefore, at the school's discretion, students may be disciplined if they post to social media or communicate online images or messages that negatively target the school, students, or GSBH faculty/staff. This includes, but is not limited to sharing disturbing, inappropriate, racially offensive, or sexually suggestive images or messages with other students. Parents are encouraged to monitor all social media activity as well as individual and group chats.

Reported incidents of cyberbullying or cyber harassment will incur immediate and progressive consequences.

Students are expected to maintain a high standard of behavior both on and off campus, achieved through positive teacher expectations, support from the administration, and close contact with parents. The school follows discipline policies suggested by the Archdiocese. School rules are published in the Parent Handbook and in the classrooms.

Following class discussion, parents and students indicate understanding of the contents by returning a signed acknowledgement. These rules and regulations are based on the school's philosophy that "we have a responsibility to guide and encourage each student to develop a deep respect and love of God, self and others." Based upon this statement, each case is handled discreetly and directly by the classroom teacher. In the case of a major discipline issue or repeated infractions of classroom or playground rules, the matter may be brought to the attention of the principal.

Progressive Discipline

Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. Progressive discipline seeks concurrent accountability and behavior change. The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. The following factors will be considered prior to determining the appropriate disciplinary measures:

· The nature, severity, and scope of the behavior
· The student's age and maturity
· The circumstances/context in which the conduct occurred
· The frequency and duration of the behavior

5.1 Maintenance of Effective Discipline

In the beginning of the school year, teachers and students discuss classroom rules and protocols. Rules include but are not limited to the SLEs. Each class has a chart or system that indicates desired and less desirable behavior. Students have the ability to move up to a category such as Role Model or move down to another category such as detention. Teachers and administrators will support positive behavior through restorative practices that build relationships between teachers and students, their peers, and schoolmates.

Effective discipline is maintained when there is
· Reasonable quiet and order in the building
· Positive correction of behavior
· Constant encouragement of acceptable classroom conduct
· Firm but fair treatment of difficult students
· Consistent follow through

5.2 Disapproved Disciplinary Measures

The following disciplinary measures are **forbidden**:

· All corporal punishment, including shaking and slapping
· Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background · Using religious exercises or important class assignments as punitive measures
· Bizarre and unusual punishments
· Withholding or altering rightfully earned academic grades
· Any disciplinary action that isolates a student without proper supervision

5.3 Detention

Detention before or after school hours is considered an appropriate means of discipline**.** A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day. Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

Once scheduled, students report to the Vice Principal at 7:00 am on Thursday morning.

- Students must be in front of the school and parent/guardian must wait with the student until the teacher is present.
- If a student misses a detention, an additional detention will be issued.

After a student receives three detentions for behavioral infractions, the student will receive a suspension.

5.4 Suspension

Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student**.**

- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.
- Notice of suspension must be given to the parents or guardians by telephone or in a conference.

The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference. In no case will a teacher on his or her own authority suspend a student.

5.5 Expulsion

5.5.1 Reasons for Expulsion

Reasons for expulsion include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student · Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing, forging signatures**,** cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons

- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity · Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school
- Lack of parent support

5.5.2 Procedure for Expulsion / Written Record

Except in cases involving grave offenses, the following steps must be taken:

• A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided with a report of the discussion.

• If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.

• In no case will a teacher on his or her own authority expel a student.

• Full credit will be given for all work accomplished by the student up to the moment of expulsion.

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. A form including the following information should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

· Name of Student
· Offense or situation and date
· How and when parents were notified
· Remarks
· Date/Time of First Meeting (Persons present, Place, Remarks, Time, Signatures)
· Date/Time of Second Meeting (Persons present, Place, Remarks, Time, Outcome, Signatures)

5.5.3 Cases Involving Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference. The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members. When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

5.5.4 Time of Expulsion

An expulsion may be made immediately if the reasons are urgent. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed. If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect. If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

5.5.5 Reporting of Expulsions

All expulsions, even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor. The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record should be held until requested.*

5.5.6 Right to Make Exceptions

The principal, in consultation with the pastor, if a parish school, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

5.6 Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

5.7 Harassment, Bullying and Hazing Policy

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, parent or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

This policy extends for (all) actions of harassment, bullying, and hazing both live and through Social Media (all digital formats whether creating and posting or re posting).

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person; prank phone calling
- **Physical harassment**: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment**: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, social media posts or electronic messages and texts
- **Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, websites or social networks
- Using someone else's username to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying, or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying, or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

****5.8 Student Threats**

All threats by students or parents to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

5.9 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their desks, "cubbies" or other school property. Storage spaces are made available to the student by the school. The student does have some expectation of privacy in his or her space from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's storage space, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

6. Technology and Electronic Communication

6.1 Acceptable Use and Responsibility Policy for Electronic Communications (Archdiocesan AUP)

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users.

All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

6.2 Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future. Electronic communications devices include, but are not limited to, regular and mobile telephones (Apple watches, cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video- tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer

operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

6.3 Electronic Communications Systems, Devices and Materials and Users Covered

a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
c. All personal devices and materials brought from home and used on the premises during regular business hours.
d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

6.4 Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

6.5 Guidelines for Email Correspondence and Other Electronic Communications

All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge.

The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

a. Email and other electronic communications are not necessarily secure.
b. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
c. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
d. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
e. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on or other person in charge of the Location.
f. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
g. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
h. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning. If a student accidentally enters a site, or inappropriate material pops up on screen, the student must inform the teacher immediately.

i. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.

j. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.

k. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.

l. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

m. Information systems hardware should be secured against unauthorized physical access.

6.6 Prohibited Practices

The policy of Good Shepherd Catholic School is that concerns or issues are to be handled in person or on a phone call, not via e-mail where miscommunication might occur.

If a parent has a question about a situation concerning his or her child, please contact the teacher or principal to set up a time to discuss either in person or on a phone call. Teachers will return all phone calls within one working day and are available for scheduled meetings before and after school.

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

a. Violate any federal, state or local laws or regulations.

b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.

c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.

d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

e. Engage in improper fraternizing or socializing between adults and minors.

f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.

g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).

h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.

i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.

j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy.*

k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on others’ folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.

l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (*e.g. by unauthorized use or disclosure of passwords).*

m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or assignment by a responsible adult.

n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.

o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems,

firewalls or content filters.
p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to ensure that active filtering of prohibited materials is enabled.
q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
r. Access or manipulate services, networks or hardware without express authority.

6.7 Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

7. Health and Safety

7.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date. The office will inform teachers of any medical condition listed on the student emergency cards.

Emergency card information is for emergency situations only. Its content is not a substitute for changes in daily or regular dismissal authorizations.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

7.2 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help. A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

7.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. All students are required to present documentation showing the dates of immunizations prior to starting a school year as well as submitting any updated immunization record to the school office.

7.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

7.5 Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/ guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

7.6 Medications

The school will not furnish medications. The medication regulations apply to both prescription and non-prescription medications**.** To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or nonprescription) to school. Only medication prescribed by a health care provider, for either short-term or long-term use, may be taken during school hours under the following conditions:

· All medications administered at school shall be provided by parents and submitted to the school office.

· All medications must be submitted with the "Administration of Medication during School Hours" form completed by the physician or healthcare provider listing dispensing instructions and signed parent/guardian.
· All medications must be submitted, sealed in the original packaging, and clearly labeled with the student's name – no medication will be dispensed that is prescribed for a family member.
· Request "Administration of Medication during School Hours" from the school office.
· Medication will be dispensed from the school office (at the appropriate predetermined time).
· Students who must carry medication to and from school such as asthma inhalers, EpiPens, etc. must submit the "Administration of Medication during School Hours" form that lists specific information such as name, reason for the medication, and dosage information.
· All medication for students with Diabetes must be submitted with the "Administration of Medication during School Hours" form and the Diabetic Consent Form completed by the physician or healthcare provider and signed parent/ guardian (request forms form the school office)
· Students with Diabetes are allowed to test their blood sugar as needed or as prescribed by a physician or healthcare provider.
· School employees may not test blood sugar and/or administer injections to a child with Diabetes except in an emergency.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form(s) with the prescribed medication, they will have to come to school and personally administer the medication.

7.7 Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

7.8 Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy- free environment.

7.9 Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual, must be reported and can have criminal implications if one of the participants is not yet 18. However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre- natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their

parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

7.10 Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

7.11 Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies.
Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

7.12 Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:
· By the parent or guardian, when properly identified
· Upon the written request of the parent or guardian after proper verification
· By properly identified law enforcement officers when an arrest is made
· By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

7.13 Interview and Removal of Students from School by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

a. By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant

b. By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached

c. By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

7.13.1 Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the "proper standard of care": ·

Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts and in the case of the release of the student to the officer, the reason for such an action

· Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect.

· Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

7.13.2 Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian.

7.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale, or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

7.14.1 Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

· Evaluate observable symptoms-

· Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances · Interview the student in the presence of an adult witness
· Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
· Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
· Recommend examination by a physician
· Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation · In cases where sale or possession is verified, school administrators follow these procedures:

1. Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
2. Consult with the police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
3. When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
4. If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

7.15 Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: *www.cde.ca.gov.*

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit must be kept in the student's file. For additional information and forms see, http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html

7.16 Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parishes. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

7.17 Supervision on Campus

Students should not be on campus before 7:30 a.m. When children arrive in the morning they must stand/sit in their assigned class line areas. There is no play allowed during this time. *Parents are reminded that the teachers are responsible for supervision of children immediately after school until 3:15 p.m. and should not be on campus to try to talk to them at that time.*

The school maintains a closed campus. All gates and doors of the school remain closed and locked during the school day. When school is in session, parents and visitors are reminded to **go to the front entrance on Linden Drive**, ring the doorbell and check in with the front office personnel. All parents, visitors, and volunteers must check in through our School Pass program. Badges will be issued and must be worn while parents/visitors/volunteers are on campus and these badges must be returned to the office when signing out.

7.18 Parent or Guardian Right of Visitation

Every parent or guardian has the right to visit their children during school hours; however, it is advisable that the Principal and the parent work out a mutually agreeable alternative to interrupting the children's schedule at school.

7.19 Illness and Accident Procedures

7.19.1 Illness Occurring During School

It is essential that current emergency numbers where parents may be reached be on file in the school office. If a student is ill, DO NOT send him/her to school. If a student becomes ill during the day, parents will be called and arrangements made to take the student home. If your child has a communicable condition such as lice, skin conditions, pink eye, bacterial infections, etc. that may be contagious, the parents MUST tell the school. The student should stay out of school until the condition is gone. He/she MUST bring a doctor's note stating that said condition is gone upon returning to school. All information will be kept confidential.

7.19.2 More Serious Injury

If an injury occurs to the head area and/or is seen to need medical attention beyond a band-aid or ice pack, an injury report is completed and the parents are notified.

7.19.3 Illnesses at Home

Children who are sick should not be sent to school. If it is determined that a child is sick, he/she will not be allowed in the classroom and will wait in the school office to be picked up. No nurse is on duty at the school; the office staff administers minor first aid. In the event of a serious illness or injury, parents will be notified promptly. Do NOT send medication (vitamins, aspirin, antibiotics, etc.) to school with your child unless there is a doctor's note. Forms are available in the office. Any allergies or special health problems should be noted on the Emergency Card. Various screening tests (vision, hearing, etc.) are conducted during the school year in conjunction with the Los Angeles Public Health Service. Announcements of these programs can be found on the school calendar or in the weekly newsletter.

7.20 Emergency Procedures

The school will have practice fire drills, earthquake drills and lockdown drills regularly to familiarize the students with emergency procedures. In the event of an actual emergency during school hours, the students will be kept under the school's supervision until called for by their parents or another responsible adult noted on the emergency release cards filled out at the time of registration. After an earthquake or other disaster, we ask that parents **DO NOT CALL THE SCHOOL**. If the lines are functioning, they may be needed for emergency calls and the staff will be occupied and not available to handle phone calls. Updated information will be sent by ParentSquare posts, email and text alerts. As a general rule, Good Shepherd Catholic School will follow the same procedure as the public schools in the area.

8. Parent/School Communication and Procedures

Parents will sometimes have concerns about academic or classroom processes or about the implementation of the procedures and policies within the school as a whole. Parents are encouraged to voice these concerns so they can be addressed. The following process outlines procedures that will better ensure the concerns are addressed in a direct, timely, and productive manner. The spirit of the process is rooted in the gospel directive:

> *"If your brother should commit some wrong against you, go and point out his fault, but keep it between the two of you. If he listens to you, you have won your brother over. If he does not listen, summon another so that every case may stand on the word of two or three witnesses. If he ignores them, refer it to the church."* (Matthew 18:15-16)

8.1 Academic or Classroom Concerns

1. The parent first contacts the individual teacher and voices the concern. The teacher will share his/her concerns. The parent and teacher work together toward a solution. Solutions will be implemented according to a mutually agreed upon timetable.
2. The teacher should keep a log in the Teacher's Planner of dates, meetings and purpose of the meeting. If meetings get difficult, contact the level chairperson, the vice principal, or the principal.
3. If a teacher and parent are not able to arrive at an acceptable solution, the parent discusses the concerns with the vice principal or principal. Before discussing the concerns with the vice principal or principal, the parent and teacher may want to involve the level chairperson, particularly if the concerns are about academic or classroom issues.
4. If parents approach the school vice principal or principal, they will listen and discuss their concerns. Together they will search for an acceptable solution. The vice principal or principal will take action after the parents have met with the teacher involved or they have presented their concerns in writing. Normally, if action is to be taken, the vice principal or principal will meet with the teacher individually and then, if appropriate, will meet with the teacher and parents together. Actions will be taken in a prompt and timely manner. The vice principal or principal will report back to the parents on the progress of the action to be taken.
5. If, after the parents have spoken with the principal, the matter is not resolved, the parents should set up an appointment

with the pastor.

8.2 Procedure, Policy, or General Concerns

1. Parents with concerns about overall administrative procedures, the implementation of school policies or the overall well -being of the school, meet directly with the principal. Together, they work toward a solution.
2. If a proposed solution affects existing policies or procedures, the school principal may want to consult with the pastor, the parish financial council, the consultative school board, or the Archdiocesan Department of Catholic Schools for counsel and advice before considering any action.
3. If, after the parent has spoken with the principal, the matter is not resolved, the parent should set up an appointment with the pastor.

8.3 Conferences

School-scheduled Parent-Teacher Conferences are held at the end of the 1st trimester. If a parent wishes to schedule a conference at any other time during the school year, an appointment should be made by calling the school office during school hours or by sending an email to the teacher. Any note sent to or from a teacher should be in a sealed envelope. Parents are reminded that the teachers are responsible for supervision of students immediately after school until 3:15 pm (12:45 pm Fridays) and are not available for conferences at that time.

8.4 ParentSquare Communication Tool

In an effort to improve communication between the school and parents, Good Shepherd Catholic School utilizes the parent communication system called ParentSquare. Please make sure the school has current email addresses and phone numbers so you do not miss any messages. ParentSquare is the school's primary student information system. Information from the school administration, classroom teachers, parent club, and extracurricular activities will be posted on ParentSquare.

ParentSquare is our approved school messaging system. Parent grade level chat groups, text threads, and "WhatsApp" groups are not approved messaging systems for posting and sharing information about class and school activities. The school does not have access to, recognize, and/or support these systems as a way to share/post school and class information. All school and class activities and events must be posted through Parentsquare.

9. Financial Policies

Good Shepherd Catholic School, a parish school of the Archdiocese of Los Angeles, is committed to providing a faith-centered education rooted in the teachings of the Catholic Church. The school relies upon tuition, fees, and the generous support of its families and parish community to sustain its mission. All families share in the responsibility of supporting the financial stability of the school through the faithful fulfillment of their tuition and financial obligations.

9.1 Tuition and Fee Amounts

Tuition Schedule for 2026-2027

Program / Grade Level	Annual Tuition
Pre-Kindergarten and Transitional Kindergarten	$15,750 per student, per year
Kindergarten through Grade 8	$13,545 per student, per year

Required Fees

Fee	Amount
Graduation Fee (Grade 8 only)	$800

Activities Fee (per student)	$200
Technology Fee (per student)	$250
Safety and Prevention Fee (per family)	$200
Tuition Insurance (per student)	$125

Activities Fee includes bus transportation for two local field trips and trimester student days: 1st Trimester - Fall Fun Day; 2nd Trimester - Snow Day; 3rd Trimester - Crusader Day.

- Enrollment fee: $1,000 per student. The enrollment fee is non-refundable and non-transferable and secures the student's place for the academic year.
- New-family application fee: $100. Application fees are non-refundable.
- The tuition, fees, and nonrefundable charges described in this agreement are established to meet the projected cost per pupil and the needs of the school and to support the financial stability of the institution.

9.2 Tuition Information

New Families

- Submit an application with all supporting documents.
- Pay the $100 application fee.
- Upon admission, complete enrollment through Blackbaud and pay the $1,000 enrollment fee.For a student new to Good Shepherd Catholic School, the online enrollment process is to be completed within two weeks of acceptance, together with the non-refundable enrollment fee.

Current Families and Continuous Enrollment

Good Shepherd Catholic School utilizes continuous enrollment. Currently enrolled PK-7 students in good academic, disciplinary, and financial standing will be automatically re-enrolled each school year unless a formal written withdrawal notice is submitted to the Principal by the opt-out deadline.

- Opt-out deadline for the following school year 2027-2028: December 1, 2026.
- A family that does not opt out by the deadline confirms its intention to continue enrollment for the following school year.
- After the opt-out deadline, the enrollment fee for the following year will be forfeited, and additional financial considerations may apply as determined by the school, taking into account staffing, budgeting, and resource planning already made in reliance on enrollment commitments.

General Parent Agreement

- To support the objectives and mission of Good Shepherd Catholic School by cooperating with the teachers and administration in all matters of faithful and prompt attendance, completion of assignments, and the exercise of Catholic discipline and training.
- To regularly monitor the student's progress in school.
- To participate in school activities and attend parent-teacher conferences.

- To communicate the importance of education and learning to the student.
- To respect the school, staff, students, and other school families.
- To pay tuition, applicable childcare/daycare charges, and required fees according to the schedule established by the school.
- To abide by the rules, policies, and procedures of Good Shepherd Catholic School as they may be established, published, or amended from time to time.

9.3 Refunds

The enrollment fee is **non-refundable.** Tuition is an annual obligation. Therefore, if withdrawing after enrollment is completed and tuition and fees have been paid, they are **not refunded**. A meeting with the principal is strongly encouraged.

Annual tuition obligation. Tuition represents the annual cost of education for the full academic year and is not based upon attendance, participation, or completion of the school year. The payment plan selected through Blackbaud Tuition Management is offered solely as a convenience to families and does not constitute a monthly, fractional, or month-to-month tuition agreement.

Unconditional obligation. The obligation to pay tuition is unconditional. By enrolling a student, the parent(s)/guardian(s) agree to be responsible for the full annual tuition and all required fees regardless of withdrawal, absence, dismissal, or change in enrollment status, except as otherwise provided through an approved Tuition Insurance Plan or through a written agreement expressly authorized by the school.

Withdrawal policy. A conversation with the Principal is strongly encouraged prior to any withdrawal decision. Written notice of withdrawal must be provided to the school administration. Tuition remains due in full for the academic year regardless of withdrawal, except as otherwise provided through an approved Tuition Insurance Plan or through a written agreement expressly authorized by the school.

Nonrefundability. Except as provided through an approved Tuition Insurance Plan or at the sole written discretion of the school, tuition and fees paid are non-refundable.

Tuition Insurance Plan (Required for 2026-2027)

Good Shepherd Catholic School offers families the option to enroll in a Tuition Insurance (Tuition Protection) Program for the 2026-2027 academic year. *This program is administered by a third-party insurance provider.* Covered reasons are determined solely by the insurance provider and may include, without limitation, medical withdrawal (including mental health conditions), serious illness or injury, death of a student or tuition payer, involuntary unemployment of a parent/guardian, job transfer requiring relocation, and other qualifying events under the policy. Certain plans may also provide partial reimbursement in the event of voluntary withdrawal.

Claims and payment of benefits. In the event of an approved claim, reimbursement is made in accordance with the terms and conditions of the applicable policy and is typically paid directly to the school to offset the outstanding tuition balance.

Election and responsibility. Participation in the Tuition Insurance Program is required for the 2026-2027 academic year. Families who decline participation remain fully responsible for the entire annual tuition obligation as outlined in this agreement. Enrollment in the Tuition Insurance Program must be completed within the time frame established by the insurance provider; failure to enroll within the required time frame results in no coverage.

School role. Good Shepherd Catholic School does not determine coverage, adjudicate claims, or guarantee reimbursement. All coverage determinations are made solely by the insurance provider.

9.4 Payment of Tuition

Payment Options and Blackbaud Tuition Management

- Lump sum payment: Families wishing to pay tuition in a single payment may remit payment on or before July 1, 2026. The school will accept check, money order, or approved electronic payment methods. Merchant processing fees apply to credit card transactions.
- Installment payment plan: Families may choose the installment option through Blackbaud Tuition Management. For 2026-2027, the installment schedule consists of twelve (12) monthly payments beginning in July and ending in June. Current families who previously used Blackbaud will be re-enrolled in the system by Good Shepherd with updated tuition rates.

Automatic payment requirement. As a condition of enrollment, all families are required to complete and maintain either a valid ACH authorization (checking or savings) or a valid credit card authorization on file, authorizing payments for tuition, fees, and other applicable charges through Blackbaud Tuition Management. Payments may be made by ACH (bank draft) or by Visa, AMEX, Discover, or MasterCard. Applicable merchant processing fees apply to credit card transactions.

Blackbaud fees. Blackbaud Tuition Management charges an annual $56 account setup fee per account, per school year. All families are required to maintain a Blackbaud Tuition Management account regardless of the payment method selected. The Blackbaud fee schedule for the 2026-2027 school year is as follows: annual account fee $56; late/failed payment fee $65; credit card fees as applicable.

Archdiocesan policy recommends that every school maintain a tuition management system and recognizes the value of automatic withdrawal services as a component of sound financial management and internal control.

9.5 Family Service Hours

The Family Service Hour program is an integral part of the school's financial structure and the basic obligation of 40 hours of service per family. Fulfillment of 40 volunteer hours – Half to be completed by January 31 and the remaining hours to be completed by the final day of school. **Volunteer commitment.** All families who enroll in Good Shepherd Catholic School are required to volunteer forty (40) hours per school year per family. Before anyone is allowed to volunteer at the school or parish, the volunteer must complete Virtus training/certification and be fingerprinted as required by the Archdiocese of Los Angeles and the United States Conference of Catholic Bishops. Applicable safe-environment requirements apply to all volunteers.

A record of volunteer hours served will be recorded on each family's ParentSquare account. **Any unserved hours will be billed at the rate of $25 per hour and may be added to Blackbaud or your school account by the GSBH Business Office if not paid in a timely fashion.** At least one parent in each family must have completed the requirements to volunteer at school so that there are adequate numbers of parent volunteers in each class. If a family chooses to "buy out" the service hour obligation by donating items to the class or school, expenditures must be pre-approved by the teacher or administration. Teachers' gifts and donations to fund special activities (teacher's appreciation etc) will not be applied to a family's buyout.

9.6 The Annual Appeal

Annual Appeal and Volunteer Commitment

Annual Appeal. As members of the Good Shepherd Catholic School community, every family is expected to contribute meaningfully to the Annual Appeal. Every contribution directly impacts the lives of our students and helps secure the future of the school. The school emphasizes the importance of broad family participation in this effort.

The Annual Appeal seeks to:
1) Bridge the gap between tuition and the actual cost of educating a student.
2) Make capital improvements to the campus that would be unfeasible with tuition alone.
3) Streamline the school's fundraising efforts into one annual event.

Contributions to the appeal are 100% tax deductible and voluntary; however, Good Shepherd Catholic School seeks 100% participation from ALL families.

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9.7 Procedures on Delinquent Tuition/Fees

Payment Policies, Delinquency, and Administrative Hold

- Payment reminders are generally sent ten (10) days in advance of the scheduled payment date.
- Payments are due on the 10th or 30th of the month, as selected in Blackbaud Tuition Management.
- A late charge of $65 will be assessed if the current balance is not paid by the due date.
- A fee of $40 will be charged for any returned check or returned bank draft, in addition to any bank charges.
- After a second returned check or returned bank draft, the school may require payment by money order, cashier's check, or cash for the remainder of the school year.

Delinquent accounts. Accounts that become delinquent may result in one or more of the following actions: late fees, restriction of privileges, denial of re-enrollment, and administrative hold of certain records, all in accordance with school policy and applicable Archdiocesan policy.

Administrative hold on records. In accordance with school policy, the school may place an administrative hold on report cards, transcripts, diplomas, and other records as to the parent(s)/guardian(s) for accounts that are not current. However, in accordance with Archdiocese of Los Angeles policy and California law, the school will provide required student records directly to another requesting elementary school or high school upon proper request, even if tuition or fees remain outstanding.

Collection Costs, Responsibility, and Non-Waiver

Collection costs. Should it become necessary to collect amounts due under this agreement through a collection agency, attorney, or other lawful means, the parent(s)/guardian(s) agree to pay all reasonable costs of collection, including attorney's fees and collection agency fees.

Marital status and joint responsibility. In the event of a change in marital status before all sums due under this agreement are paid in full, each parent/guardian remains jointly and severally responsible for all unpaid amounts, unless the school expressly agrees otherwise in writing.

No waiver. The failure of the school to enforce any provision of this agreement in one or more instances shall not constitute a waiver of the school's right to enforce that provision or any other provision of this agreement at any other time.

Families are expected to meet their financial obligations. If a family becomes delinquent, the following procedure will be used:

1. Any family one month delinquent will be contacted by the office manager to arrange payment.
2. Any family two months delinquent will be contacted by the Director of Business and Finance to make immediate arrangements for payment. Additionally they should schedule a meeting with the school Principal within one week in

order to discuss plans for becoming current.
3. Any family who is two months delinquent and has not made arrangements with the Director of Business and Finance and/or the Principal will be asked to remove their children from the school. Your account may be referred to a third-party collection agency.
4. The school will not issue report cards or allow Gradelink access if a family has not met ALL their financial obligations.
5. Any family with a past due tuition/fee balance wishing to participate in overnight trips, sports, end-of-year activities or other extracurriculars should bring their balance up-to-date before submitting payments for such activities.

10. Uniforms

The student uniform reflects the traditions and values of Good Shepherd Catholic School, and therefore, we ask the cooperation of all families in fulfilling dress code. Unless otherwise announced, the school uniform is to be worn on all school days. If there is a rare occurrence when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the teacher. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

10.1 Uniform Policy Violations

Failure to adhere to the uniform policy shall result in the following consequences for grades 1 and up:
1. First Offense: Verbal warning.
2. Second Offense: School Uniform Violation form will be filled out and sent home for parent signature. The form must be returned to the issuing teacher the following school day or the student will lose recess until it is returned with the parent's signature. Date will be specified by which time violation must be corrected.
3. Third Offense: School Uniform Violation form will be filled out and sent home for parent signature. The form must be returned to the issuing teacher the following school day or the student will lose recess until it is returned with the parent's signature. Date will be specified by which time violation must be corrected. This violation will incur a school detention.
4. Fourth and any Subsequent Offense: Students will be required to contact a parent/guardian to request that missing uniform items be brought to school. Further incidents may result in loss of Out of Uniform privilege or other disciplinary action.

10.2 Grooming

Grooming regulations include (but are not limited to) the following:
- All uniforms should be neat, clean and ironed. No torn or ragged uniforms or shoes will be allowed.
- Absolutely no make-up, colored fingernail polish, acrylic nails, jewelry, accessories (including wallet chains and excessive hair clips) or dangling earrings are permitted. Girls may only wear stud-type earrings on the ear lobe. Boys may not wear earrings.
- No "extreme" or fad haircuts are allowed on boys or girls. Hair must be of the natural color. Boys' hair must be off the face. The administration reserves the right to determine what constitutes an "extreme" haircut.
- No hats, visible body piercing or tattoos (permanent or semi-permanent) are allowed.
- If an additional shirt is necessary under your uniform shirt, ONLY white tops are allowed.

10.3 Spirit Dress

Spirit Dress uniform consists of the "T- Shirt" in the class color and dark blue or black jeans and all black tennis shoes for boys and all white tennis shoes for girls. If needed, uniform sweaters are to be worn with the Spirit Dress.

10.4 Casual Dress Code

Days on which the students may wear dress other than the school uniform are considered a privilege. Students are expected to adhere to good grooming and neatness on these days. No oversized or baggy clothes, torn clothing, tank tops, spaghetti straps, tube tops, bare midriff tops, shorts other than walking length shorts, or T-shirts with inappropriate slogans may be worn. Shoes must be appropriate for Fitness class and recess. A student will lose the privilege of non- uniform dress if he or she disregards the above regulations. When there is a question, the appropriateness of the attire will be decided by the administration and parents will be called to bring appropriate clothing. At no time may a student wear shoes without straps or with wheels.

10.5 Fitness Uniform

Students must wear specified shorts and t-shirts for Fitness classes. Boys and girls should wear all leather athletic shoes with their Fitness uniform—solid black for boys and solid white for girls. For colder weather, sports pants and jacket, with school

logo, may be worn. Fitness uniform must have the school logo.

10.6 Uniform Requirements

Uniforms can be purchased from **Lands End** and school used uniform sales. Our LandsEnd Preferred School Number is **900155102.**

Please use the GSBH Uniform Guide in purchasing uniforms.

Formal/Mass and Everyday Uniforms For Girls PK-4th

- Plaid Jumper
- Short Sleeve Peter Pan Blouse, White, to wear under a plaid jumper
- All white low top leather sneakers
- Cable-Knee-Hi Socks. White.

Formal/Mass Uniforms For Girls 5th-8th

- Plaid Skirt or Skort
- Long Sleeve/Short Sleeve Oxford Shirt w/School Logo tucked in.
- Navy blue Tie
- All white low top leather sneakers
- Cable-Knee-Hi Socks. White.

Regular Uniform for Girls 5th-8th

- Green or Yellow Polo Shirt w/School Logo tucked in.
- Plaid Skirt or Skort
- Cable-Knee-Hi Socks. White.
- All white low top leather sneakers

Formal/Mass Uniforms For Boys

- Long Sleeve/Short Sleeve Oxford Shirt w/School Logo. Light Blue. (PreK-4TH) tucked in.
- Long Sleeve/Short Sleeve Oxford Shirt w/School Logo. White with Plaid Blue Tie (5TH-8TH) tucked in.
- Chino Pants. Modern Fit. Navy. (PreK-8TH).
- All black low top leather sneakers, black socks
- Boys Leather Black Belt (1st-8th)

Boys Everyday Uniforms

- Green or Yellow Polo Shirt w/School Logo.(PreK-8TH) tucked in.
- Chino Pants or Shorts. Modern Fit. Navy. (PreK-8TH).
- All black low top leather sneakers, black socks
- Boys Leather Black Belt (1st-8th)

P.E. Uniforms For Girls & Boys PreK-8th (Days TBA)

- P.E. Shirt w/School Logo. Sports Grey.
- Performance Mesh P.E. Shorts w/School Logo. Navy.
- All white sneakers for girls, white socks
- All black sneakers for boys, black socks
- Warm Up Jacket for P.E. w/School Logo. Navy (Optional)
- Warm Up Pants w/School Logo. Navy. (Optional)

Friday Spirit Day Uniforms For Girls & Boys (Long blue jeans with Spirit Shirt)

- Friday Spirit Day T-Shirt w/School Logo. Purple. (PRE-K, 3RD & 8TH).
- Friday Spirit Day T-Shirt w/School Logo. Navy. (1st & 6TH).
- Friday Spirit Day T-Shirt w/School Logo. Red. (TK & 4TH)
- Friday Spirit Day T-Shirt w/School Logo. Green. (KINDERGARTEN & 5TH)
- Friday Spirit Day T-Shirt w/School Logo. Royal Blue. (2ND & 7TH)
- All white sneakers for girls, white socks

- All black sneakers for boys, black socks

Cold Weather Apparel Options For Girls & Boys

- Cardigan Sweater w/School Logo. Maize (yellow). (PreK-4th). Use for Mass
- Navy crewneck sweatshirt with GSBH print (LandsEnd)
- Heavy outerwear in classic navy blue color (parka, rain jacket, squall, fleece) does not need to have a logo. Students must remove them while indoors.
- Hoodies are not allowed in school.

FOR ALL GIRLS

The only jewelry allowed will be post earrings and a religious necklace to be worn tucked inside the collar. Headbands or any hair accessories must be the uniform colors (navy, green, or white) or the uniform plaid. Navy leggings may only be worn under the Plaid Skirt/Skort. They are NOT to be worn alone as pants. Optional Outer wear includes Navy Pea Coat, Cardigan, the Navy Down Vest, and the Navy Rain Jacket (school logo optional).

All skirts, skorts or shorts must be no shorter than 2 inches above the knee.

FOR ALL BOYS

The only jewelry allowed will be a religious necklace to be worn tucked inside the collar.
Outer wear includes the Navy Down Vest, Navy Rain Jacket or other Navy heavy outerwear (school logo optional).

11. Other Information

11.1 Lunches

Parents must order school lunches from ***Choice Lunch*** hot lunch program or send children to school with packed snacks and lunches. It should be a RARE event that a child does not have his or her lunch. In that case, the following protocols will apply:

- Parents may bring the lunch if forgotten, labeled with first and last name, and leave it for the student on the table near the main office; no delivery through the alley gate; no delivery to the classroom.
- students may inquire at their **regular break time** to see if a lunch delivery has been made.
- ***the school will not accept or sign for deliveries of lunches from restaurants or food delivery services***.
- If the parent does not bring the lunch, the student will be given an emergency lunch from our lunch provider. Parents will be billed accordingly.
    - ***Choice Lunch may be ordered online @ https://www.choicelunch.com/***

11.2 Gum and Snacks

Gum is forbidden at any time during the school day or while participating in any after-school activity. Should a student chew gum during the school day, a student referral may result. Snacks with shells are not permitted. Beverages in glass containers are never allowed.

11.3 Lost and Found

Labeled Items that are found on the school grounds will be handed back on a daily basis. Items that are not labeled will be kept on a table by the girl's restroom for one week. All uniform items, books, etc. should be clearly and **PERMANENTLY** marked with the child's name. Parents and students are encouraged to check the Lost and Found on a regular basis.

Periodically, unclaimed items will be given to needy families.

11.4 The Non-Traditional Family

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

11.5 Parties

Mixed parties involving the students of upper grades, even though these parties are held at home, are especially discouraged. Parents are asked to cooperate with this regulation. Invitations for parties (birthday, etc.) handed out at school should be given to **all** the children in a particular class. No one student should be excluded. Parents are asked to avoid holding parties on a school night. Bringing birthday treats to school is allowed. Check with your classroom teacher **before** planning a birthday celebration for your child at school. Food may NOT be delivered to school for parties unless prior arrangements have been made with the teacher. School staff cannot and will not sign for food deliveries.

Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.

11.6 Bicycles, Skateboards, Roller Blades, Skate-shoes, and Scooters

Bicycles, skateboards, roller blades, skate-shoes and scooters are never to be brought to school or used on school grounds.

11.7 Telephones

Except in an extreme family emergency, the office staff will not call a student to the office telephone during class time or take messages for students during the school day. Students are NOT to use the office telephone except in cases of emergency. Forgotten homework and arranging after-school activities are NOT emergency situations.

If students bring cellphones to school, they must be kept **off** during school hours, 7:30 AM – 3:15 PM, and remain out of sight and in the backpacks. If a student is seen with a cell phone during school hours, the cell phones will be collected and kept in the principal's office until the last day of school, at which time it can be retrieved by the parent.

The school is NOT responsible for lost, misplaced, stolen or broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

Portable communication devices may not be turned on at any time during the regular school day to record classroom activities.

Apple watches, AI glasses and wearables, and similar devices should be kept at home.

These devices are a distraction. Apple watches can be used to communicate via phone or text and therefore may not be worn at or brought to school. Additionally, games can be played, students can communicate with other students, they can check their email, sign into social media, and recordings can be made. These functions are all against our school policy. The policy extends to AI glasses and wearables.

11.8 Responsibility for Personal Items Brought to School

Students are reminded that personal items not needed for school or for class purposes should be left at home. In addition, students should not bring money to school. If money is being sent to school for a class or school activity, it should be sent in a sealed envelope, clearly marked with the student's name, grade and purpose of the payment. The school is not responsible for these items that go missing during school.

11.9 School Name & Logo

The name and logo of Good Shepherd Catholic School are owned by the school. Neither can be used without written permission by the administration.

11.10 Acknowledgement and Signature

All parents or guardians must sign the

Parent/Student Handbook Agreement posted on Gradelink upon enrollment and re-enrollment and via ParentSquare as required.

Please keep this handbook handy for future reference. It is also available on the school website at GSBH.net under the Parent menu.

Thank you for reviewing this handbook and have a great school year!

Good Shepherd Catholic School Faculty & Staff School Office Phone: (310) 275-8601 School Fax: (310) 275-0366
ARC Aftercare Program: (424) 789-0377

11.11 School and Parish Staff Lists

PRINCIPAL:	Mrs. Lisa Widmann
PRE-KINDERGARTEN (PRE-K):	Ms. Bliss Franco
PRE-KINDERGARTEN Instructional Aids:	Ms. Mallory Horton & Ms. Carolina Hilton
TRANSITIONAL KINDERGARTEN (TK):	Mrs. Victoria Robinson
KINDERGARTEN:	Mrs. Jill Lautoa
KINDERGARTEN & TRANSITIONAL K AID:	Mrs. Jaqueline Jite-Ogbuehi
GRADE 1:	Mrs. Natasha Alegado
GRADE 2:	Ms. Felicia Avila
GRADE 3:	Ms. Molly Tomlin
GRADE 4:	Ms. Kelly Nunez
GRADE 5:	Ms. Petra Hellstrom/Vice Principal
GRADE 6 / JR HIGH ENGLISH / LANGUAGE ARTS:	Mrs. Robin Frates
GRADE 7 / JR HIGH SCIENCE & MATH:	Ms. Claudia Mendez Davis
GRADE 8 / JR HIGH LITERATURE:	Mrs. Claudia Recio
JR HIGH SOCIAL STUDIES, RELIGION, MATH:	Mrs. Erin Mansoor
JR HIGH RELIGION	Mrs. Sarah Mirasol
SPANISH:	Ms. Claudia Rosado
MUSIC:	Dr. Caitlin Carlos
MUSIC:	Dr. Tom Hanslowe
ART:	
TECHNOLOGY:	Natalie Baber
ATHLETIC DIRECTOR /PHYSICAL EDUCATION:	Mr. David Jite-Ogbuehi
OFFICE MANAGER / ACCOUNTS RECEIVABLES:	Mrs. Ana Langer
OFFICE RECEPTIONIST	Ms. Seika Tsukiyama
DIRECTOR OF BUSINESS & FINANCE:	Mr. Juan David de Jesus
DIRECTOR OF ADMISSIONS AND DEVELOPMENT:	Ms. Maria Vicente
FACILITIES MANAGER:	Mr. Ruddy Garcia
MAINTENANCE:	Mr. Marcos Bernal
PASTOR:	Rev. Edward Benioff
PASTOR EMERITUS:	Rev. Colm O'Ryan
DIRECTOR OF OCIA::	Sr. Virginia Stehly, CSJ
DIRECTOR OF MUSIC:	Mr. David Michael Trevino
SAFEGUARD THE CHILDREN:	Ms. Petra Hellstrom
PARISH ADMINISTRATIVE ASSISTANTS:	Ms. Michelle Anglade, Ms. Penny Duffy, Mrs. Hazel Dee
BOOKKEEPER:	Mrs. Hazel Dee