

# **Good Shepherd Catholic School**

**2019-2020**

## **Family Handbook**



14187 S.W. 72 Street  
Miami, Florida 33183  
305-385-7002

[www.good-shepherd-school.org](http://www.good-shepherd-school.org)

Good Shepherd Catholic School

## **Family Handbook**

**“Forming Tomorrow’s Catholic  
Leaders Today.”**

**Pastor**

*Very Rev. Father Jesus Arias*

**Principal**

*Mrs. Clara J. Cabrera*

**14187 S.W. 72 Street**

**Miami, FL 33183**

**305-385-7002**

**305-385-7026 (Fax)**

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# Good Shepherd Catholic School

## Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

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**Print Parent/Legal Guardian's Name**

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**Signature of Parent/Legal Guardian**

\_\_\_\_\_/\_\_\_\_\_/2019  
**Date**

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**Print Student's Name**

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**Grade**

### **Introduction**

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

### **Message from our Pastor and our Principal**

Welcome to Good Shepherd Catholic School! We ask that you please read this handbook carefully. You will find contained in it rules and regulations as they pertain to your affiliation with Good Shepherd School.

Our faculty and staff are professional educators dedicated to the proper development of the entire individual. Our goal is to assist in the spiritual, intellectual, physical, social, and emotional growth of each of our students. We take this responsibility very seriously. Each child has been blessed with many talents and gifts. We ask our children to share those talents with us and that they work to the best of their ability. We invite them to grow in their knowledge and love of God as well as their parents, teachers, and classmates.

We are one family at Good Shepherd Catholic School. If you have any concerns, please feel free to stop by the office to set up an appointment. Together we will be able to educate the hearts and minds of our children. May God bless you abundantly!

Rev. Fr. Jesus Arias  
Pastor

Mrs. Clara I. Cabrera  
Principal



### **Mission Statement**

Our mission at Good Shepherd Catholic School is to help develop morally responsible Catholic citizens who will excel academically and follow in the footsteps of Jesus Christ.

### **School Policy and Principal's Right to Amend**

Any student action that is not in keeping with the philosophy and/or objective of Good Shepherd School is subject to the review of administration and may lead to withdrawal from the school.

The Principal and/or Pastor reserve the rights to add, delete, or change any policies related to the school and this handbook at any time. Unforeseen circumstances may arise after the writing of this handbook, which may call for an amendment. Parents and students will be notified in writing of any changes.

The Principal and/or Pastor are the final resource in all discipline situations and may waive any disciplinary rules for just cause at his/her discretion.



### **Philosophy and Objectives**

Our mission at Good Shepherd Catholic School is to provide a Catholic model for our students to follow. Our school is here to assist the parents, the primary educators, with the task of developing morally responsible Catholics who follow in the footsteps of Jesus Christ. The school assists the parents and the Church by providing opportunities for our children to deepen and strengthen academic achievement in accordance with the Christian principles of wisdom, justice, brotherhood, and morality.

As Catholic educators, we feel our mission is to prepare our students to proclaim the Gospel and to translate it into action. Our education seeks to develop a student's potential, thus helping them accomplish all that is possible for them: becoming fully integrated, happy, loving, warm human beings.

We carry out our philosophy by striving to develop:

- ❖ Spiritually vigorous Catholics instructed in and acting on Catholic principles, incorporating truth into their lives and an awareness of the spiritual enrichment of the Sacraments
- ❖ Intelligent human beings who have a desire for knowledge and an appreciation for scholastic achievements, who develop habits of logical thinking, thoroughness and persistence, and who

master a body of knowledge appropriate to their age, social background, and mental ability

- ❖ Emotionally adjusted individuals who behave in a manner appropriate to their age and condition and who exhibit leadership qualities, self-esteem and respect towards others
- ❖ Culturally oriented persons who recognize beauty and appreciate music, art, and literature
- ❖ Healthy individuals who are aware of the importance of hygiene, the value of physical activity, and the necessity of practicing safety rules
- ❖ Responsible citizens who cultivate democratic living by realizing their civic and moral obligations, who consider the needs of others, including the less fortunate, and who recognize the value of cultures that differ from their own

### **Open Admission Policy**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

### **General School Information**

Students in grades PK3 – 2<sup>nd</sup> are in school from 8:00 AM to 2:30 PM. Students in grades 3<sup>rd</sup> – 8<sup>th</sup> are in school from 8:00 AM to 2:45 PM. On early dismissal days, all students are dismissed at 1:00 PM.

The school office is open daily from 7:30 AM to 3:30 PM. On early dismissal days, the school office will close at 2:00 PM. Parents are respectfully requested to conduct all school administrative business within these scheduled hours.

It is the responsibility of each parent/guardian to ensure that his/her child is picked up from school at the proper time. The school reserves the right to require proper identification from anyone picking up a student who is not personally known to the teacher or administrator and to refuse release of the child without it. The school follows the guidelines set forth in Buckley Amendment pertaining to release of students.

Our school mascot is the ram and our school colors are blue and gold.

### **Alma Mater**

Good Shepherd, lead me day by day,  
ever in thine own good way.  
Teach me to be kind and true,  
show me what I ought to do.

When in danger, make me brave.  
Let me know that thou can save.  
Keep me safe by thy dear side,  
let me in your love abide.

As I travel through my life,  
keep me on the path that's right.  
Help me live for all to see,  
you, Good Shepherd, dwell in me.  
Amen.

### **Sacramental Preparation**

The sacramental life of our children is extremely important to us as a Church community. The Archbishop of Miami mandates specific requirements through the Department of Schools. Additionally, the Parish may have certain requirements for its community for the betterment of its candidates.

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the Sacraments and community service.

It is vital that parents set an example of sincere Christian living by creating an atmosphere in the home, by family prayer, frequent reception of the Sacraments and weekly participation at Sunday Mass.

Parents who have children receiving a Sacrament are required to attend a religious retreat as part of the family's sacramental preparation.

Any students starting at our school after the 2<sup>nd</sup> Grade and who require the Sacraments of Reconciliation and First Communion will receive separate Catechesis through the school.

The reception of Sacraments with the school community will be limited to students currently enrolled in the school.

Our program includes but is not limited to, the following:

1. At 8:00 AM each school day, there is a school-wide prayer and pledge of allegiance.
2. At 12:00 Noon each school day, there is a school-wide prayer.
3. Each class begins with a prayer or moment of spiritual reflection.
4. School Masses are held weekly. All students are required to attend and participate in school Masses.
5. Family School Masses are held on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of the month. All families are expected to attend and participate in school Masses.
6. During the school year, various religious programs including Masses, Stations of the Cross, Passion play, Respect Life and others may supplement our Religious formation.



### **Penitential Services**

It is the responsibility of the students and parents to receive and celebrate the Sacrament of Reconciliation (Penance, Confession) regularly. Here at Good Shepherd Catholic Church the opportunity is available every Saturday from 4:00 – 4:45 PM Spanish and 6:00 – 6:30 PM English or by appointment. Other neighboring parishes also have weekend schedules.

Special Penitential Services will be celebrated for the students in the school as often as the opportunity is available. However, a family serious about its member's spiritual development will go regularly (considered to be once a month) outside of school.

### **Safety and Good Order**

The Good Shepherd campus is a busy place. The following general guidelines will help maintain a safe place for you and your children:

1. Be on time – drop off and pick up your child within 15 minutes of the scheduled time.
2. Drive slow – although Good Shepherd does not post a speed limit, driving faster than 5 miles per hour on the Good Shepherd campus is dangerous and puts others in danger.
3. Park only in designated parking spots and leave traffic lanes open. **Please do not park along the white fence.**
4. When possible, avoid situations where you must back up – children are small and visibility is most limited when backing up. Serious accidents occur when people back up and fail to see a child.
5. Follow traffic directions – at times, it may be necessary for us to direct on-campus traffic. Please follow the directions of those responsible for on-campus traffic.
6. **Do not park or leave your car unattended in the traffic lanes. These lanes must be kept open to provide for safe movement of traffic on the property and to accommodate any emergency vehicles that may need access to our facilities.**



### **Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Parents can help their children through school by following the suggestions listed below. These are things to do each day...

- ❖ Assure your child you love them.
- ❖ Communicate with your child.
- ❖ Take time to read to your younger children.
- ❖ Provide a schedule and routine for your child.
- ❖ Be an example of the type of personality you desire for your child.
- ❖ Provide an opportunity for your child to develop their faith.

We ask both parents and candidates for sacraments to take seriously the involvement in sacramental preparation for Communion and Confirmation. We ask that...

- ❖ You attend parent gatherings for each grade level.
- ❖ Candidates for Communion and Confirmation make sure that all work is completed in class preparation.

### **Curriculum**

The school curriculum follows the guidelines set forth for Archdiocese of Miami Catholic Schools. All our students receive instruction in Religion, Science, English, Reading (Literature), Mathematics, Social Studies, and Spanish (depending on grade). Additionally, our students receive instruction in Physical Education, Art, Computer (depending on grade), and Music.

We believe that religious education has maximum priority in our educational program. Therefore, the cooperation of the parents in this area is of the utmost importance. Such cooperation involves but is not limited to: participation in Sunday Mass, parental preparation of children for the sacraments, special parish liturgies, adult education classes, and retreats.

### **Family Life, Always Our Children, and AIDS Education**

The Archdiocese requires that all schools have a Family Life Program in grades K-8. The Family Life Program facilitates educating our children on living as Catholics in today's society. In doing so, topics such as growing into fatherhood, motherhood, and God's gift of sexuality are covered within the structure of our faith and morality.

Good Shepherd Catholic School carefully follows the spirit and guidelines put forth by the National Council of Catholic Bishops in their statement "Always Our Children". Good Shepherd Catholic School is committed to providing the NCEA AIDS curriculum to our children. If you have any questions or concerns regarding this, please contact our school office.

### **Parent-Teacher Conferences**

At the beginning of the school year, there is a Back to School Assembly where parents may meet the teachers and learn about the curriculum for each grade. The school sees as of the utmost importance that a clear chain of command be followed. If parents/guardians have a question or concern, they should make an appointment through the school office to see the child's teacher. If parents do not get a satisfactory reply, then they should make an appointment to see the Principal to further discuss the issue. If the problem still cannot be settled, it may be brought before the Pastor and the Principal together for hearing. **Parents may not confer with teachers during class hours nor disturb the classes during school hours for any reasons.**



### **School Testing Program**

A program of standardized testing shall be conducted annually according to guidelines provided by the Department of Schools.

### **Homework**

Teachers may assign homework for purposes of reinforcing learning that has taken place at school and fostering habits of independent study and responsibility. Assignments will be given with consideration of students' varying ability levels. At no time should homework be an excessive exercise in "busy work" simply to take up time. An assignment may not always be written work. Homework time should include time for reading, research, and review. A general rule for home study time is:

- Grades Pre K – Kinder: 25 minutes**
- Grades 1-3: 45 minutes**
- Grades 4-5: 90 minutes**
- Grades 6-8: 150 minutes**

Students should have a quiet, well-lit place to study, seated at a table or desk, undistracted by television, radio, etc. Homework should be done at about the same time each day. It is most helpful if there is some kind of reference material in the home. If the child finishes the assigned tasks before the end of the study time, please see that he/she has a book to read or research questions to investigate.

Homework must be turned in when the teacher stipulates unless an illness or emergency prevents this. Such a situation should be rare, but if it does occur, a note signed by the parent must be sent to the teacher. It will be left to the teacher's discretion whether a makeup assignment is to be given and how much time the student will have to complete the assignment.

If a student is absent one day, they should wait until they return to school to ask for makeup work. After two or more days of

absence, parents may request assignments by calling the school office before 11:00 AM the day the homework will be picked up. These assignments will be prepared by the teachers and left in the school office for 3:00 PM pick up.

**In order to limit disruptions to class and help develop a sense of responsibility we will not permit the delivery of homework assignments, class projects, PE equipment, Art supplies, Computer projects, etc. after 8:00 AM.**

**Grading System**

The evaluation of students' progress is one of the most important and complex duties of teachers. Grades for Report Cards are apportioned to include class work, class participation, projects, homework, tests, and quizzes.

For students in 3<sup>rd</sup> through 8<sup>th</sup> grades, a Ten Point Scale will be used to average letter grades:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

Grades for students in Pre-Kindergarten through 2<sup>nd</sup> grades will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale will be as:

Exceeding grade level standards	4
Proficient in grade level standards	3
Developing at grade level standards	2
Emerging at grade level standards	1

The goal is for every student to reach a level 3 to be a proficient learner in grade level standards by the end of the school year.

The standards for all grade levels (under each subject) and Active Learner will be measured by:

+	Area of strength
S	Satisfactory performance
-	Area of weakness
NA	Not assessed this quarter

**Report Cards**

Good Shepherd School, through the Archdiocese of Miami Department of Schools, provides a standard Report Card for evaluating performance. A nine-week marking period is used with Report Cards issued four times a year.

**Honor Roll Policy**

Students are assigned to Honor Roll beginning in the Fourth Grade. Any student accumulating 4 or more tardies in one quarter **will not** qualify for honor roll recognition.

A ten-point scale will be used to average letter grades.

**Principal's Honor Roll:**

All A's/+’s in ALL subject areas as well as +’s in the Active Learner Traits area.

**Honor Roll:**

All A's and B's/+’s in ALL subject areas as well as +’s in the Active Learner Traits area.

**We do not distribute Perfect Attendance Awards.**

**Promotion, Probation, and Retention**

The Principal, upon recommendation of a student's teacher, will promote or retain the student at the end of the year. Retention will only be considered when it is hopeful that it will help the child. Under some circumstances it is understood that it is best for students that are retained to repeat the grade in another school. Recommended transfer will be issued for students who do not show benefits from our program. The school will make the final decision in matters of retention.

**Grades 3<sup>rd</sup> –8<sup>th</sup>:** Students failing two subjects at the end of the second quarter are placed on academic probation and parents will be informed of the pending retention. These letters are to be signed by the parents or guardians and retained in the student's file. If the problem continues, parents will again be reminded at the end of the third quarter. The same procedure will follow. Thus, a student will be retained if he/she fails to satisfactorily meet the objectives for three or more of the major subjects: Religion, English, Reading, Mathematics, Science, and/or Social Studies. These objectives are outlined in the curriculum guide for the Archdiocese of Miami. Decision to retain a student should be made by the teacher only after consultation with the administration and the parents. In addition to these areas, students should also have a proficiency in the following subjects: Music, Art, Spanish, Penmanship, Computer, and Physical Education.

**Grades Pre-Kindergarten – 2<sup>nd</sup>:** When it is necessary to retain a student, parents, teacher, and Principal should reach mutual agreement. However, it is understood that the school will make the final decision.



### **Summer School**

A student may be required to attend Summer School or have sessions with an approved certified tutor if he/she has failed any of the academic subjects in order to fulfill the requisites of that particular subject. In addition, a teacher may strongly recommend that a student attend Summer School or have sessions with an approved certified tutor if he/she has only mastered minimum competencies in any subject matter. The school may require documents from the certified tutor or approved program indicating the progress made during instruction.

### **Private Tutoring, Coaching or Lessons**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring services. Parents who engage school staff members for the provision of tutoring services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, Archdiocese of Miami, and their corporate members, officers, employees, and agents from any claims or liabilities that allegedly arises from or is related to the provision of private tutoring services, regardless of where they may occur.**

### **Admissions**

Given the mission of the school as an agent of Catholic Christian formation, the school will give preference in admission to those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission.

Some students may not be accepted because of the school's educational program and facilities are not able to meet the needs of the child. All new students will be admitted subject to a six-month probationary period.

In matters of admission and registration, the decisions of the Pastor and Principal are final.

Order of acceptance for admission:

1. Siblings of children already at Good Shepherd School.
2. Good Shepherd parishioners – active participating members.
3. Active Catholics – other parishes.
4. Non-Catholics

**Please note: A child will not be accepted to Good Shepherd School with outstanding debts to other schools.**

### **Placement Tests**

Students may be tested to verify grade placement. There is a fee for this test. Taking the test does not assure acceptance in the school.

### **Screening**

Screening for incoming Pre-Kindergarten or Kindergarten students is held on the school premises prior to the scheduled opening date.

### **Age Requirements**

For entrance into our school we follow the guidelines set forth by the State of Florida which are:

PK-3: Must be 3 on or before September 1<sup>st</sup> of that academic year.

PK-4: Must be 4 on or before September 1<sup>st</sup> of that academic year.

Kinder: Must be 5 on or before September 1<sup>st</sup> of that academic year.

First: Must be 6 on or before September 1<sup>st</sup> of that academic year and must have successfully completed Kindergarten.

**All Students need to be “potty” trained to attend PK-3 at Good Shepherd Catholic School.**

### **Waiting List**

When a space becomes available, a brother or sister of those presently enrolled in school will be accepted first. Other students will be processed according to the date when all the registration procedures have been completed and in accordance with the order of acceptance for admission.

### **Health Requirements**

Good Shepherd School maintains health records in accordance with the Florida Department of Health in compliance with Florida Statutes. All directives issued annually over health matters are implemented. Prior to registration, each student must present a school entry health examination form (Form 3040) based upon an examination performed within one (1) year prior to enrollment, as well as an original and current Florida Certification of Immunization (Form 680). Immunizations are required for poliomyelitis, diphtheria, rubella, pertussis, mumps, tetanus, measles, influenza type b, varicella, and hepatitis B and other communicable diseases as determined by the rules of the Florida Department of Health and Rehabilitative Services. State law mandates these requirements and students may be kept from attending classes or dismissed from the school for non-compliance.

Students entering, attending, or transferring to the 7<sup>th</sup> or 8<sup>th</sup> grade in Florida schools will be required to have completed the hepatitis B vaccination booster. Students entering, attending, or transferring to Kindergarten – 2<sup>nd</sup> grades entering, attending or transferring to Kindergarten through 7<sup>th</sup> grade are required to have a second dose of measles vaccine (preferably MMR).

### **Immunizations**

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

### **Undocumented Students**

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why

it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA write to the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Re-Registration**

Re-registration applications for the next school year are sent home in January. These re-registration applications must be returned to school by the designated date with the registration fee for each child. Any applications not received by the designated deadline will be considered as openings for the next school year and the vacancies will be filled from the waiting list. The waiting list opens the fourth week of January. Re-registration will NOT be accepted for any families that have delinquent accounts.

### **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition,

the school may withhold the issuance of transcripts or any other student records, and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

### Endorsements

Good Shepherd Catholic School does not endorse any product.



### Student Responsibilities

School begins at 8:00 AM and ends at 2:30 PM for grades PK-3 through Second and at 2:45 PM for grades Third through Eighth. It is important that a student report to school each day to receive the maximum benefit from classroom instruction. If a student is absent, upon his/her return to school a **written excuse** must be provided to the teacher containing the following information:

- Date of the absence
- Student's full name
- Reason for absence
- Signature of parent/guardian

In case of serious illness a release from the physician should be presented upon return to the school. The Principal reserves the right to refuse an excused absence in cases where the parents' reason for keeping the child out of school does not seem valid.

### Attendance Requirements

The State of Florida provides by law for compulsory attendance by all children between the ages of 5 and 16 years.

When a student has been absent the school requires a written excuse from the parent or guardian. Good Shepherd Catholic School will report "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent.

A student who is absent from school more than 18 days a year may not be promoted to the next grade unless the Principal grants an exception and determines a way in which the student may receive additional instruction which could result in mandatory summer school.

### Policy on Tardiness and Truancy

A student is tardy if he/she is not inside the classroom by the 8:00 AM bell.

- Every effort will be made to correct the tardy student.



- If a student is habitually tardy a written explanation from the parent or guardian may be required.
- **Six repeated instances of tardiness in a quarter may result in an Internal Detention with the opportunity to make up missed work. The next tardy may result in an Internal Detention without the opportunity to make up missed work. After 9 tardies in one quarter, a parent conference must take place before the student is admitted back to school.**
- Whenever a student is tardy, he/she must have an admit slip from the school office in order to be admitted to class.
- Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy violates state and local attendance laws and will be considered a serious offense. Continued truancy may result in expulsion from school.
- Any student accumulating 3 tardies in one quarter **will not** qualify for honor roll recognition.
- Each student will be permitted a total of five (excused or unexcused) tardies per quarter.
- After accumulating 3 tardies, a fee of \$5.00 will be assessed for each tardy.

**NOTE:** Chronic problems with tardiness may result in the possibility of a summer school requirement, denial of promotion, or denial of re-registration for the next academic year.

### Early Dismissal

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays. If a child needs to be dismissed early, he/she should bring a note to the office stating time and reason or parent must inform the office that morning. Parents must sign the child out in the school office. **IN CONSIDERATION FOR THE TEACHER AND IN JUSTICE TO THE STUDENT, NEITHER THE TEACHER NOR THE CLASS SHOULD BE INTERRUPTED DURING CLASS HOURS.**

Pleasure trips while school is in session are discouraged and parents should take full responsibility for such absences. Parents should not request an earlier leave than that scheduled by the Archdiocese for the regular vacation periods. **Tardiness and early dismissals may preclude the student from receiving honor roll recognition.**

**In order to limit disruptions to class, students will not be released the last 30 minutes of class (after 2PM).**

### **Special Days/School Closures**

In the event of any problems, such as a hurricane, very cold weather, or any other unforeseen circumstance, Good Shepherd Catholic School will follow the decision of the public schools in Miami-Dade County unless otherwise directed by the Archdiocese of Miami Department of Schools.

### **Faculty Meetings**

Dismissal is at 1:00 PM will appear on the school calendar every month in order for the faculty to meet, attend workshops, or have professional in-service meetings.



### **Tuition Information**

Good Shepherd Catholic School is a private parochial school and therefore can only function as an independent business. If you desire to enroll your children you will be required to pay tuition, registration, instructional fees, activities fee, maintenance fee, athletic/technology fee, and building fund.

In cases where families are delinquent in paying tuition, the administration of Good Shepherd Catholic School may refuse to allow the child to sit for tests and/or interrupt the child's education, in which case the child will earn an Incomplete grade ("I") for that marking period. Additionally, official records including report cards as well as diplomas and graduation activities, caps and gowns, final transcripts, Ed-line account, etc. may also be withheld.

### **Policy Regarding Late and Past Due Payments**

Statements will be sent to those families who are past due in their payments. If payments are not made and the school does not hear from these families, then the following action(s) may be taken:

1. Report cards and student records will be held every marking period
2. Families may not be allowed to register for the upcoming school term
3. Students will not be allowed to participate in any end-of-year ceremonies, activities, and/or graduation
4. Grades will not be forwarded to the high school or school transferred to until payment is sent
5. If necessary, we will be forced to ask the parents to withdraw the student(s)

### **Uniforms**

The Good Shepherd Catholic School uniforms are available at Sunshine School Uniforms. **Polo's, Socks, and P.E. Uniforms will be sold in the school office.**

Our students are required to be in complete uniforms at all times. Students are expected to come to school looking neat and clean. All uniforms must be in good condition. Items in poor condition must be fixed or replaced immediately. A \$2.00 uniform infraction fee will be assessed for every day a student does not comply with the code. Only a solid white tee shirt (or white turtle neck on cold days) may be worn under the school uniform. **Only the school sweaters will be allowed.** No other color will be allowed. Uniform inspections will be held unannounced at varying intervals during the school year. Let us take pride in our appearance!

Both boys and girls will be required to wear a specific shoe.

### **Socks**

Both boys and girls are required to wear the Good Shepherd school sock. For boys it is a navy anklet with the school logo. For girls it is the white anklet with school logo.

These will be required for each day of school and may be purchased at Sunshine School Uniforms.

### **BOYS**

- Pre-Kinder through Kinder must wear a black dress shoe with Velcro strap.
- First through Eighth must wear a plain black toe lace up shoe with black laces.
- All boys are required to have their hair neatly cut and tapered to length not touching the ears or collars. Shaved cuts resulting in two different hair lengths will not be acceptable. Blow-out haircuts are not allowed. Mohawks or Mohawk-like hairstyles are not allowed. Ponytails, shaved cuts with designs are not allowed.
- No Highlights, lowlights, or dyed hair of any kind is allowed.
- No long sideburns or facial hair will be permitted.
- A belt must be worn with all trousers and pants must be worn at the waist. Pants that are too small or too big will not be acceptable.
- Boys will be permitted to wear one necklace/chain, one ring, and one bracelet. The necklace/chain may be of no more than ¼ inch in thickness and only one charm or medal may be worn.

- o Loop earrings will NOT be permitted.
- o No tattoos of any kind will be permitted.
- o Only the first button of the shirt may be open.
- o Dress school uniform must be worn on days indicated.

## GIRLS

- o Pre-Kinder through Kinder must wear a black Mary Jane style shoe with Velcro strap.
- o First through Eighth must wear a plain black toe lace up shoe.
- o Skirts are to be modest. Absolutely no hem length higher than 2 inches from the floor when in a kneeling position will be allowed.
- o No make up will be allowed.
- o Girls (1<sup>st</sup>-8<sup>th</sup> grade only) will be permitted to wear one necklace/chain, one ring, and one bracelet. The necklace/chain may be of no more than ¼ inch in thickness and only one charm or medal may be worn.
- o Girls in 6<sup>th</sup>-8<sup>th</sup> grade will be permitted to wear the school navy blue pants with grey polo on regular uniform days.
- o Girls will be permitted to wear one pair of stud type earrings in the lobe. No hoop earrings will be allowed.
- o No highlights, lowlights or dyed hair of any kind is allowed.
- o No tattoos of any kind will be permitted.
- o No acrylic or acrylic-like nails. No nail polish.

## BOYS and GIRLS

No rubber bands worn around the wrist, rubber or string bracelets of any kind are allowed.

On Mass Days, picture days, any special outings, or any other day(s) when the official dress uniform may be required, any student who is not wearing their official dress uniform will be issued an infraction.

No anklets or ankle bracelets of any kind are permitted.

### Any shirt worn under the school shirt must be white.

- o **The school reserves the right to reject any fad or accessory that is not complimentary to the overall appearance of the student. A small fine will be assessed for ALL uniform infractions.**



## Cold Weather Clothing

The uniform makes provisions for cold weather clothing. Sunshine School Uniforms carry our cardigans with logo, fleece jacket with logo, sweatshirt with appliqué, and sweatpants. These are the only sweaters/jackets that will be permitted. If the cold weather is so extreme as to require additional clothing, the student may wear any article as needed over the uniform. Once inside the building, the article must be removed and the student must be in compliance with the uniform code. Girls may wear white or navy tights if wearing a skirt. Pre-K through First grades may wear sweat pants and sweatshirt to school with their sneakers if PE is scheduled for that day. Second through Eighth grades may NOT wear these in place of the uniform. They may bring sweatpants in a bag and slip these over their PE shorts at the specified time. They may not wear sweats to school.

## Physical Education

Students in grades Pre-K through Eighth grade will be permitted to wear their complete PE uniforms to school (including sneakers) and keep them on the entire day on days they are scheduled to have physical education.

## PE Sneakers:

### Pre-K-Kinder:

- Velcro: no colored laces or soles, no silver, neon, royal blue or electric blue sneakers.
- Permitted colors: black, white, navy, and grey.

### Grades 1<sup>st</sup>-8<sup>th</sup>:

- Laces: no colored laces or soles, no silver, neon, royal blue, or electric blue sneakers.
- Permitted colors: black, white, navy, grey.

## PE uniform consists of:

- Gold P.E. t-shirt with school logo
- Navy P.E. shorts with official ram logo
- White school socks
- Sneakers that are white, or mostly white, dark blue, black, or gray are permitted. No cartoons, lights, bright or neon colors will be allowed.
- PE uniforms are sold at the school office NOT at Sunshine Uniforms.



### **Book Bags**

Students in First through Eighth grades may carry book bags to school. These are to be kept clean and free of any writing, drawing, etc. For safety purposes, book bags with wheels are allowed but not recommended. Please note that book bags with wheels **MUST** be carried up and down the stairs, they may not be rolled.

### **Conduct**

Students and Parents are expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in the handbook.

### **PHILOSOPHY**

The essence of Christian discipline is self-discipline. At Good Shepherd Catholic School discipline is considered an essential aspect of Christian development. Its purpose is to form loving people who appreciate themselves, others, and most of all God who created them. Enrollment as a student at Good Shepherd implies the willingness of both parents/guardians and student to comply with the policies and regulations of the school. The registration of a student at Good Shepherd is an expressed agreement on the student's part and on the part of his/her parents or guardians that they will comply with all the guidelines and regulations of the school as set forth in this Handbook, or otherwise promulgated by the school administration and faculty.

What students do off-campus can detrimentally impact a school or program's reputation. The administration reserves the right to discipline students for off-campus conduct when necessary.

### **RESPECT FOR PROPERTY**

Children should be taught to respect school property and the property of their classmates. If they find money or articles that other children have lost on the school grounds or premises, they should take these articles to the office. Parents are financially responsible for any damages caused by their children. Students will be expected to clean up after themselves.

### **RULES**

*Students' responsibilities* - the teacher and students will work together to determine classroom rules that will be practiced for orderly classroom management. Students are expected to practice

good etiquette at all times. They are to come in complete uniform daily. Parents are expected to help students comply, as they are the primary educators in their children's formation. **Chewing gum is not allowed at any time.** Students are to follow directions to and from class and all other places on the school grounds. **Proper behavior going to, coming from, and in church is imperative.**

### **DISCIPLINE**

Good Shepherd Catholic School is a Christian community based on respect for the individual. Students are expected to follow school rules and procedures. However, there are many times when it may be necessary to retain a child after school or ask a child to arrive before school. Parents will be notified at least 24 hours in advance and they are expected to handle the transportation. Detention will be no longer than one hour in duration for grades 5-8 and no longer than 30 minutes for grades 2-4. Students receiving more than four detentions in one report period may be subject to suspension. Parents/guardians will be notified.

### **MAJOR DISCIPLINARY INFRACTIONS**

The following infractions may result in suspension and/or expulsion:

1. Continued misbehavior that undermines the classroom discipline and impedes the academic progress of the other students
2. Continued detention, tardiness, or truancy
3. Acts of violence – physical or verbal – which endanger other students, school personnel, or other individuals
4. Intimidating or threatening teacher/students and or school personnel
5. Disrespectful behavior or any misbehavior while going to, coming from, or at Church
6. Lack of respect for authority, repeated disregard of school regulations, or habitual profanity, and vulgarity
7. Vandalism or willful damage or destruction of property
8. Drugs (refer to policy)
9. Stealing – any act or attempt to take away the property of another person or property of the school
10. Weapons are not permitted anywhere on school grounds. Students who bring weapons on school grounds, who are in possession of weapons, or who threaten others with weapons or items used as weapons will be expelled from the school
11. Immoral conduct, or lewd behavior which is detrimental to our school's Christian values
12. Possession of obscene materials on the student's person, or in his/her locker or desk

13. Cheating on academic work or forgery of signatures
14. Any misbehavior while on a field trip or any time a student is representing Good Shepherd Catholic School
15. Any other crime, scandal, immorality, or disruption constituting a threat to the physical or moral welfare of the school, its students, or other individuals
16. Maliciously and/or falsely accusing another person of sexual abuse or actions that have not taken place
17. Gang affiliation and gangs
18. Inappropriate displays of affection on school grounds, at school-related events, or any time a student represents Good Shepherd Catholic School will be considered a major infraction. Your behavior should not call attention to yourself or others around you.

### **SUSPENSION/EXPULSION**

1. Students serving a suspension will be expected to complete missed assignments, the grade of "0" will be assigned to all work.
  - a. Expulsion or recommended transfer may be made in exceptional cases. The parent or legal custodian will be notified if expulsion is warranted, but not limited to the grounds listed above, as determined by administration.
  - b. The administration of Good Shepherd Catholic School reserves the right to review, investigate, and reach final determination of situations involving a student's academic work, misconduct, neglect, or serious disciplinary infractions which are detrimental to Good Shepherd Catholic School, in regard to probation, suspension, and/or expulsion of the student from the school.
  - c. A student may be suspended from school for up to 10 days.

NOTE: An occasion may arise when the administration determines that a student is physically unable to control his or herself or does not have the proper mindset to benefit from being in school. On these rare occasions the parents may be asked to pick the child up from school.

**THE PRINCIPAL, IN CONSULTATION WITH THE PASTOR, IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MATTERS.**

### **THREATS OF VIOLENCE**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm

to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of who may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

### **PUBLIC DISPLAY OF AFFECTION**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **GOOD MANNERS**

Students are expected to exercise courtesy, respect, and good manners at all times. This is an important part of a Christian character and personality. Of course, this would only be a follow-up of what is taught at home. The following is a very basic list we try to implement and practice at Good Shepherd Catholic School. As the need arises, other items are taught and emphasized.

#### **Ten Commandments of Good Manners**

1. Greet any adult or fellow student, with "Good Morning", "Hello", or "Welcome".
2. Answer any adult with "Yes Ma'am" or "Sir" or answer using the adult's name. NEVER say "yeah", "huh", or "what?"
3. When called from a distance, go TO the person calling you. Do not answer while walking away or yell from another room.
4. STAND UP: When an adult enters the room or classroom, when answering a question for a priest, teacher, or staff member,

unless otherwise instructed. This is for the benefit of the whole class, not just for the adult.

5. Use “pardon me” or “excuse me” when you have not heard some thing. Use this also when stepping in front of anyone, whether an adult or your own peers.
6. Step back from the door to allow an adult to enter first. Hold the door open, and let ladies enter first.
7. Offer to help carry books, packages, etc. for your teachers, staff members, etc. unless you are managing your own heavy objects. Do the same at home for parents or other adults.
8. NEVER read items on teacher’s desk. Never open envelopes addressed to someone else, especially your parents or teachers. This is illegal as well as showing a great lack of respect.
9. When eating: take small bites and chew with mouth closed, swallow before speaking, don’t play with food, keep place neat, remove trash, food leftovers and place them in the trash can.
10. ALWAYS SAY PLEASE AND THANK YOU!

#### **Search and Seizure Policy**

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school and may remove or confiscate any object which is illegal or contrary to school policy.

#### **Cubbies/Cabinets/Lockers**

Respect for school property and another person’s property is expected and required at all times. The administration of Good Shepherd Catholic School reserves the right to inspect the cubbies, cabinets, and lockers at any time to insure compliance with our regulations.

#### **Electronic Devices**

In order to discourage interruption during instruction and/or after school, students will not be permitted to possess cell phones, I-Pods, MP3 Players, or beepers while at school.

Any electronic devices that are confiscated during school time and/or after school will be taken to the principal’s office. Parents must come to school to sign for the device and pay a retrieval fee of \$5.00 to get the device back.

#### **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents’ expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents’ expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.



#### **Harassment and Discrimination**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person’s protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

#### **Anti-Bullying Policy**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

I. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual who may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form, which must be completed, dated and

signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

**False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.**

**Child Protective Investigations**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

**Counseling**

In signing the form at the front of this handbook, parents enable their children to participate in counseling, and allow the counselor to speak to teachers, school administrators, and other school personnel as it pertains to the student.

**Computer Use**

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical,

and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school principal;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);

- e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space, Facebook, Instagram, Twitter, etc;
- g. Do not send spam, chain letters or other mass unsolicited mailings;
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- i. Do not engage in any form of cyberbullying.

#### **Supervision and Monitoring**

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

#### **Unacceptable Use of Outside Technology**

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

### Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

### Cooperation with Legal Authorities

It is the practice of the school to cooperate with any local, state, or federal investigations or law enforcement officers that contact the school in the course of any criminal investigations. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt as well to have a representative present during such an interview, unless the investigators do not permit this, which is often the case with investigations involving sexual or physical abuse.

### Legal Proceedings

It is the policy of Good Shepherd Catholic School, to attend any and all legal proceedings, hearings, depositions, trials, etc. represented by its attorney. Therefore, any and all legal fees and or costs incurred by Good Shepherd Catholic School will be charged to and become the responsibility of the parent prompting any such attendance.

### Testifying in Divorce or Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings, which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees

and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### Joint Custody

In cases of joint custody, it will be the responsibility of the parent providing primary care to the student to provide copies of school documents to the other parent.

### Weapons Policy

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

### Closed Campus

Good Shepherd is a closed campus. Students are not permitted to leave the school premises at any time during the school day unless picked up by a parent or parent delegated person. All students are then picked up from the school office. All students remain on the school premises for their lunch. **Fast food lunches will not be permitted.**

### Lunch

In the event that a student forgets his/her lunch, a parent/guardian may deliver the lunch to the school office. The school office will then make sure the child receives the lunch.

**Fast food lunches will not be permitted and may not be delivered to school.**

Students will not be allowed to bring soda to school or any other drink that comes in a can as part of their lunch or snack.



### Visitors

Parents or anyone entering our school MUST first report to the school office in the round building. **NO ONE is admitted into the classrooms while school is in session.** Parents that have been asked to assist in a classroom, for some specific project must first register with the school office before going to the class.

All transactions, late passes, visitors' passes, etc. must be obtained and conducted in the main school office in the round building. Students who are leaving early must be picked up in the main school office in the round building.

### Teacher Conferences

To schedule a parent-teacher conference, call the school office and leave a message for the teacher or send an email. He/she will call or email you back to schedule a time that is convenient for both parties within 24 hours. No “instant conferences” are allowed.

### Extra Curricular Activities

Good Shepherd provides various types of extracurricular activities which are designed to meet the needs of and to develop the talents of our students. We do believe that the daily academic work of the student must always remain the first priority.

For a student to be academically eligible to participate in an after school activity, the following criterion must be met:

1. The student must maintain an overall “C” average
2. The student may not receive an “F” in any subject area on their progress report or report cards
3. Student conduct will be closely monitored and will be a determining factor for that student’s continued stay on a team
4. The final decision as to student participation will be left to the sponsor/coach and the principal

Students wishing to watch an after school event must be supervised by a responsible adult/parent. No student will remain unsupervised on school grounds.

### School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

**Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### Field Trips

Field trips that are planned with an educational and/or spiritual objective may be sponsored by school authority provided that they are safely conducted, adequately supervised, and do not represent an unreasonable financial burden on the individual student.

Field trips that extend beyond school hours are discouraged for elementary schools. Overnight field trips are forbidden for elementary schools. Students not able to attend class field trips may receive a zero for any follow-up activity.

Students attending a field trip must remain in school until the end of the school day. Students choosing not to attend field trips are asked to stay home, as alternative activities for the day will not be assigned.

While chaperones are needed to help with field trips, we are not always able to accommodate all parents interested in attending. The homeroom teacher on a first-come basis will select chaperones. Due to liability concerns other siblings will NOT be permitted to attend field trips.



### Skateboards, Shoes with Wheels, and Bicycles

Skateboards, any type of shoes with wheels, and bicycles are not to be used on school grounds.

### Lost and Found

Please mark ALL sweaters and jackets with the student’s name. Lost articles will be kept in the school office for a three-week period only, and then given to St. Vincent de Paul Society. Good Shepherd Catholic School is not responsible for any personal valuables brought to the school by the student.

### Elevator

Only students with a documented medical condition requiring use of the elevator may use this convenience.

### Use of the School Telephone/Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to school. Students are NOT permitted to call home for lunch, homework, test papers, folders, missing materials, PE shoes, etc. If a true emergency occurs then the office should be notified at 305-385-7002.

### Use of Photos

The school reserves the right to use student or parent photos in any school publication and on the school’s website. Any parent who does not wish for his or her child’s picture/video to be used accordingly must notify the school principal in writing prior to the beginning of the school

year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their agents, employees, or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purposes deemed proper by the school, including but not limited to, use on the internet. Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos**

### Class Parties

As an educational institution it is paramount that we emphasize teaching time and minimize party time. If a parent would like to provide cupcakes, brownies, or cookies (individual servings) to their child's class in celebration of a birthday, these snacks may be dropped off at the school office and we will have them delivered to class.

### Library

We strongly encourage all students to develop the habit of a daily reading for enjoyment at home. Library-bound books are very expensive. Students are responsible for their care and will be charged for lost or damaged books.

### School Problems

In the event a problem arises, it is important to discuss your problem with the proper person as soon as possible.

1. Get your facts from the proper person. Rumors, hearsay, or anonymous letters or phone calls will not be entertained.
2. Classroom teachers appreciate having the FIRST opportunity to resolve problems. You will need to speak to them first. Call the school office to schedule a conference with them. Do not approach them before/after school, as they are responsible for the supervision of the children in their charge at that time.
3. If you are not comfortable with the results of the parent/teacher conference, please call the school office to schedule a conference with the teacher and the Principal.

### Emergency Phone Numbers and Emergency Contact Information

It is of the utmost importance that precise information be entered on the student emergency contact registration. A record of this information is kept in the school office in case you need to be contacted, please make sure all telephone numbers and addresses accurately written. Remember to include the names and telephone numbers of persons who can be contacted in case you cannot be reached. **Please notify the school if you change address and/or telephone numbers during the school year. It is very important to your child's welfare that our records are kept up to date.**

The parents must provide the office with a telephone number where they parent can be reached without delay during the day. A second telephone number of a relative or neighbor who could make emergency decisions must also be supplied.

### Fire Drills

Students will be trained to leave the building in an orderly manner and in silence. The school personnel and the city fire department conduct fire drills.



### Evacuation Procedures

The following procedures will be adhered to in the event of a school emergency mandating an immediate evacuation:

1. Teachers will ensure that their respective students exit their classroom as well as the building in an orderly and expeditious manner. In addition, teachers must be vigilant that no students are left behind.
2. Students, teachers, and other school personnel will evacuate the building via designated exit locations. These locations are in accordance to room numbers and nearest exit.
3. Once the evacuation process has been initiated, evacuees will proceed to predetermined locations on OR near the general vicinity of the school grounds.
4. Once the students are safely situated at their designated staging areas, teachers will ensure that ALL their students are accounted for and will promptly report missing children to emergency personnel on the scene.
5. Under no circumstances will anyone attempt to enter the building once it is evacuated. This responsibility rests with the responding emergency personnel.
6. Police and fire department personnel will determine the severity of the emergency and will expand the evacuation distance if needed.
7. All emergency evacuations will be considered as life threatening situations requiring immediate attention as well as an expeditious response. Strict adherence to the outlined procedures is essential to eliminate any exposure to danger.

### Medication Guidelines

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at

home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), and as authorized in writing by the school.

### **Smoking/Vaping**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

### **Fundraising**

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

### **Extended Care Program**

#### *Before School Care*

The teachers, administrative staff, and other personnel of Good Shepherd Catholic School do not arrive at the school and assume their duties until approximately 7:35 AM on scheduled school days. Therefore, Good Shepherd Catholic School provides a Before School Care Program. All children who arrive at school prior to 7:35 AM will have to report to the Before-School Care room and a fee will be assessed. **NO STUDENT should arrive prior to 7:00 AM.**

#### *After School Care*

An After School program will be provided from 3:00 PM until 6:00 PM, on days that school is in session (unless otherwise indicated). It is assumed that any child not picked up by 3:00 PM is in need of this service and will be placed in the After School program. In either case, parents will be responsible for this additional fee as incurred.

Please be prompt to pick up your child (ren) on or before 6:00 PM. At 6:00 PM, after school care is over and you leave your children at your own risk if you leave them past that time. A fee of \$1.00 per minute will be charged for every minute the child is not picked up after 6:00 PM. **If the child(ren) stays in after care more than 3 times after 6:00 PM, he/she will not be allowed to participate in the program for the remainder of the school year.**

### **Participation in School Athletics or Organizations**

The school recognizes the following sports, activities, and clubs:

- **School Clubs:** Homework Club, Yearbook, Safety Patrols, Honor Guard, Choir, Drama, Altar Servers and Lectors, Ushers, Chess Club, Student Council, National Junior Honor Society
- **Major School Activities:** Academic Olympics, Spelling Bee, Religion Bee, Geography Bee, Hispanic Heritage, Red Ribbon Week, Catholic School's Week, Spring Concert, Art Show, Special Holiday Celebrations, Elocution.
- **Dances:** Fall, Winter, Spring, and some Special Holiday Celebrations
- **Athletics:** Flag football, Girls and Boys Basketball, Girls and Boys Volleyball, Girls and Boys Soccer, Cross Country, and Track and Field.

Parents acknowledge that participation in sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not sponsored by the school. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

### **Electronic Acknowledgments**

**Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases, or updates. Any time a parent/guardian makes an electronic**

**acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgment of receipts of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.**

We would like to have school parents physically execute the handbook acknowledgment page and request that schools retain this page for a period of five years.

Field trip consent/releases and other communications requesting electronic signatures should still be sufficiently detailed to fully describe the particular activity. We want to avoid an argument that any aspect of the activity was outside the scope of the consent.

#### **Emergency Information**

The emergency information needs to be updated annually. This will be kept on file for each student. It will contain pertinent data which is useful when the student experiences an emergency, illness, or accident while at school. Furthermore, it will give the school authorization to act in emergencies when the parent or guardian cannot be reached.

Note that the parents must notify the school whenever there is a change in address or telephone number that would prevent the school from reaching them in a time of emergency.

#### **Peanut Allergy Policy**

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child’s birthday will be brought to school.

This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents or teachers distribute party bags and/or candy.

All allergies must be listed in Emergency Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

#### **Sexting**

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

#### **Transportation Arrangements**

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

#### **Undocumented Students**

A student’s enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.