Good Shepherd Catholic School

2026-2027

Family Handbook

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

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. Melissa Hernandez

14187 S.W. 72 Street
Miami, FL 33183
305-385-7002
305-385-7026 (Fax)

www.good-shepherd-school.org

Introduction to Handbook

We are blessed and honored to welcome you as a valued member of Good Shepherd Catholic 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! Please read this handbook carefully. You will find GSCS rules and regulations as they pertain to your affiliation with Good Shepherd School.

Our faculty and staff are professional educators dedicated to properly developing the entire individual. We aim to assist each student's spiritual, intellectual, physical, social, and emotional growth. 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 and their parents, teachers, and classmates.

We are one family at Good Shepherd Catholic School. If you have any concerns, please stop by the office to schedule 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. Melissa Hernandez
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 objective of Good Shepherd School is subject to the review of the administration and may lead to withdrawal from the school.

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

The Principal and Pastor are the final resource in all discipline situations and may waive any disciplinary rules for just cause at their 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 helps the parents and the Church by providing opportunities for our children to deepen and strengthen academic achievement through the Christian principles of wisdom, justice, brotherhood, and morality.

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

We carry out our philosophy by striving to develop the following:

- Spiritually vigorous Catholics instructed in and acted 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 toward others.

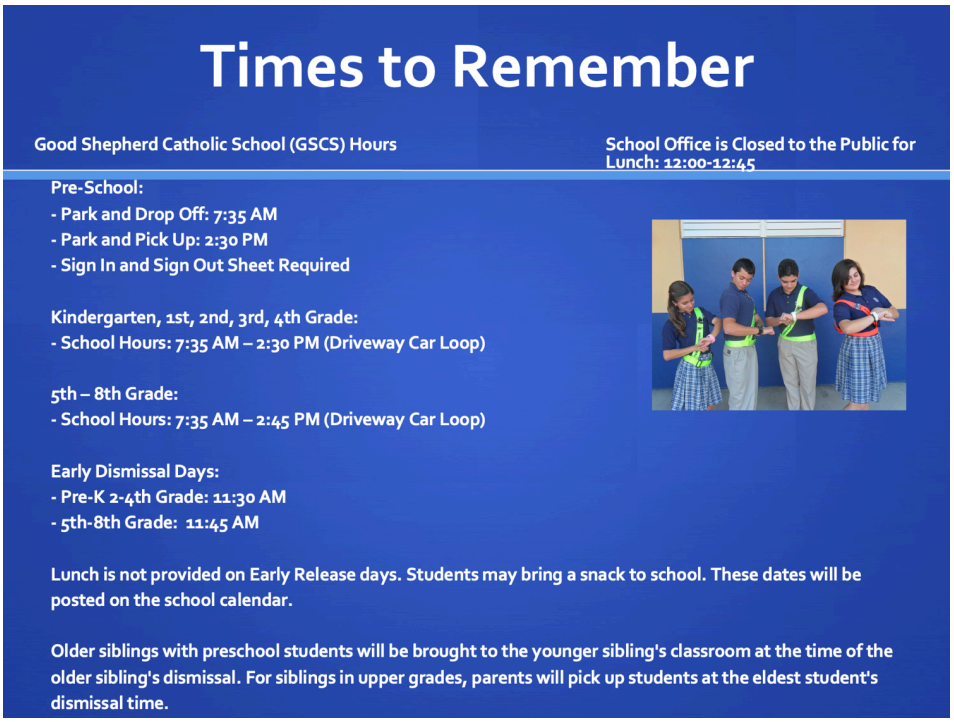
- ❖ Culturally oriented persons who recognize beauty and appreciate music, art, and literature.
- ❖ Healthy individuals who are aware of the importance of hygiene, the value of physical activity, and the necessity of practicing safety rules.
- ❖ Responsible citizens who cultivate democratic living by 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 receiving services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment based on race, color, disability, age, gender, or national origin.

General School Information

Students in grades PK2 – 4th are in school from 8:00 AM to 2:30 PM. Students in grades 5th – 8th are in school from 8:00 AM to 2:45 PM. On early dismissal days, PK-4th dismisses at 11:30 PM, and 5th-8th grade dismisses at 11:45 PM. No lunch period will be provided during Early Dismissal Days. Snacks will be allowed to be brought in by students.



The school office is open daily from 7:30 AM to 3:30 PM. The office closes the public for lunch daily at 12:00-12:45PM. 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 hours.

Each parent/guardian is responsible for ensuring their child is picked up from school promptly. The school reserves the right to require proper identification from anyone picking up a student not personally known to the teacher or administrator and refuse the child's release without it. The school follows the guidelines outlined in the Buckley Amendment about the 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.

Admissions

Given the school's mission 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 the school's educational program and facilities cannot meet the child's needs. 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

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

Age Requirements

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

PK-2: Must be 2 on or before September 1st of that academic year.

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

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

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

First: Must be 6 on or before September 1st of that academic year and complete Kindergarten.

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

Attendance Requirements

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

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 a written explanation from the parent.

A student 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 how the student may receive additional instruction, which could result in mandatory summer school.

Physician's Verification Form: When a student is absent, or expected to be absent, more than 10% of the school year (18 or more absences), this form may be required to excuse absences without adding further distress to the parent to verify their child's condition. The form requests the physician verifies a chronic diagnosed illness (without identifying the specific illness), that the child is under their care, and how the condition impacts the student's attendance.

Teachers will review attendance during report card periods. Students with six or more

absences in a quarter will receive an attendance letter reminder.

Anti-Bullying Policy

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all 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 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 engage in 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 must report any bullying to the school immediately. If a student experiences (or parent witnesses or learns of) any bullying incident, 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 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 constitute 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.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information in educational records, limited exceptions apply, including disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, under this exception, disclose to the victims of harassment or bullying and their parents any information related to disciplinary sanctions and bullying at issue, regardless of whether the matters disclosed are part of an educational record.

Artificial Intelligence

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics. These AI tools have great potential but also have potential risks and ethical implications. Good Shepherd Catholic School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps: (1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance. (2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher. (3) Citation. Where its use is permissible, students must cite the use of the Gen AI tool.

AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated

content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

Book Bags

Students may carry book bags to school. These must be kept clean and free of writing, drawing, etc. For safety purposes, book bags with wheels are not allowed.

Child Protective Investigations

Florida law provides that anyone 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).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abusereporting@theadom.org.

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When 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 members' presence during these interviews.

Class Parties

As an educational institution, we must 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 to celebrate a birthday, these snacks must be store-bought and may be dropped off at the school office, and we will have them delivered to class. The teacher must be notified at least 24 hours in advance.

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 lunch delivery will not be permitted.

Community Service Activities

Community service activities are not school activities, and Good Shepherd Catholic School does not mandate or direct any specific location or locations in the community where these services

are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the school's requirements. Good Shepherd Catholic School does not operate or control the locations where students choose to perform community service, and consequently, the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

Conduct

Good Shepherd Catholic School is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

In addition, 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 (2) restrictions against any behavior that violates this policy, even if not explicitly stated in the handbook.

Communicable Diseases and Related Items

Attendance and participation in school activities pose some risks, including transmitting communicable diseases. Although the school has taken various measures to reduce transmission risks, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it unfeasible, unsafe, or otherwise imprudent to to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

Confidentiality Statement

School officials, including teachers, administrators, and other paraprofessionals performing their duties, will have access to student educational records. **Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records, including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

Consent

Many technological devices used at school can generate audio recordings, video recordings, photographs, and similar reproductions of images, likenesses, and 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 using any technological devices on school property or at school events.

Consequences for Violations

Violating these rules may result in disciplinary action, including losing 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 during any criminal investigations. The school will attempt to notify the parents of any student seeking to be interviewed during 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 also attempt 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.

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 pers

Cubbies/Cabinets/Lockers

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

Curriculum

The school curriculum follows the guidelines set forth for the 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, and Music.

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.

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 before and are expected to handle the transportation. Parents/guardians will be notified.

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 any time 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 students for evidence of substance abuse. It may also involve the use of drug dogs and other methods at the discretion of the school administration, which seeks to deter the use and distribution of illegal drugs or alcohol.

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 test results suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

Sometimes, the school may conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as outlined in this handbook**.**

Early Dismissal

Parents are urged to leave their children in school all day. A 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 the time and reason, or the 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 during school 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 for the last 30 minutes of class (after 2 PM).

Electronic Acknowledgments

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and 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 agrees 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 before 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.

Electronic Devices

To discourage interruption during instruction and after school, students will not be permitted to have cell phones, Ear Pods, smart watches, small glasses, or tracking watches or any other devices other than the iPad provided by the school.

Any electronic devices confiscated during and 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.

Middle school students who bring their phones to school must adhere to the following guidelines to ensure a distraction-free learning environment.

Procedure:
1. Phone Storage: Upon arrival at school, students must hand their phones to their homeroom teacher.
2. Locked Storage: The homeroom teacher will secure all collected phones in a locked phone house for the duration of the school day.
3. End of Day: Phones will be returned to students by the homeroom teacher at the end of the school day.

Consequences:

- Failure to comply with this policy may result in disciplinary action in accordance with the school's code of conduct.

This policy is in place to promote a focused and productive learning environment for all students.

Elevator

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

Emergency Information

The emergency information needs to be updated annually. This will be kept on file for each student. It will contain pertinent data valid when the student experiences an emergency, illness, or accident at school. Furthermore, it will permit the school to act in emergencies when the parent or guardian cannot reach it.

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.

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 are 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 addresses and telephone numbers during the school year. It is very important to your child's welfare that our records are updated.**

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.

Endorsements

Good Shepherd Catholic School does not endorse any product.

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 and the building in an orderly and expeditious manner. In addition, teachers must be vigilant so that no students are left behind.

2. Students, teachers, and other school personnel will evacuate the building via designated exit locations. These locations are by room numbers and the 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.

Extended Care Program

After School Care

An After School program will be provided from 3:00 PM until 6:00 PM on school days (unless otherwise indicated). It is assumed that any child not picked up by 3:00 PM needs 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 promptly 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 $1.00 per minute fee will be charged for every minute the child is not picked up after 6:00 PM. **If the child(ren) stays in aftercare 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.**

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 a determining factor for that student's continued stay on team
4. The final decision regarding 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.

Faculty Meetings

Dismissal is at 11:30 and 11:45 AM and will appear on the school calendar once a month for the faculty to meet, attend workshops, or have professional in-service meetings.

Field Trips

Field trips planned with an educational and spiritual objective may be sponsored by school authorities provided 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 unable 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 cannot always 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.

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, disallow participation in or access to school activities, and disenroll the student if any financial obligations are not met.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, concerning these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

Fire Drills

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

Fundraising

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

Good Manners

Students must exercise courtesy, respect, and good manners. 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. We try to implement and practice the following basic list at Good Shepherd Catholic School. As the need arises, other items are taught and emphasized.

Grading System

Evaluating student progress is an important part of the learning process. Teachers use a variety of assessments to measure student understanding and growth, including classwork, participation, projects, homework, quizzes, tests, and other classroom activities. Grades are intended to provide families with a clear picture of their child's academic progress and areas for continued growth.

Students in Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten are evaluated using a standards-based reporting system. Rather than receiving percentage grades, students are assessed based on their progress toward grade-level standards through classroom observations, assessments, and portfolio work.

The performance scale is:

- 4 – Proficient in Meeting Grade-Level Standards
  Student consistently demonstrates understanding and exceeds expectations.

- 3 – Progressing in Meeting Grade-Level Standards
  Student is making expected progress toward grade-level standards.
- 2 – Developing in Meeting Grade-Level Standards
  Student is developing skills and requires additional practice and support.
- 1 – Emerging in the Development of Grade-Level Standards
  Student is beginning to develop skills and requires continued support.

Kindergarten report cards also include Effort and Conduct scores:

4 – Exemplary
3 – Consistent
2 – Inconsistent
1 – Needs Support

Students in Grades 1–2 are evaluated using a standards-based grading scale. Numerical percentage grades are not recorded on progress reports or report cards.

The grading scale is:

E – Excellent Progress
G – Good Progress
S – Satisfactory Progress
N – Needs Improvement
U – Unsatisfactory Progress

Student effort and conduct are also reported using the following scale:

4 – Exemplary
3 – Consistent
2 – Inconsistent
1 – Needs Support

Students in Grades 3–8 receive percentage-based grades based on their academic performance. Grades reflect student understanding of course standards through assignments, assessments, projects, classwork, participation, and other learning activities.

The grading scale is:

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

Percentages below 50% may be used for individual assignments; however, no grade below 50% will appear on a student's report card.

Student effort and conduct are also reported using the following scale:

4 – Exemplary
3 – Consistent
2 – Inconsistent
1 – Needs Support

The school values a strong partnership between families and teachers. Ongoing communication and collaboration help support each student's academic growth and success.

Harassment and Discrimination

The school is committed to providing an environment free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, or 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 school-sponsored events. All students are responsible for helping to ensure 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 the principal 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 inappropriate conduct, the school will take corrective action based on the circumstances.

Health Requirements

Good Shepherd School maintains health records by the Florida Department of Health in compliance with Florida Statutes. All directives issued annually over health matters are implemented. Before registration, each student must present a school entry health examination form (Form 3040) based upon an examination performed within one (1) year before 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, 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 7th or 8th grade in Florida schools must complete the hepatitis B vaccination booster. Students entering, attending, or transferring to Kindergarten – 2nd grade entering, attending, or transferring to Kindergarten through 7th grade must have a second dose of measles vaccine (preferably MMR).

Homework

Teachers may assign homework to reinforce learning that has taken place at school and foster 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 will be given and how much time the student will have to complete it.

If a student is absent one day, they should wait until they return to school to ask for makeup work. Parents may request assignments after two or more days of absence 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. For every day the student is absent, a minimum of two days should be given to make up the work from the day of being absent without being penalized or deducted points. For STREAM absences, student must have a medical reason. STREAM will not be counted toward the final grade if the medical absence is approved or an alternative assignment may be given for a STREAM grade.

To limit disruptions to class and help develop a sense of responsibility, we will not permit the delivery of homework assignments, iPad drop-off, class projects, Art supplies, Computer projects, etc., after 8:00 AM.

Home and School Association (HSA)

To support the vibrant community life at Good Shepherd Catholic School, every family will contribute a **$30 which equals 1 PIP point** to become a member of our **Home and School Association (HSA)**.

This contribution helps fund school-wide activities, student events, and classroom support, and plays a vital role in enhancing the overall experience for our students and teachers throughout the year. We are grateful for your partnership and commitment to making GSCS the best place in the West!

Honor Roll Policy

Academic Evaluation and Honor Roll Policy

Grades 3–8 Grading Weights (Per Quarter):

- Classwork: 25%
- Quizzes: 25%
- Projects: 12.5%
- Tests: 25%
- Participation: 12.5%

A ten-point scale will be used to determine letter grade averages.

Honor Roll Recognition (Grads 5-8 Only):

Students begin receiving Honor Roll recognition in Fifth Grade. Honor Roll is awarded quarterly and announced to the student body and school community.

Note: *Any student accumulating 4 or more tardies in one quarter will not qualify for Honor Roll recognition.*

Honor Roll Eligibility Requirements:

To be eligible for Honor Roll recognition, students must meet all of the following:

1 Grade Requirements:

- • Principal's List: 95–100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.
- • First Honors: 90–100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects
- . • Second Honors: 85–100% (or equivalent) in all core and non-core subjects; Conduct and Effort scores of 3 or 4 in all subjects.

2 Behavior

- Any three or more behavioral infractions documented in Power Schools will result in ineligibility for Honor Roll for that quarter.

3 Academic Benchmarking:

- Students must be on grade level in both i-Ready Reading and Math as determined by diagnostic assessments.

4 Attendance:

- Students with 4 or more tardies in any given quarter are ineligible for Honor Roll.

Additional Notes:

- Perfect Attendance Awards are not issued.
- Final determinations for Honor Roll are made by administration based on the criteria above and a holistic review of the student's performance, behavior, and participation.

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 Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider

licensed in Florida and who regularly sees the student for medical care. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

Intellectual Property Protections

The name, logos, seals, mascots, slogans, designs, uniforms, and other identifying marks Good Shepherd Catholic School are valuable property of the School. These marks are used to identify theSchool, its mission, programs, activities, students, teams, and community. Parents, guardians, students, family members, volunteers, alumni, and other persons may not use the School's name,logos, seals, mascots, slogans, or other identifying marks for any purpose without the School's prior express written authorization. This restriction includes, but is not limited to, use on merchandise, apparel, websites, social media accounts, flyers, signs, banners, fundraising materials, promotional materials, team materials, event materials, or any other printed, digital, or commercial materials. No person may create, sell, distribute, advertise, or purchase for resale any merchandise or materials bearing the School's name, logos, or other identifying marks without prior written approval from the School. Parents/ guardians are also expected to ensure that any merchandise, apparel, or other items bearing the School's name, logos, or identifying marks are purchased only from vendors who have been authorized by the School to use those marks. The fact that an item is available for purchase from a vendor, website, or third party does not mean that the vendor or item has been approved by the School.

Joint Custody

In cases of joint custody, the parent will be responsible for providing primary care to the student by providing copies of school documents to the other parent.

Lost and Found

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

Lunch

If 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 the school.

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

Major Disciplinary Infractions

The following infractions may result in suspension and 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 – endanger other students, school personnel, or other individuals
4. Intimidating or threatening teacher/students and or school personnel
5. Disrespectful behavior or 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 another person's property or the school's property
10. Weapons are not permitted anywhere on school grounds. Students who bring weapons on school grounds, have weapons, or threaten others with weapons or items used as weapons will be expelled from the school
11. Immoral conduct, or lewd behavior, harms 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 when a student represents Good Shepherd Catholic School
15. Any other crime, scandal, immorality, or disruption threatens the physical or moral welfare of the school, its students, or other individuals
16. Maliciously and falsely accusing another person of sexual abuse or actions that have not occurred
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.

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 medication administration on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by the student's parent or legal guardian. The name of the medication and dosage should be indicated on the form.
2. Medications 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), as authorized in writing by the school. In particular circumstances, the school may agree to administer medication or provide health care interventions beyond a minor adjustment for a particular student. In those cases, parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

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 concerning 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 an access request.

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 access arrangements 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 violating 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 to be 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 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 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

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 receiving services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment based on race, color, disability, age, gender, or national origin.

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 is 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, they should make an appointment to see the Principal to discuss the issue further. If the problem cannot be settled, it may be brought together for a hearing before the Pastor and the Principal. **Parents may not confer with teachers during class**

hours nor disturb the classes during school hours for any reason. Teacher will conference with parents at least twice a year or as needed.

Parental Cooperation

The school views a student's education 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's 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 daily…

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

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

Parental Custody Agreements and Court Proceedings

Good Shepherd is a faith-based community committed to the spiritual, academic, and emotional well-being of each of our students. We believe that children flourish when the adults in their lives act with charity, discretion, and peace. Because parental disputes can be disruptive and harmful to children—especially when they occur on campus—this policy exists to keep the school focused on its mission and to prevent custody or timesharing disagreements from occurring at school. This policy applies to the parents and the legal guardians of students.

A. School Policy on Parental Timesharing Arrangements

The school will not take sides in parental timesharing arrangements. Consequently, it will not undertake responsibility for interpreting, mediating, negotiating, or enforcing parental timesharing schedules or custody arrangements. However, in limited cases, the school may apply explicit court orders that prohibit a parent's contact with a child including no-contact and restraining orders. At its discretion, the school may take steps to prevent adult conflict from occurring in view of students or disrupting learning, worship, or school operations.

B. Parent Responsibility for Timesharing and Custody Matters

Parents have a serious responsibility to their children—and to the school community—to manage custody and timesharing arrangements without involving school faculty or staff. Accordingly:

- Parents are solely responsible for policing and enforcing their own timesharing arrangements, exchanges, and parenting-plan requirements.
- Parents must not ask, pressure, or expect teachers, administrators, coaches, or staff to:
    - "Take sides," "verify compliance," or determine which parent is "supposed" to have the child on a given day;
    - Refuse a child's release to a parent based on an alleged schedule violation;
    - Serve as intermediaries, messengers, or "record-keepers" for family court matters; or
    - Facilitate confrontations, negotiations, or discussions about custody on campus, at school events, or through school communication channels.

- Parents are required to resolve disputes privately (and, when needed, through their legal counsel, mediation, or the court) and not through school personnel.

C. School Access and Release to Parents

To protect student safety while remaining neutral in family disputes, the school will generally follow these standards:

1. Equal parental access absent restriction. Unless the school has on file a current, valid court order that restricts a parent's contact with the student (e.g., an injunction for protection, no-contact order, or other court-ordered restriction), the school will generally treat each legal parent as having access to the student, school records, and school activities consistent with applicable law and ordinary school procedures.
2. Verification and safety procedures still apply. All adults—including parents—must comply with campus security procedures (sign-in requirements, identification checks, visitor rules, and supervision expectations).
3. Authorized pickup procedures. For student safety, the school will release students to individuals permitted by school procedures (e.g., verified parent/guardian and/or individuals listed on the school's authorized pickup permissions), and consistent with any court order on file. The school's safety protocols are not an enforcement mechanism for timesharing; they are for student protection and orderly operations. Decisions about which individuals may be included on the school's authorized pickup list should be made by the parents. Disputes over such lists should be addressed by the parents (and their legal counsel and/or court order as necessary).
4. The school is not responsible for "holding" a child to resolve a dispute. If a parent appears for pickup and the school has no restraining/no-contact order or other court-ordered restriction on file, the school is not responsible for adjudicating competing claims about which parent's day it is.
5. High-conflict situations. If repeated conflict occurs on campus or at school events, the school may require additional boundaries (for example: separate conference schedules, separate event check-in instructions, communication limitations, or a school-developed interaction plan) as a condition of continued enrollment, so that school remains a place of peace for students.

D. Court Orders, Injunctions, and Documentation

Parents must promptly provide the school with updated copies of any court order affecting: parental contact, pickup restrictions, supervised contact requirements, or communication limitations. If the school receives a valid restraining order/injunction/no-contact order restricting a parent's contact with the child or the other parent on campus, the school will follow it to the extent reasonably practicable and consistent with student safety and school operations. If an order is unclear, the school may ask the parents to obtain clarification. Until then, the school will follow its standard procedures and campus safety rules. In accordance with Florida law, the school will make student records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the address(es) where student records should be sent.

E. Testifying in Divorce or Custody Proceedings

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. A violation of this policy will constitute a breach of the parental cooperation requirement.

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.

F. Conduct Expectations and Campus Safety

Good Shepherd expects all parents to model respect and self-control consistent with the school's Roman Catholic faith and values. Parents may not argue, negotiate custody, or engage in hostile communications on campus, at drop-off/pickup, or at school events. Parents must not involve students in adult disputes or request that students carry messages or documents between parents. In cases where a conflict arises at school, the school may separate parties, end a meeting/event participation, restrict access to campus for the remainder of the day, and/or require future communication through designated channels. If safety is threatened or a disturbance occurs, the school may contact law enforcement. Compliance with this policy is an integral component of the school's overarching parental cooperation requirement in which parents and legal guardians are expected to comply with the school rules and policies, and to accept and support the authority of school officials.

Parent Involvement Points (PIP) Program

As part of our commitment to building a strong and engaged school community, each family is required to complete 20 Parent Involvement Points (PIP) per school year. These points help support school programs, events, and activities that benefit all students.

PIP can be fulfilled in one of two ways:

- Service (Time): Families may earn points through active volunteer work. One (1) point is awarded for each hour of service provided. Opportunities include assisting at school events, serving as room parents, participating in committees, supporting fundraising activities, or engaging in faith formation events such as retreats or catechesis.
- Treasure (Donations): Families may also choose to fulfill their points through financial contributions. One (1) point is awarded for every $30 donated.

All points will be tracked through a designated mobile application and/or website to ensure transparency and ease of access for families.

Families are encouraged to begin completing their hours early in the year and to take advantage of the various opportunities shared by the school throughout the academic year.

We thank you in advance for your active involvement in our community—your time and contributions help make our school the vibrant and faith-filled place it is today.

Participation in Co-Curricular and Extra-Curricular Activities

The school recognizes the following co-curricular and extra-curricular activities (including official athletics activities and school dances):

- School Clubs: Homework Club, Yearbook, Safety Patrols, Honor Guard, Choir, Drama, Altar Servers and Lectors, Ushers, 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.
- Dances: Fall, Winter, Spring, and some Special Holiday Celebrations
- Athletics: Flag football, Girls and Boys Basketball, Girls and Boys Volleyball, Girls and Boys Soccer, Golf, Cross Country, and Track and Field.

Parents acknowledge that participation in these co-curricular and extra-curricular activities 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 athletic activity, 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 co-curricular or extra-curricular activities, including all athletics activities and school dances.**

The school is not responsible for student participation in any not identified above. Parents acknowledge that students participating in any such program or activity co-curricular and extra-curricular activities do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and shall not be held liable for any injuries or damages sustained by students or others arising from participating in such program or activities.

For purposes of this handbook, a co-curricular and extra-curricular activity is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

Peanut Allergy Policy

To ensure the safety of students with peanut allergies, please notify the 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 candy.

All allergies must be listed on 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.

Penitential Services

It is the responsibility of the students and parents to receive and celebrate the Sacrament of Reconciliation (Penance, Confession) regularly. The opportunity is available at Good Shepherd Catholic Church; please check the church schedule on their website at www.gscatholic.org. for days and times.

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 regularly go (considered to be once a month) outside of school.

Philosophy

The essence of Christian discipline, is self-discipline. At Good Shepherd Catholic School, discipline is essential to Christian development. Its purpose is to form loving people who appreciate themselves, others, and God, who created them. Enrollment as a student at Good Shepherd implies the willingness of both parents/guardians and students 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 outlined 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.

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 nine 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 to be admitted to class.
- Students who are not in school or 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 4 tardies in one quarter **will not** qualify for honor roll recognition.
- Each student will be permitted five tardies per quarter.

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.

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, 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 cannot participate in end-of-year ceremonies, activities, 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)

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 arise from or are related to the provision of private tutoring services, regardless of where they may occur.

Probation and Retention

The promotion or retention of a student is determined by the Principal in consultation with the student's teacher and, when appropriate, the student's parents. Decisions are based on the student's overall academic progress, developmental readiness, classroom performance, assessments, and the likelihood that retention will support the student's future success.

When a student is at risk of not meeting promotion requirements, parents will be notified by the school. The teacher will communicate concerns regarding academic progress and work with the family to develop an appropriate intervention and/or remediation plan to support the student's growth. When applicable, identified or suspected learning needs will be considered, and appropriate accommodations or modifications may be implemented.

If there is a possibility that a student may be retained, parents will receive written notification no later than January 31. A conference will be scheduled to review the retention policy, discuss the student's progress, outline interventions that have been provided, and identify additional supports that may assist the student in meeting promotion requirements. Communication between the school and family will continue until satisfactory progress is achieved or a final promotion decision is made.

For students in Kindergarten, retention may be considered when it is determined to be in the best educational interest of the child. Retention decisions for Kindergarten students will be made in consultation with the Principal and parents.

For students in Grades 1–8, every reasonable effort will be made to support student success through interventions, remediation, academic support, summer school, or other appropriate resources when necessary. Retention decisions for students in Grades 1–8 require approval from the Superintendent or designated representative. The Principal will consult with the Superintendent when retention is being considered.

Students in Grades 1–8 who are retained will generally not be readmitted to Good Shepherd Catholic School for the following school year.

A final decision regarding promotion or retention will be communicated to parents with the student's final report card.

Promotion and retention decisions are based on multiple sources of information, which may include:

- Classroom assessments and assignments
- Daily classroom performance and teacher observations
- Standardized assessment results (such as TerraNova)
- Reading performance and year-end reading level
- Mathematics performance and year-end math level
- English language skills

- Progress monitoring and intervention data
- Other relevant academic information

The school will make the final decision regarding promotion and retention.

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 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.

Safety in Private Spaces

Good Shepherd School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be part of the school's student conduct code.

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 yearly.

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 in the fourth week of January. Re-registration will NOT be accepted for any families that have delinquent accounts.

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.**

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 developing 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.

Parents must set an example of sincere Christian living by creating an atmosphere in the home with family prayer, frequent reception of the Sacraments, and weekly participation at Sunday Mass.

Parents with children receiving a Sacrament must attend a religious retreat as part of the family's sacramental preparation.

Any students starting at our school after the 2nd 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 every Sunday 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, Adoration Chapel, Virtues of the Month, Sunday Grade Level Class Mass, Respect Life and others may supplement our Religious formation.

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. **When dropping off your child, please make sure you are attentive to the carline and do not pass cars while students are being dropped off.**

4. **When picking up your child, please follow the designated dismissal lane according to your child's dismissal time. Remember, younger siblings dismiss with the oldest sibling.**

5. **Please do not park along the white fence.**

6. 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.

7. Follow traffic directions – at times, we may need to direct on-campus traffic. Please follow the directions of those responsible for on-campus traffic.

8. **Do not park or leave your car unattended in the traffic lanes. These lanes must be kept open to provide for the safe movement of traffic on the property and to accommodate any emergency vehicles that may need access to our facilities.**

School Problems:

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

1. Get your facts from the proper person. Rumors, gossip, 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 supervising the children in their charge at that time.

3. If you are not comfortable with the parent/teacher conference results, please call the school office to schedule a conference with the teacher and the Principal.

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 acknowledgment 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 written notices from the school, including field trips, excursions, or parties.

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

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.

Section 504- Policy Statement

Good Shepherd Catholic School complies with the mandate of Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Good Shepherd Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Dr. Jaclyn Don Caceres, 305-762-1019.. Parents with questions regarding the school's ability accommodations or related items should contact the 504 coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr.Jaclyn Don Caceres, Associate Superintendent

Office of Catholic Schools
Archdiocese of Miami
9401 South Biscayne Boulevard
Miami Shores, FL 33138

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

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, including 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 law violations.

Skateboards, Shoes with Wheels, and Bicycles

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

Smoking/Vaping

It violates Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. Using tobacco products, electronic cigarettes, and vaping is prohibited on school property and at any school event. Violating this policy will result in disciplinary consequences, including expulsion from school.

Special Days/School Closures

In the event of any problems, such as a hurricane, freezing 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.

Standardized Testing Program

Good Shepherd Catholic School administers the standardized assessments required by the Archdiocese of Miami to monitor student achievement and support academic growth.

Students in Grades 2–8 participate in the TerraNova standardized assessment during the annual testing window established by the Archdiocese.

Students in Kindergarten through Grade 8 complete the i-Ready Diagnostic Assessments in Reading and Mathematics three times each school year (fall, winter, and spring). These assessments measure individual student growth, identify instructional needs, and help guide classroom instruction.

Students in Grades 2–8 also participate in the Assessment of Religious Knowledge (ARK) during the testing window established by the Archdiocese. This assessment measures students' understanding of the religion curriculum and supports continued faith formation.

Student Responsibilities

School begins at 8:00 AM and ends at 2:30 PM for grades PK-3 through fourth and at 2:45 PM for grades fifth through Eighth. It is important that a student report to school each day to receive the maximum benefit from classroom instruction. Suppose a student is absent, upon their return to school. In that case, 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.

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 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.

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 conform to this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks 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 furnish evidence of a crime to law enforcement.

Suspension/Expulsion

1. Students serving a suspension will be expected to complete missed assignments, and a 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 the administration.

    b. The administration of Good Shepherd Catholic School reserves the right to review, investigate, and reach a final determination of situations involving a student's academic work, misconduct, neglect, or serious disciplinary infractions which are detrimental to Good Shepherd Catholic School regarding probation, suspension, and 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 himself or does not have the proper mindset to benefit from being in school. The parents may be asked to pick the child up from school on these rare occasions.

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

Technology Use

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) 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 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.

f. The use of SmartGlasses (or equivalent devices) it not allowed on school premises without the permission of the administration.

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 discomforting 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;

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 or on any technological devices used by students on campus in order to further any administrative concern. 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 and social media (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, texting and communications on social networks. 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 on social media, 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 administrative withdrawal.

Teacher Conferences

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

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 something. Use this also when stepping in front of anyone, whether an adult or your 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 heavy objects. Do the same at home for parents or other adults.

8. NEVER read items on the teacher's desk. Never open envelopes addressed to someone else, especially your parents or teachers. This is illegal, as well as shows 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 the place neat, remove the trash, food leftovers, and place them in the trash can.

10. ALWAYS SAY PLEASE AND THANK YOU!

Text Messaging/Telephone Calls

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

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:

1. Immediate suspension from the school;

2. Reporting to law enforcement;

3. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom 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 administratively withdrawn 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.

4. 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 administratively withdrawn from school;

5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

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. Except upon the written consent of the school, parents should not utilize internet-based rideshare to transport students to/from school and school-sponsored activities.

Tuition Information

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

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 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, diplomas and graduation activities, caps, and gowns, final transcripts, Ed-line account, etc., may be withheld.

Undocumented Students

A student's enrollment and graduation from school do not confer a legal status nor serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with completing 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 about immigration status.

Uniforms

The Good Shepherd Catholic School uniforms are available at GAMA School Uniforms. This 2026–2027 school year will be the final year that the old GSCS uniform logo will be permitted.

Starting in the 2026–2027 school year, only uniforms with the updated GSCS logo will be allowed.

We encourage families to plan accordingly when purchasing new uniforms throughout this school year. Thank you for helping us maintain a unified and updated school identity!
For any questions, please contact 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 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.
These will be required for each school day and may be purchased at GAMA School Uniforms.

BOYS

- Pre-Kinder through Kinder must wear black dress shoes with a Velcro strap.
- First through Eighth must wear a plain black toe lace-up shoe with black laces, gavin loafers or penny loafers
- All boys must have their hair neatly cut and tapered to a length, not touching the ears or collars. Blow-out haircuts are not allowed. Mohawks or Mohawk-like hairstyles are not allowed. Ponytails and 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 at the waist. Pants that are too small or too big will not be acceptable.
- Boys will be permitted to wear one necklace/chain, ring, and bracelet. The necklace/chain may be of no more than ¼ inch in thickness, and only one charm or medal may be worn.
- 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 the days indicated.

GIRLS

- o Pre-Kinder through Kinder must wear a black Mary Jane shoe with a Velcro strap.
- o First through Eighth must wear a plain black toe lace up shoe or penny loafers.
- 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 makeup will be allowed.
- **o** Girls (1st-8th 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 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.

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. GAMA 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 though 8th Grade may wear sweat pants and sweatshirt to school with their sneakers if PE is scheduled for that day.

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. SCHOOL COLOR SHOES COMBO IS ALLOWED: BLUE AND GOLD.

Grades 1st-8th:

- Laces: no colored laces or soles, no silver, neon, royal blue, or electric blue sneakers.
- Permitted colors: black, white, navy, grey. SCHOOL COLOR SHOES COMBO IS ALLOWED: BLUE AND GOLD.
-

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, or bright or neon colors will be allowed. SCHOOL COLOR SHOES COMBO IS ALLOWED: BLUE AND GOLD.

Use of Photos

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Instagram and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of

the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to 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 purpose 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.

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.

Video Surveillance

Good Shepherd uses video surveillance cameras throughout the campus. Cameras may be located in areas including, but not limited to, entrances, exits, classrooms, hallways, common areas, outdoor areas, parking areas, athletic facilities, and other areas used for school operations. The School's surveillance cameras record video only and do not record sound or audio. Video recordings may be reviewed by authorized School personnel for legitimate school purposes, including safety, security, student discipline, investigation of incidents, protection of property, compliance with School policies, and cooperation with law enforcement or other appropriate authorities when deemed necessary by the School.

Students and parents/guardians are hereby made aware that they may be recorded by the School's video surveillance system while on campus or participating in School-related activities. Video recordings are the property of the Archdiocese of Miami and the School, and will be maintained, accessed, disclosed, or destroyed in the School's discretion, consistent with applicable law and School policy. Recordings are not generally available for inspection by students, parents, guardians, or third parties, except as required by law or as otherwise determined appropriate by the School.

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.

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.

Weapons Policy

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items that are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury

Good Shepherd Catholic School

"Forming tomorrow's Catholic leaders today"

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 to interpret and enforce 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.

_____
Print Parent/Legal Guardian Name)

_____
(Signature Parent/Legal Guardian)

_____
(Print Student Name)

_____
(Date)

_____
(Grade)

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

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