

PARENT AND STUDENT HANDBOOK

2023-2024

(Revised 9/20/2023)

(Policy Revisions made throughout the school year are in red type)

Good Shepherd Catholic School ***Founded in 1956*** ***A National School of Excellence***



Our Mission

With Christ as the ever present teacher, Good Shepherd Catholic School is committed to provide academic excellence, Catholic values, and a faith-filled community to its students

GOOD SHEPHERD CATHOLIC SCHOOL
5902 Oleander Drive
Orlando, Florida 32807-3494
Phone: 407-277-3973 Fax: 407-277-2605

www.goodshepherd.org

Dear Parent(s) or Guardian(s):

This handbook is your guide for understanding the policies, regulations, and procedures of Good Shepherd Catholic School (GSCS). Please review this handbook and discuss its contents with your child.

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

Good example is the strongest teacher. Your personal relationship with God, with your family and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

During these formative years (PreK-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. **Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partnership in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming

We are most happy to share in the God-given responsibility of educating your children. May God bless you always!

In Christ's Love,

Melissa Rangel
Principal

Giselle Martinez
Assistant Principal



HISTORY OF GOOD SHEPHERD CATHOLIC SCHOOL

Situated on the site of the original Mission church which was founded in 1956, Good Shepherd began with four classrooms and was staffed by the Sisters of St. Joseph until 1963, when the Sisters of Notre Dame arrived. During this time the school population grew to 300 students. Nationally recognized six times for excellence in education, Good Shepherd Catholic School celebrated 50 years in 2008. In 2011 there were nearly 550 students attending PreK4-8th grade. During the 2012-2013 school year the PreK3 program was added to the school. Good Shepherd continues to move academically and instructionally toward multiple goals that incorporate current trends and strategies of education. Technology continues to infuse its importance in our lives, which we grasp and use effectively to continue our progress and make our mark in education and on the lives of our students.

STATEMENT OF PHILOSOPHY

As a Christian community, Good Shepherd Catholic School always strives to nurture an environment characterized by Christ-like attitudes of love and concern. Our school places a high priority on the formation of Catholic leaders capable of mirroring the Christian ethic and operating effectively in a free society. Good Shepherd Catholic School strives to design and present a curriculum that is relevant and provides students with the skills necessary to meet challenges and to make decisions reflective of Gospel values. Parish, home, and the school are partners in the educational process. Recognizing the role of parents as primary educators, Good Shepherd Catholic School encourages parental participation in all areas. While asserting the absolute necessity of maintaining high academic standards, faculty and staff recognize that responsiveness to differences in talents, abilities, and interests is an essential element in any design for learning.



Urged on by God's love, the community proclaims the Good News as revealed in the Person of Jesus. By passing on the faith from generation to generation, by living it in community, and by celebrating it in prayer and liturgy, Good Shepherd strives to teach as Jesus taught. By guiding young people toward a realization of their roles as Christians, committed to service, peace and justice in a world where such values are sometimes threatened, this community affirms the value of living as Jesus lived.



DIOCESE OF ORLANDO MISSION STATEMENT

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership, and compassionate service in order to create a more just and humane world.

GOOD SHEPHERD CATHOLIC SCHOOL MISSION STATEMENT

With Christ as the ever-present teacher, Good Shepherd Catholic School is committed to provide academic excellence, Catholic values, and a faith-filled community to its students.

GOOD SHEPHERD CATHOLIC PRESCHOOL MISSION STATEMENT

Our mission is to recognize that each child is unique, as we provide love and learning in a Christ-filled environment.

SCHOOL ACCREDITATION



Good Shepherd Catholic School is fully accredited through the Florida Catholic Conference. The Florida Catholic Conference Accreditation Program, developed by state diocesan educational leaders in consultation with school pastors and principals, has been approved for use in the Catholic schools by the Florida Bishops. The standards of this accreditation program are derived from sound educational research and influenced by Catholic educational philosophy which integrates faith and values with life and learning. These standards assist schools in working through a dynamic self-evaluation process which promotes accountability and on-going excellence.

The standards used by the Florida Catholic Conference are the *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*. These standards are the result of two years of broad collaboration among Catholic educators across the nation. Leaders and scholars in Catholic institutions of higher education, superintendents, principals, bishops, congregational sponsors, pastors, National Catholic Education Association directors and executive committee members, and Catholic school supporters, contributed, sharing their collective wisdom, expertise, experience and passion.

On a seven-year rotation, each school uses these standards to evaluate the effectiveness of their school. In collaboration with the School Board, parent and student input, each school documents how they meet the standards. The school also creates a multi-year plan for continued improvement which is then approved by an FCC visiting team.

Further, these standards, by serving as a basis to ensure quality in the schools, justify the faith that parents and others have placed in them. Catholic schools educate and contribute to the formation of a healthy and morally sound lifestyle. They are a tool for evangelization and have a reputation for quality education, discipline in the classroom, and transmission of Catholic values. The Florida Catholic Conference Accreditation program is designed to enhance all of these areas. Since its beginning more than three decades ago, this accreditation program has ushered in many positive changes and has ensured the continuation in improvement of Catholic schools in Florida. The efforts of the dedicated pastors, administrators, teachers and others are a blessing to this program and to the children in Catholic schools in Florida.

POLICIES AND PROCEDURES

The Good Shepherd Catholic School Administration reserve the right to make changes to this Parent and Student Handbook at any time. Parents are invited to suggest meaningful changes in written form. The necessary changes will be incorporated annually prior to the start of the academic year. If changes need to be made during the school year, notification of the change will be by email or changes will be highlighted in red on the school web site.

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COVID-19 Update for 2023-2024 School Year:

The Diocese of Orlando and GSCS have worked collaboratively to return to some normalcy, while maintain a healthy environment. These protocols are subject to change dependent on Diocesan and CDC recommendations. Please see the following updates for the 2023-2024 school year:

- There will be no virtual learning option offered to students. All registered students to Good Shepherd Catholic School will be expected to attend face-to-face learning.
- Mask wearing will be optional.
- Cleaning and disinfecting practices will continue.
- Frequent hand sanitation and washing will continue.
- “If sick, stay home” policy will continue. All faculty, staff and students will be expected to stay home if sick. Students must be fever-free and symptom free for 24 hours prior to returning to school, without fever reducing medication. Students will be sent home from school if showing symptoms of illness and timely pick-up is required.
- CDC guidelines regarding required isolation when positive for coronavirus as well as CDC/Diocesan protocols for quarantine close contacts will continue to be followed.

Please email Mrs. Rangel, mrangel@goodshepherd.org with any questions or concerns regarding our plans.

ADMISSION POLICIES AND PROCEDURES

ADMISSION OF STUDENTS

Good Shepherd Catholic School (GSCS) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or ethnic origin in administration of educational policies, admissions policies, or athletic and other school-administered programs.

GSCS complies with Title IX which states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

By signing this handbook, parents or guardians are giving consent for childcare personnel to have access to their child's records.

- Priority for Admission

All families wishing to enroll students in GSCS are assigned an initial priority list based upon prescribed criteria below. The priority is finalized after verification of the parish records, if applicable. Current Good Shepherd students and siblings receive top priority in each category.

Priorities are listed below in decreasing order of acceptance:

1. All families with children enrolled in GSCS and in good standing with GSCS.
2. All families of Good Shepherd Parish who are regular in Church attendance and envelope use as defined by the pastor. (On-line and envelope usage is the means of recording attendance. Contact the parish for envelopes to ensure proper attendance verification.)
3. All families of neighboring Catholic parishes who have been approved by their pastors as supporting members of their parishes.
4. All others by date of application.

- Basic Requirements for Admission

PK3 admission- To be considered, a child must be three years of age on or before September 1st of the academic year in which admission is sought. Child must be fully toilet trained.

VPK (Ages 4 and/or 5) admission- To be considered, a child must be four years of age on or before September 1st of the academic year in which admission is sought.

Kindergarten Admission- To be considered, a child must be five years of age on or before September 1st of the academic year in which admission is sought.

New Student Admission- New students are conditionally accepted until the office has received and approved transcripts and records from the previously attended school(s), and the student has satisfactorily completed an academic screening. Acceptance is finalized when the student's initial report card from GSCS indicates satisfactory achievement and behavior. Failure to meet acceptable standards will be considered just cause for disenrollment.

Students new to GSCS are automatically placed on academic and behavioral probation for the first trimester of the year. The School Administration may place a student on academic or behavioral probation as deemed necessary.

The full cost of educating a student varies each year. GSCS includes a multitude of services that support a child's education beyond regular academic instruction and assessment, including but not limited to classroom interventions, one-on-one services, After School Learning Lab, Study Skills, classroom literacy interventions, etc...which are not charged to families separately and on an hourly basis. Scholarship monies are not available for non-academic items, or services such as enrollment fees, school supplies, uniforms, etc... Upon entrance and screening for attendance at GSCS, the school reserves the right to deny enrollment due to an inability to provide the services listed on the Educational Plan.

It is the school's discretion to apply sibling discounts to scholarship students. Scholarship funds must be used only for tuition, fees and services noted on the General Fee Schedule and the student's Individualized Fee Schedule.

•FES, FES-UA, Florida Tax Credit (Step Up for Students), AAA and GSCS Scholarship Programs
When setting tuition for Florida Tax Credit and other scholarships, it is acceptable to charge at the highest published rate for the student. The highest published rate approximates the actual cost of educating of a child. All state monies received must apply only to the tuition and fees of the child who is Florida Tax Credit, AAA, or Gardiner qualified. Discounts need not apply to Florida Tax Credit, AAA, Gardiner students, however, schools may elect to provide tuition assistance to scholarship students, as needed.

The Florida Tax Credit Program reviews the Master Fee Schedule to determine the highest published rate for tuition. If there is a discount offered (i.e. sibling/multiple child discount) it is in the school's discretion whether they want to extend the discount to the student. Therefore, the school does not have to offer Florida Tax Credit Scholarship students the sibling/multiple child discount. Schools are to apply tuition rates consistently, but may elect to charge different tuition rates for Florida Tax Credit students depending on their involvement/support of the Church. Florida Tax Credit Scholarship funds may not be used for aftercare or extended day programs. School attendance is reported to scholarship programs on a quarterly basis.

WITHDRAWAL POLICY

In the case of a planned withdrawal, parents must give written notice to the school office by completing at GSCS Withdrawal Form. Current payment of all fees is required. Failure to depart in good standing will prevent re-admission or recommendation to another school.

PARENTS AS PARTNERS IN EDUCATION

As partners in the educational process, Good Shepherd Catholic School asks parents to set rules, have guidelines and enforce limits so that their child:

- establishes healthy sleep habits;
- arrives at and is picked up from school on time;
- is dressed according to the school dress code;
- completes assignments on time;
- brings sufficient lunch money or a nutritional lunch and snacks every day.

We also ask parents to:

- actively participate in school activities including Parent-Teacher conferences; one req'd conf.
- expect their child(ren) to pay for any damage to school books or property due to carelessness or neglect;
- notify the school when the student has been absent or is tardy;
- notify the school office of changes of address or important phone numbers;
- meet all financial obligations to the school;
- inform the school of special situations regarding the student's health, well-being and safety;
- complete and promptly return requested information to school;
- read school communication, newsletters, etc... to demonstrate your interest and commitment to your child's total education;
- support the religious and educational goals of the school;

CONFIDENTIALITY AGREEMENT

Confidentiality is a serious matter in a school environment. Any individual, who works or volunteers in a school, is legally and professionally bound to maintain strict confidentiality regarding information about students, families, staff, and the school itself. It is quite likely that in the course of volunteering, information may be disclosed which is regarded as confidential. It is important that such information is kept confidential. To this end we require that any and all information not be disclosed or used outside of your volunteering duties.

CONFLICT OF INTEREST POLICY

Employees and volunteers of the Diocese of Orlando, including those who volunteer through service on advisory or governing Boards and Committees, are to exercise particular care to conduct their affairs so as to avoid conflicts (or the appearance of conflicts) between their own interests (including the interests of their family members and other related parties) and the interests of the Diocese of Orlando.

The term "conflict of interest" pertains to any situation in which an individual or a related party benefits or stands to benefit at the expense or potential expense of the Diocese and/or its affiliated entities or where the situation of an individual or related party and the Diocese present a potential conflict of interest. The policy regarding conflict of interest may also apply in circumstances when the closeness of relationship with the one who would benefit may suggest the perception of undue influence.

For more information regarding the Diocesan Conflict of Interest Policy, see <http://www.orlandodiocese.org/downloads/hr/conflictinterest.pdf>

GOOD SHEPHERD HOME AND SCHOOL ASSOCIATION

The HSA is an organization comprised of all parents and guardians of Good Shepherd School students whose purpose is to optimize the Catholic Education experience via support and recognition of school staff. As an organization, we raise funds to provide enrichment events and equipment for students. This organization facilitates the school directly by providing thousands of volunteer hours every year from parents and guardians. Annual dues are \$25 and are included as part of the tuition.

The GSCS Home and School Association Executive Board consists of between 9-12 persons, including the offices of President, Vice-President, Secretary and Treasurer. New officers are elected by the members of the Association biennially. Nominations for officer positions are solicited electronically, and the nominating committee of the Association obtains prior consent of the nominee and ascertains their fitness to serve in the position. Ballots summarizing eligible nominees are delivered to each member family, including a voting deadline. After the voting deadline, the results are publicly posted to all members.

GOOD SHEPHERD SCHOOL BOARD

The Good Shepherd School Board is a policy making body advisory to the school administration and parish pastor. The GSCS School Board is a standing body, governed by its own constitution and by-laws, ultimately accountable to the School Administration and Pastor. The GSCS school policies adhere to the general guidelines formulated by the Diocese of Orlando Office for Schools. The board's function and responsibilities include:

- Advise on policies that govern the operation of the educational programs at GSCS
- Promote the implementation of the school policies
- Recommend policies for the operation of the school's educational programs
- Assist in the development of long-range plans for the school's educational programs
- Evaluate and approve the school budget

New policies or changes to existing policies are communicated to the school families throughout the school year.

The GSCS School Board, consisting of 12-15 persons, discerns new members each spring. Board members must be members of a Parish and/or parents/guardians of students of the School. Interested parties must contact the School Board President by April of each year to express their desire to become a part of the Board. It is recommended that interested parties attend at least one Board meeting and discuss the expectations and ideals necessary for membership with the Board President or another Board member. Discernment of nominees presented by the Board President is done at the late spring monthly meeting. Re-appointments to the Board occur in May of each year since Board membership terms are one year, July 1 through June 30.

GOOD SHEPHERD SCHOOL BOOKSTORE

The bookstore will be open limited hours after school. Items can be purchased through FACTS.

POINTS FOR PROGRESS

All volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. In order to fulfill the safe environment training requirement, one must watch the video "Protecting Our Youth" and complete the on-line quiz. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of fingerprinting so they can sign the FDLE/FBI waiver (signature pad). Volunteers on the GSCS property do not hold GSCS responsible or liable for any accidents or injuries while performing volunteer duties.

A great way to enhance your child's school experience is to get involved as a volunteer, whether it is working in the classroom, coaching students after school, or participating on a committee. Good Shepherd requires every family to complete 20 volunteer hours. Tracking of hours will be done through the School Check In system in the front office.

Because all families have to check in at the front office, we will have volunteer hours binders in the front office. The following steps should be taken:

1. Complete your volunteer activity.
2. Find your family name in the binder.
3. Enter date, activity and hours on the spreadsheet.

The volunteer coordinator will add up your hours periodically to report to Administration and the School Board.

We have 2 additional ways to satisfy your volunteer hour requirement.

1. Families now have the opportunity to donate \$10 in lieu of each volunteer hour. For example, if you find yourself short 5 hours, you can write the Good Shepherd Home and School Association a check for \$50 to satisfy those hours.*

2. Donations of items for various school fundraisers such as Christmas Shop. For example, if you get a restaurant to donate a \$50 gift card for the auction, you would satisfy 5 of your hours.*

* In the volunteer binder, you will find sheets that you need to complete and attach to the donation or silent auction item. The coordinator will update the records accordingly.

Good Shepherd Catholic School reserves the right to withhold registration renewal if volunteer hours are not completed.

CODE OF CONDUCT FOR CATHOLIC SCHOOLS IN THE DIOCESE OF ORLANDO

“Search Me, O God, and Know My Heart”

-Psalm 139

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando. 4827-8671-0649.1 2

Code of Conduct for Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement:

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extra-curricular or special events including athletics, concerts, academic and cultural events

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care. Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers' preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged.
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school
- Respect the decisions made by the administration and faculty, even if you disagree with them
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home

- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179. Text for Help Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety. Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.

Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety. Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL

FINANCIAL POLICIES AND PROCEDURES

FINANCIAL OBLIGATIONS

TUITION SCHEDULE (PreK3-8) please refer to the school website

ANNUAL ENROLLMENT FEE PK3 – 8 \$250.00 per child

Tuition paid IN FULL for the school year (due June 30th) is paid directly to Good Shepherd Catholic School Attn: Finance Department.

- Any plan other than paying the tuition IN FULL, must be paid with an agreement through the FACTS Tuition Management Program. Diocesan policy states all students must have a FACTS account established.
- All Extended Day charges will be made through FACTS, these charges will be set to be automatically deducted from your FACTS account, bi-monthly on the 10th and 20th of the month. If you would like to set a specific date for these payment deductions, different than stated above, please contact the school bookkeeper.
- To access the FACTS Website: <http://factsmgt.com/>

Without fiscal stability, Good Shepherd Catholic School cannot continue to provide students with high quality Catholic education. Fiscal stability is only possible with the cooperation of all families involved. As part of our parents' partners in education commitment, each family shall have some level of tuition responsibility. This level may vary on the financial need of the family. The School Finance Committee of the School Board, in an effort to ensure that needed operational funds derived from tuition be both timely and sufficient, utilizes a policy concerning late or overdue payments. Anytime a problem arises with tuition not paid through FACTS, this committee is notified and action is taken accordingly.

According to the Diocesan School Policy and Administration Handbook, the school should withhold students' records when financial obligations are not met. However, health information will be released to a receiving school.

Parents sign an agreement each year to follow these guidelines. This policy is intended to serve the needs of the entire community.

CHURCH SUPPORT

Registered Catholic Stewards are those families who regularly support their parish in an identifiable way using the offertory collection and give service to their parish. Regular church attendance is required to receive the tuition rate discount. Those families requesting the Catholic Stewardship tuition rate must obtain Pastoral Approval in order to qualify for subsidized tuition from their pastor. Families requesting a parish subsidy must be responsible for receiving approval from their pastor.

TUITION ASSISTANCE

Good Shepherd Catholic School accepts FES, FES-UA Scholarships and state-funded programs such as Step Up for Students, AAA and School Readiness (4C).

Tuition assistance is available for current families based on financial situations through private funding such as the Good Shepherd Foundation, Kremer Foundation, Father Sonny Scholarship, and the Good Shepherd Outreach Scholarship. Applications and all required documents for private funding must be completed and submitted to the school office by April of the prior school year. For more information see the Good Shepherd Catholic School website.

FUNDRAISING

The Home and School Association organizes and implements the fundraising program working with sales representatives from various vendors. The revenue from the fundraisers is used to offset additional expenses or unbudgeted items that tuition does not cover such as technology enhancements, facilities and campus improvements, classroom enrichment materials, and a variety of instructional supplies.

Fundraising drives such as Dollar Dress Down Days are conducted by school groups and the student body. The type, frequency and scheduling of these drives must be approved by the School Administration. Contributions and participation by students and employees is voluntary.

GRADUATION

Annually a Graduation Fee is collected from the eighth grade families for activities and events specifically designed for eighth graders. The Graduation Fee generally includes payment for costs related to graduation including the class t-shirt and jacket/sweatshirt, retreat, class picture, diploma, awards, cap and gown, end of the year trip, etc. The Graduation Fee is paid through FACTS prior to the graduation ceremony.

Seventh (7th) grade students have a \$20 fee for the Candlelight Brunch added to their tuition and paid via the FACTS account based on their FACTS payment plan.

INSURANCE

Every student in our school is covered by a Diocesan insurance plan for the hours he/she is under school supervision. Coverage is coordinated with insurance that families have and reimbursement begins after a deductible has been met. Twenty-four-hour coverage is available at an extra charge. Applications for such coverage are distributed each academic year during the first week of school.

ITEMS REQUIRED ANNUALLY

Upon annual enrollment, parents/guardians are expected to complete the following electronic compliance forms:

1. Emergency Information Form
2. Medical Information Form
3. Parent and Student Handbook which includes the Diocesan Code of Conduct, Responsible Use Policy, and permission for Photographs and/or Videos
4. GSCS parents are required annually to electronically sign the Compliance/Signature Form in the on-line enrollment packet.

Parents are required to purchase student supplies according to the supply lists posted during the summer of each year. Supply list items used by each child and in the classroom include, but are not limited to, pencils, notebooks, crayons, markers, etc... Additional costs for special project/activities may occur throughout the year, but Good Shepherd Catholic School tries to minimize these costs.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY

For the convenience of planning purposes, the school calendar is available on the school website, and is updated regularly. Use of the school calendar when planning can avoid conflicts with school days.

Once a student has reported to school, he/she must be present at all assigned classes. No student is excused from class without obtaining permission from a duly authorized person. No student may leave the school grounds at any time during the school day without permission from the School Administration. Failure to comply with this policy will result in disciplinary action. Only for exceptional reasons may students be picked up at the school office and signed out by a parent or pre-registered authorized person.

As of July 2016, four-year-old children with birthdays from February 2 through September 1 are eligible to enroll in VPK that year or postpone enrollment to the next year. Four-year-olds with birthdays from September 2 through February 1 are eligible to enroll in VPK the following program year.

VPK Attendance Policy:

Good Shepherd Catholic School (GSCS) offers Voluntary Pre-Kindergarten (VPK) for 3 hours a day, 5 days a week, for a total of 540 hours. All enrolled families receive a calendar showing the scheduled days off during the school year. Attendance during the scheduled instructional days and times is of utmost importance for students to remain in the VPK program. Not only is the GSCS funding linked to attendance, but also the child's success upon entrance into Kindergarten.

Parent/Guardians are required to sign and comply with the following policy on Attendance and Tardiness to remain in the VPK program.

Attendance Signatures: Parents/Guardians are required to sign their child in and out each day in the VPK classroom. Signatures must be the parent/guardian's full name.

Tardiness: Arrival for the VPK program is between 7:30 and 7:50am. VPK arrivals should be signed in at the VPK Classroom. The earliest time arrivals will be accepted in the classroom is 7:30am. The instructional day starts at 7:50am and all children are expected to be in place and ready to start the day. Arrivals after 7:50am are disruptive to the group in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late," but more than twice a week will be cause for a meeting with the Administration. Any students arriving after 7:50am must enter the campus through the front office.

Late Pick Up: The VPK program ends at 11:00 daily. A late fee of \$1.00 per minute is assessed if your child is not picked up by 11:10am.

Absence: Daily attendance in the VPK program is necessary for optimal learning, however, there is an allowance of three (3) absences per month. Any absences beyond the three require a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
- Physician or dentist appointment;
- Infectious disease or parasitic infestation;

- Funeral service, memorial service, or bereavement upon the death of the child's family member;
- Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child's disability;
- Observance of a religious holiday or service;
- Family vacation, not to exceed 5 excused absences per program year.

A handwritten or electronic note is required for all absences as documentation needs to be submitted to the Early Learning Coalition of Orange County.

Absences of five (5) consecutive instructional days will be considered a withdrawal from the VPK program at GSCS. Withdrawals from the VPK program will not be eligible for re-enrollment. GSCS will allow one documented five (5)-day absence during the school year/540 hours instructional period. Documentation must be submitted in advance, explain the reason for the 5-day absence, and be dated and signed by the child's legal custodial adult.

Verifying your child's attendance and absences: At the end of each month parents/guardians are required to review and confirm their child's recorded attendance on the VPK 03L form provided by the teacher. By signing the attendance form the parent is not only verifying attendance, but also directs the Early Learning Coalition of Orange County to send payment for the month's VPK program to GSCS. It also indicates that you continue to choose GSCS to provide your child's VPK program for the upcoming month.

ABSENTEE PROCEDURE

If a student is absent, a parent must report the absence by **emailing the homeroom teacher** and calling the school office by 9:00am.

Parent notification to report an absence may be done before and after business hours electronically or by phone by:

- sending an email to mhernandez@goodshepherd.org

OR

- using the automated phone system at 407-277-3973. Please leave a message if there is no answer. Be sure to include the student's name and reason for absence.

Excused Absences

Excused absences are defined as those due to personal illness, serious illness or death in the family, weather or road conditions making travel dangerous, or cause deemed acceptable by the school administration.

Students without documented medical conditions must submit a doctor's note for absences of three (3) or more consecutive days.

No student can be absent in excess of 30 days, excused or unexcused, without an academic progress plan approved by the school administrator. If the number of days is exceeded, the student may be asked to withdraw or be retained because of the impact to academic progress.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate

scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Medical/Dental Appointments

Absences for medical or dental appointments are excused for the time of the appointment only. A note verifying the appointment or being signed out by a parent/guardian is required. Parents are encouraged to arrange routine appointments at times other than during regular school hours. When appointments occur during school hours, parents must pick-up and re-admit their children through the school office using the sign-out book. No one is permitted to withdraw a student directly from the classroom.

Students who are away from school for an appointment for 3½ hours or more are marked absent for ½ day. Three (3) early withdrawals are considered ½ day absence.

Vacations or Extended Absences

Written communication, note or email, explaining the vacation or extended absence needs to be sent to the School Administration prior to the absence. The School Administration will respond in writing to the request. Approval is based on factors including but not limited to record of absences, need for absence, timing, etc. Please note that vacation is not an excused absence.

Note: When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day. Activities include clubs, plays, meetings, athletic practices, contests, or any official Good Shepherd Catholic School (GSCS) event. Students must be present in all classes for the day to be permitted to participate in the above-mentioned activities.

LATENESS POLICY

School begins at 7:50am. Students arriving in their homerooms after 7:50am are considered late. Tardiness of one student disrupts the learning environment of the entire classroom. Repeated lateness is unacceptable, **excessive tardies will result in a parental meeting with school administration**. Parents must sign students in whenever they are tardy. Please do not put your child in the position of being penalized for a situation of which he/she has no control. **During the school day**, Middle school students who are tardy three times to a specific class, without teacher excuse, will earn a lunch detention.

The accumulation of three tardies is equal to a ½ day absence and is recorded as such.

According to Florida School Law Statute 1003.26, if a student has had at least five unexcused absences, or lateness within a calendar month or 10 unexcused absences within a 90-calendar-day period, the student's primary teacher shall report to the school principal that the student is exhibiting a pattern of nonattendance. The principal shall refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the parent still refuses to participate or cooperate, the principal may ask the parent to withdraw their child/children from the school.

MAKE UP WORK PROCEDURE

Parents and/or guardians requesting homework for absent students are to email teachers to receive assignments. Make-up assignments/assessments are provided for students with an excused absence

once the student returns to school. It is the student's responsibility to obtain and complete missed work. Teachers are not required to accept make-up work for unexcused absences.

It is the school policy that all assignments/assessments be made up within one week of **returning from an** absence. Work not completed within this timeframe, will be referred to the School Administration so special arrangements can be made. In anticipation of a vacation, teachers are not required to prepare assignments; however, parents may contact their child's teacher to ask for consideration.

ARRIVAL/DISMISSAL AND INCLEMENT WEATHER PROCEDURES

CALENDAR

An updated monthly calendar including important school information is posted on **Renweb as well as** the school's website under Parent Center.

SCHOOL HOURS

School hours are: **Monday, Tuesday, Thursday, & Friday, 7:50am to 3:05pm**
Wednesday 7:50am to 2:05pm

ARRIVAL and DISMISSAL PROCEDURES

Students may begin arriving on campus at 7:30am unless they use Extended Care, which opens at 7:00am. Arrivals between 7:00 and 7:30am **must** use the Extended Care Program; refer to the Extended Care Handbook for fees.

VPK, PreK3 and ELC drop-off before 7:50am should park in the back lot and enter the campus using the back gate only.

For Half-day VPK pick-up at 11:00 am, parents should park and pick-up students in the front office.

The 1st car line student dismissal begins at 2:55 pm for single rider or car pools in **PreK3 through 2nd grade**, on Monday, Tuesday, Thursday and Friday. The 1st car line student dismissal begins at 1:55 pm on Wednesdays.

The 2nd car line student dismissal begins at 3:05 pm for **3rd grade through 8th grade**, including younger siblings, on Monday, Tuesday, Thursday and Friday.
The car line student dismissal begins at 2:05 pm on Wednesdays.

On the occasion that a vehicle is assigned to the 2nd car line, but arrives early and ends up in the 1st car line, they will have to go back on Oleander and get repositioned into the correct car line.

Students not picked up by 3:25pm and 2:25pm on Wednesdays are sent to the Extended Care Program; refer to the Extended Care Handbook for fees. Parents use the east entrance, traveling along the main school building to the back lot where the Extended Care Program parking is located (see map).

Early pick-up is only for emergencies or medical reasons. Students picked up prior to dismissal must be signed out in the office by a parent or pre-registered authorized person. **The office will not sign out students after 2:30pm on a typical day or 1:30pm on Wednesday.**

All Students K-8th must use the carline for arrival and dismissal. All families will receive signs to be placed in the front window, orange for 1st car line and white for 2nd car line. For the safety of the students and staff do not use your cellphone while the car line is in motion, you may be asked for ID.

PARK AND WALK STUDENTS Only for Infants—4 year old: *All adults must be wearing a GSCS ID Badge while on campus, and sign students in/out.*

If Lightning occurs, the Car Line will be halted until Administration feels it is safe to proceed.

Your hospitality to students and staff is one of the many reasons we are glad you are here!

ARRIVAL 2023-2024



Arrival- K-8th cars enter on the west-side of campus off of Oleander Drive onto the west-side of the church parking lot, continuing to the gravel drop-off area by the bridge gate.

Students exit cars on the passenger side when directed by Good Shepherd Staff starting as early as 7:30am. Once the car is emptied, and the Staff has directed the car to move, continue out of the parking lot through the east exit between the church and the church parking lot.

ELC (Infants –4yrs.) Early Learning Center (infants—4 yrs old) enter into the main school parking lot and proceed on the east side of the main school building to park in the parking lot behind the T & R building. Enter through the gate at the east side of R. **For infants – 2 year olds**, drop off or pick up, sign your child in or out and exit on the west side of R. Upon returning to your car exit with caution following directions from Good Shepherd Staff. If you are entering from 7:50 to 3:30 you must go through the school office. No pick up during school dismissals.

DISMISSAL 2023-2024



Dismissal (1) Families PK3 - 2nd grade single rider or car pool: cars enter on the west-side of campus, off of Oleander Drive onto the west-side of the church parking lot continuing through the gravel lot at the south of the property following the signs or staff around the campus to the east side of the Administration/Middle School Building, following the Orange arrows. Students are helped into cars by Good Shepherd Staff. Once the car is filled, Staff will direct cars to leave the campus continuing through the east

Dismissal (2) Families of 3rd – 8th grade students, siblings, and car

pool: cars enter on the west-side of campus, off of Oleander Drive onto the west-side of the church parking lot continuing through the gravel lot at the south of the property following the signs or staff around the campus to the east side of the Administration/Middle School Building. Students are helped into cars by Good Shepherd Staff. Once the car is filled, Staff will direct cars to leave the campus continuing through the east parking lot exiting onto Oleander Drive.

STORMY WEATHER

The following guidelines are enacted when the weather during arrival or dismissal is severe. If at any time during carline lightening is spotted, the carline halts until it is deemed safe.

When Orange County Public Schools (OCPS) are closed due to inclement weather, Good Shepherd Catholic School will be closed, including closings due to impending storms.

If in doubt about school closings, listen for announcements on radio stations WDBO Radio AM-580 or MAGIC 107.7 FM. Typically local television stations provide advisories and official announcements. If phone service and power are available, GSCS will email closing messages to families, record the announcement on the main phone line, and post information on the school and Diocesan websites.

GSCS generally follows the reopening schedule of OCPS. GSCS may reopen sooner than OCPS if we feel the physical campus and travel is safe. Our goal is to get students back into the ordinary routine of school as soon as possible.

*For any day rainy day arrival: K-8th will be dropped off at the Family Center.

SAFETY AND HEALTH POLICIES AND PROCEDURES

The Diocese of Orlando has measures in place that are regularly reviewed, and require cooperation and support to make our schools safe for our children.

Sharing the following information with students helps ensure that wrongful conduct does not occur in our schools. The intent is to develop an understanding of appropriate conduct expected in our schools. The Diocese of Orlando does not condone or authorize employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Providing shots to or conducting physical examinations of students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, diabetic treatments, or other medical treatments, which require written permission from a parent or guardian)
- Administering drugs, including over the counter medication, in the absence of expressed written permission from a parent/guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing other medical procedures
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- GSCS is a smoke free and “vape-free” environment. The possession and/or use of tobacco/smoking/vaping products or devices by underage children is illegal in Florida:

<https://www.publichealthlawcenter.org/resources/us-e-cigarette-regulations-50-state-review/fl>

- Asking a student to undress or observing a student while he/she is changing clothes at school or a sporting event, other than necessary supervision in a locker room or approved changing area
- Denigrating or abusing any child, volunteer, or employee

Parents should identify and report inappropriate activities immediately to the Principal or the Office of Schools. Experts, particularly in the area of school violence, agree that tell-tale signs (e.g., severe mood changes, emotional outbursts, irrational conduct, a fascination with guns or incidents of violence, indirect and direct threats) usually exist before an actual violent act occurs. Early intervention is key to avoiding a tragic situation. It is not possible to identify all improper conduct, but cooperation in enforcing these guidelines is essential in keeping our students safe. Working together we can provide a caring, loving environment, and the best Catholic education.

ACCIDENTS

Emergency information for each child is kept on file in the school office. In the event of an accident or minor injury, the parents are contacted and the necessary course of action is determined. Be sure accurate and up-to-date information is on file in the school office.

In the case of an accident, an accident report is completed by the supervising staff member and is filed in the school office. Parents choosing to file for insurance reimbursement will, upon request, be provided with copies of the form.

In an emergency 911 is called, and the child may be taken to the hospital by ambulance. In the event that the parents cannot be contacted prior to transporting a child, the school will continue efforts to contact the family upon arrival at the hospital.

CHILD ABUSE LAWS

Good Shepherd Catholic School abides by the Child Abuse laws of the State of Florida. The law mandates that all cases of **suspected** abuse and/or neglect be reported to The Department of Children and Families.

CLASSROOM PET POLICY

For the health and safety of all people who enter GSCS, to avoid exposure to animals that may cause allergic symptoms or reactions, and to provide good indoor air quality which can affect overall health and wellness, GSCS will not allow class pets for the 2023-2024 academic year.

CUSTODIAL AGREEMENTS

Custodial agreements as determined by a court order are followed by GSCS. It is required that the custodial parent provide the principal with an official, updated copy of the custody order. In the absence of a court order, a school should provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

EMERGENCY DRILLS

Monthly fire evacuation drills are required by state law. Periodic drills occur to practice and reinforce

safety measures employed in case of a circumstance that could threaten the safety of the students and staff. Emergency procedures and evacuation routes are posted in every classroom and office space. Annually the procedures are reviewed with the staff.

FINGERPRINTING

All volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. In order to fulfill the safe environment training requirement, one must watch the video "Protecting Our Youth" and complete the on-line quiz. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of fingerprinting so they can sign the FDLE/FBI waiver (signature pad).

Volunteers, assisting for academic purposes, must sign in at the school office and wear a GSCS badge at all times. The school office will notify volunteers in advance of their fingerprint certification expiring. Volunteers on the GSCS property do not hold GSCS responsible or liable for any accidents or injuries while performing volunteer duties.

ILLNESS

Students who become ill at school are sent to the clinic in the school office. Parents are notified of their child's situation, and a decision is made whether the child should stay in class or go home.

- Students **must be fever free for 24 hours without fever reducing medication** before returning to school. A fever is considered a temperature of 100.4 degrees or higher.
- Students who vomit or have diarrhea may return to school the following day if feeling well, and symptoms of illness do not continue, after digesting at least one full meal.
- Students should remain at home if they have had any of the following within the previous 24 hours: yellow or green nasal drainage, the flu, excessive coughing, Head Lice, etc...
- A student with a communicable disease (COVID, Strep Throat, Chicken Pox, etc...) will not be re-admitted to class without a statement from the doctor.
- Any child that has been out of school for three or more consecutive days must have a doctor's note to return.

Any child who has or is at an increased risk for a chronic physical, developmental, behavioral or emotional condition and require additional services must have a current Emergency Care Plan included in the child's file and readily accessible for those caring for the child. Child care personnel caring for a child with an Emergency Care Plan must be trained to recognize and respond appropriately to a medical emergency.

IMMUNIZATION RECORDS

The State of Florida Department of Health mandates that all students must comply with the immunizations requirements for enrollment in school. Timely notices are sent to parents to enforce compliance with the regulations. Temporary or permanent medical forms (Form DH 680) for any student seeking admission to GSCS are submitted to the Office of Catholic Schools for approval. The superintendent accesses the Florida Shots website for verification that the exemption form has been uploaded to the Florida Department of Health's immunization site by the student's doctor, and that the doctor has registered the form as valid. If the form is posted, then approval by the superintendent will follow with a letter that is sent to the family from the school.

If the student's DH 680 form is not viewable on the website, then the student will not be able to attend school until the doctor that issued the exemption has registered the form with the Florida Department of Health through the Florida Shots website. Once the superintendent can view the form on the website, the student will be admitted to school.

This procedure is posted on the Office of Schools website under Immunizations.

MEDICATION

Administering medication should occur outside of the school day. For medication administered at school the following rules are enforced:

- A Medical Information and Consent Form (available in the school office) must be completed before any student can receive medication at school including cough drops, throat lozenges, aspirin, or acetaminophen.
- All medication, prescription and non-prescription, must be kept in the school office except of students with diabetes or the need of an EpiPen.
- Medication must be in the original container with the pharmacy label showing the student's name, the name of the medication and directions for administration. Preferably, request that the pharmacist to prepare two containers: one for school and one to keep at home.
- For concerns about medication, parents will be notified prior to distribution.
- Reclaim all medications promptly after your child's recovery. Due to storage constraints and the school's liability, medication left unused for two weeks is discarded.

PLAYGROUND AND RECESS SAFETY

Play activity is within the designated areas only. Appropriate outdoor play expectations are applied in all area for the safety of everyone.

CONTROLLED SUBSTANCE

Asbestos Inspection

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos-Containing Materials as developed by Law Engineering is available without restriction for inspection in the school office.

Pressure-Treated-Wood Equipment

The Diocese of Orlando has conducted a thorough investigation of all properties and has taken all action recommended by its consultants regarding the levels of arsenic in pressure treated wood equipment. The Diocese follows the guidelines of the Florida Department of Environmental Protection and the State of Florida Department of Health.

SCHOOL MASS SEATING SAFETY REQUIREMENTS

Parents and family members are welcome to attend and are invited to engage in the prayers and worship at weekly Mass. Due to Diocesan safety & security expectations, students must sit with their class throughout the entire Mass and not with parents or family members. Parents and family members must sit in the designated area of the church and not with the students.

ACADEMIC POLICIES AND PROCEDURES

Good Shepherd Catholic School is fully accredited by the Florida Catholic Conference. All teachers are certified by the state of Florida. The curriculum meets and exceeds standards set by the State of

Florida and the Diocese of Orlando. In all grades Instructional Assistants support academics in the classroom. Grades six (6) through eight (8) are departmentalized. Regularly scheduled classes in art, music, technology, Spanish and P.E. provide diversity in the curriculum.

Student Performance Expectations

The Curriculum in the Diocese of Orlando is based upon the expectations of broad areas of knowledge and competence that Catholic school students achieve by the time they graduate from the 12th grade. These expectations are considered on-going student performance goals throughout all grade levels. These student performance goals are a priority as elementary schools and high schools develop curriculum and deliver instruction.

- As **information managers**, students will be able to locate, interpret, evaluate, maintain, and apply information, concepts, and ideas found in literature, the arts, symbols, recordings, video and graphic displays, and computer programs in order to perform tasks and/or for enjoyment.
- As **effective communicators**, students will be able to communicate in English and other languages using information, concepts, prose, symbols, reports, audio and video recordings, speeches, graphics displays, and computer programs.
- As **numeric problem solvers**, students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and to identify and solve problems.
- As **critical and creative thinkers**, students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.
- As **ethical and responsible workers**, students, as good stewards of God's gifts, will be able to appropriately allocated time, money, and other resources.
- As **resource managers**, students, as good stewards of God's gifts, will be able to appropriately allocate time, money, and other resources.
- As **systems managers**, students will be able to integrate their knowledge and understanding of how social, organizational, informational, and technological systems work with their abilities to analyze trends, design and improve systems, and use and maintain appropriate technology.
- As **cooperative workers**, students will be able to work harmoniously with others to successfully complete a project or task.
- As **effective leaders**, students will be able to establish credibility through their competence and integrity, and communicate their feelings and ideas to justify or successfully negotiate a position which advances their growth and development as Catholic Christians.
- As **culturally sensitive learners**, students will be able to recognize that all human beings are children of one God and Father. They should appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social and educational backgrounds.

ACADEMIC RECORDS

Copies of student records are available to any parent/guardian when requested. For students transferring to another school, the original records must be sent using the United States Postal Service according to state law. A summary form of academic record is kept at GSCS for eternity. According to the Diocesan School Policy and Administration Handbook, the school should withhold students' records when financial obligations are not met. However, health information will be released to a receiving school.

ALGEBRA I MIDDLE SCHOOL PLACEMENT

The Diocese of Orlando seeks to offer the most challenging curricular options for children whose academic ability indicates evidence that the student is ready to pursue coursework of greater academic demand and intensity and requiring of that student the appropriate maturing and work ethic to meet that demand.

Algebra I is the foundation for all subsequent high school math courses and is a high school graduation requirement for both Diocesan Catholic High Schools as well as all public high schools in the state of Florida. Consequently, eighth (8th) grade students in the Diocese of Orlando are enrolled in Algebra I based on the following criteria:

- ✓ Completion in seventh (7th) grade of a math course that aligns with Grade 7 Mathematics Advanced #1205050 with a final course grade no lower than 80%.
- ✓ Prior year standardized assessment scores in Math must fall no lower than the 70th percentile.
- ✓ IOWA Algebra Aptitude Test with benchmark scoring no lower than the 55th percentile.

Teacher recommendation to principal for “borderline” placement may be considered if any one of the above has not been met.

Math Placement at Diocesan Catholic High Schools

Upon the successful completion of Algebra I at the middle school level, students matriculating to a Catholic high school in the Diocese of Orlando will be appropriately placed in a math course at the discretion of the high school guidance department based on the following criteria:

- ✓ Score on the math portion of the High School Placement Test no lower than 90%.
- ✓ Second trimester course grade in Algebra I no lower than 75%.
- ✓ Passing the Diocesan Algebra I End-of-Course Exam with a score no lower than 75% OR the Florida End-of-Course Exam for Algebra I with a score no lower than 3.

Students matriculating to the public high school must complete the required state End-of-Course Exam before graduating from a Florida public high school. The End-of-Course Exam is a public school requirement and is administered at the discretion of the local school district with credit determined according to public school standards. The scheduling of the public school End-of-Course Exam is the responsibility of the parent.

Upon meeting the above criteria, students entering a Diocesan Catholic high school will be given high school credit for having completed Algebra I. High school transcripts will reflect that the courses have been completed prior to enrollment in the Catholic high school. The grade for Algebra I given at the middle school level will **not** be counted in the Catholic high school cumulative grade point average.

It is required that ALL students enrolling in Diocesan Catholic high schools must complete four years of math during high school in order to meet Diocesan graduation requirements for math.

THE BUCKLEY AMENDMENT
(Family Education Rights and Privacy Act)

Good Shepherd Catholic School adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

1. Students may not grade the work of other students.
2. Graded student work may not be displayed.
3. A student should never be asked to state his/her grade aloud.
4. Parent volunteers may not grade student work.

CLASSWORK, HOMEWORK, ASSESSMENTS AND ASSIGNMENTS

Formative assessments include but are not limited to: class participation, quizzes, class work, and homework. Summative assessments include but are not limited to: tests, projects, reports, presentations, etc... **Students in all grades will use planners to keep track of their assignments.** Grades for written essays, tests, or projects will be posted no later than one week after the assignment is due.

Although the amount of homework varies according to grade levels, daily assignments, etc., a reasonable guideline is to be followed. Teachers should consider the ability of the individual student and the assignments of other teachers when requiring homework.

Homework Minute Guidelines:

Grades K-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	75 minutes

Homework Bill of Rights:

PreK3 and PreK4

1. Homework activities allow parents to become involved in what the child is learning at school.
2. Homework activities are fun and make the child feel successful.
3. Homework activities can provide practice of skills introduced in class.

Primary including ALL Kindergarten through 2nd grade classes

1. Children have the right to homework that is beneficial and relevant to the concepts and standards taught in the classroom. Homework should also reinforce skills and build study habits.
2. A child's right to play time/family time, and adequate sleep, shall not be infringed upon by excessive homework.
3. Children have the right to expect that parents will monitor and participate in homework, and communicate with the teacher where there are problems or areas of concern.
4. Children have the right to benefit from homework that includes practice and repetition as well as authentic tasks that come directly from the curriculum.
5. Children shall be required to read and be read to throughout the week.
6. Families shall be entitled to weekend and holidays free from homework.
7. **All homework assignments must be neat and presentable.**

Intermediate including ALL classes grades 3 and 5

1. Students have the right to receive homework that reviews previously taught materials
2. Students have the right to homework that can be completed without excessive help..
3. Parents are entitled to open communication with the teacher about any homework concerns.
4. **All homework assignments must be neat and presentable.**

Middle School – including ALL classes grades 6 through 8

1. Students will not regularly be assigned weekend or holiday homework unless there is an on-going, long-term project or unfinished work. Algebra is a high school course so weekend homework may be required.
2. Students shall be entitled to academic support and assistance during non-instructional time including lunchtime, before and after school, etc...
3. All homework assignments must be neat and presentable.

Specials – including Technology, PE, Music, Art and Spanish

1. Homework may be assigned when necessary for developing specific skills that require repetition for mastery.
2. Homework may be assigned as review for an assessment in conjunction with class time review.
3. Homework will not be given when it conflicts with core subject area assignments except for Middle School Spanish. Ample time is given for homework completion.
4. Students are entitled to additional help by the subject area teacher during non-instructional time.
5. Homework is not assigned on weekends and holidays.

GRADING SCALE/REPORT CARD

Developmental Reports for PreK3-PreK4 and Report Cards for grades K-8 are distributed at the end of each trimester.

Grades PreK3-PreK4 use Standards-Based reporting with the following key:

- P **Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy.
- DP **Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.
- EP **Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.
- Blank Not taught OR Not Assessed during this trimester

Grades K-2 use Standards-Based reporting with the following key:

- P **Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy.
- DP **Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.
- EP **Emerging Proficiency:** Student work is beginning to show progress/understanding but is not yet meeting grade level expectations for this trimester.
- IP **Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level this trimester.
- Blank Not taught OR Not Assessed during this trimester
- AP **Advanced Proficiency:** Student work consistently surpasses grade level expectations for this trimester with independence and accuracy.

Grades 3-8 use the following grading scale as legislated for schools in the Diocese of Orlando, as well as the public schools in the state of Florida.

- A (90-100%) Outstanding Achievement
- B (80-89%) Above Average Achievement
- C (70-79%) Average Achievement
- D (60-69%) Below Average Achievement
- F (0-59%) Unsatisfactory Achievement

Trimester core subject grades, as well as Specials subject area classes including music, art, physical education, media/technology, and Spanish for students in grades 3-8, are reflective of a student's performance on both formative and summative assessments. The trimester grades are calculated according to the weighted scale as follows:

- Classwork 25%
- Assignments 35%
- Assessments 40%

For grades 3-5 the Standards-Based Report Card includes letter grades for each subject as well as the degree of proficiency earned on standards taught and assessed throughout the school year. The key for the standards is as follows:

- P **Proficient:** Student work is secure and meets grade level expectations for this trimester with accuracy.
- DP **Developing Proficiency:** Student work is developing but is not consistently meeting grade level expectations for this trimester.
- IP **Insufficient Proficiency:** Student work shows insufficient progress/understanding and is significantly below grade level this trimester.

The purpose of including the degree of proficiency earned on the standards is to provide more information about the student's strengths and areas for improvement of skills and content knowledge. For grades 3-8 the Standards-Based Report Card includes letter grades for each subject as well as an assessment of Learner Behaviors. The key for the Learner Behaviors is as follows:

- Responsibility:** Student successfully adapts to classroom practices and routines
- Participation:** Student actively participates in classroom discussion and activities
- Assignment Completion:** Student completes assigned tasks within the assigned time limits
- Interpersonal Skills:** Student displays respect for others; interacts appropriately in cooperative group, classrooms, and school settings

Learner Behavior Scale:

- 1 – Student consistently demonstrates this behavior
- 2 – Student sometimes demonstrates this behavior
- 3 – Student seldom demonstrates this behavior

Report cards are distributed electronically through Family Portal. Hard copy requests of the report card may be made in the school office.

Students who have completed Algebra I at GSCS may opt to take the End of Course (EOC) exam through their public school. Families should consult their public high school for information regarding the exam.

School Administration may approve that a student will earn an incomplete trimester subject grade (I) if they have not demonstrated mastery of skills and standards by completing less than 80% of the expected work. The student is expected to complete the work within two weeks after the end of the trimester, at which time the grade will be adjusted accordingly.

Promotion/retention is noted on every report card for grades K-8. Discussions with parents regarding retention for the following school year occur during the spring of the current school year including eighth grade graduation.

RECOGNITION AWARDS

Honor Roll

Honor Roll certificates are presented each trimester to students in grades 4 through 8 who maintain straight A's while performing on grade level in: **Religion, Social Studies, Science, Math, English Language Arts classes, and Specials (PE, Art, Music, Spanish, Technology)**. Three or more behavioral infractions per trimester prevent a child from being listed on the Honor Roll. When tallying *Learner Behaviors* on the report card for grades 4-5, a total score of 6 or more prevents a student from being listed on the Honor Roll. In grades 6-8 a total score of 46 or more prevents a student from being listed on the Honor Roll.

National Junior Honor Society

National Junior Honor Society is a student organization with the purpose to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character and to encourage good citizenship in the students of GSCS.

Each year GSCS National Junior Honor Society selects new incoming seventh and eighth grade members based on the following process:

1. Academic Achievement of an overall yearly average of 3.75 on a 4.0 scale at grade level, determines eligibility for consideration of membership
2. Once eligibility for consideration of membership is verified, letters of invitation to apply for membership are sent to students
3. Applications for membership are submitted by interested students and are evaluated by a selected committee of unnamed faculty
4. Selection of membership is based on the following criteria:
 - a. Service to the school, parish and community that is recorded and verified
 - b. Leadership roles and opportunities
 - c. Character/Integrity
 - d. Citizenship

An induction ceremony for new members is scheduled after a school Mass each fall.

Throughout the school year NJHS participates in community service and fundraising efforts that benefit the parish and greater community.

End of the Year Academic Awards

The Academic Awards Ceremony is scheduled for the last week of school. Eighth grade awards are recognized additionally at graduation. Academic Awards include:

- **Academic Honor Roll** - to be eligible students must receive academic honor roll status all three trimesters (refer to Honor Roll).
- **Accelerated Reader Top Reader Award** – the student with the highest AR points in the school will receive a certificate along with their name engraved on the school plaque.
- **Blue Ribbon Award** – students who have achieved a yearly academic average of 4.0 (All-year Honor Roll) and played in at least four middle school sports during the academic year are recognized for their hard work and commitment.
- **President's Award for Educational Achievement** - one student from each homeroom in grades 4-8 is honored for excellent academic effort, conduct, and responsibility throughout the year.
- **Kinetic Sculpture Award** – teams of 8th grade students create Kinetic Sculptures in science class by transforming ordinary and found objects into an artistic kinetic sculpture. School

award winners then go on to present at the annual Orlando Science Center event. Awards are given based on the complexity of motion, the understanding of the science involved, mechanical innovation, and artistic expression. The Best in Fair winners receive \$500 for their science classroom and a trophy. There are also awards given for Most Artistic.

- **Knights of Columbus Award** – students in grades seven and eight who earn more than 100 hours (150 hours if student is an NJHS student) of quality, volunteer service in the areas of community, parish, school, and home are recognized for their dedication to making a positive difference.
- **May Crowning** – One female student in each 8th grade homeroom is selected to represent the class based on the virtues of Our Mother Mary: grace, obedience, patience, humility, purity, faithfulness, courage, prudence, and trust in God.
- **Principal's Award** - one student per grade level in grades 4-7 with the highest academic average, who has no behavior infractions, **maintains a score in *Behaviors of a Learner* less than 6 in grades 4-5 and less than 46 in grades 6-7 on the report card per trimester, and demonstrates strong Christian values is recognized. In Grade 8, a student meeting these requirements is named Valedictorian.**
- **President's Award for Educational Excellence** - to be eligible, students must earn a grade point average of 90% on a 100 point scale (A on the letter scale). The student must also score in the 90th percentile or above on the standardized tests in Mathematics (core total) or Reading. Eligibility is established in grade 5. Students must maintain eligibility in grades 5 through 8. If these high standards are continued through grade 8, the student is awarded official recognition at graduation.
- **R.A.M.S. Award** – One student from each class that consistently demonstrates the qualities of a R.A.M.S. who has also been previously recognized as a R.A.M.S. of the month is chosen to receive the R.A.M.S. award.
- **Sports and Fitness Award** – students are awarded for improving their personal best on physical fitness tests given at the beginning and end of the school year.

STANDARDIZED TESTING

To ensure the overall quality of the curriculum at Good Shepherd Catholic School, and to monitor the progress of each individual student, diagnostic and standardized achievement tests are given annually to students. Parents generally receive a copy of the test results and scores are recorded in the child's cumulative record folder.

VPK: The Coordinated Screening and Progress Monitoring Program is the statewide, standardized program known as Florida's Assessment of Student Thinking (FAST) using Star Early Literacy implemented in all VPK programs as required by s. 1002.68, F.S., that is used to assess student achievement of the performance standards established in s. 1002.67(1)(a), F.S., in early literacy and mathematics.

VPK Programs will begin implementation of the FAST using Star Early Literacy beginning in the 2022-2023 VPK Program Year. VPK programs will assess for Assessment Period 1 (beginning of the year)

and Assessment Period 3 (end of the year). GSCS also conducts a voluntary, third assessment during Assessment Period 2 (mid year).

Kindergarten:

A test of basic concepts (FLKRS) is given to children in the fall of the Kindergarten year. All data is submitted to the state of Florida and individual results are not shared with parents. GSCS receives an overall rating of performance by its students.

Grades 2-8 Standardized Tests:

Standardized assessments are administered to students in grades 2-8 in spring of each year as an integral part of the total instructional program. The testing, however, is not “high stakes” – test results/scores are simply one measure of the total composite of a child’s individual academic progress. The results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Rather, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window, will be rescheduled for testing upon his/her return to school. Student will not be exempted from taking standardized tests.

Accommodations will be offered as required to meet the qualified child’s learning needs. Accommodations are allowed only when specifically indicated through testing via a professional evaluation compelled as part of the IDEA Child Find process by the public school district, or through a private psychological-education evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 plans. Accommodations are offered at the sole discretion of the school staff and will be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

ACRE (Religion) Test:

The ACRE Test is administered to students in grades 5 and 8 in the spring.

STUDENT SUPPORT

The services of a School Guidance Counselor and Resource & Instructional Teacher are available for students. Students as well as parents are welcome to arrange a conference with the Guidance Counselor, Resource & Instructional Teacher, classroom teachers or contact the parish to talk with a priest.

BEHAVIOR POLICIES AND PROCEDURES

CODE OF CONDUCT

In accordance with the stated philosophy of the school that emphasizes deep respect for the human dignity and the uniqueness of every individual, each student is to be considerate of the rights' of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility.

Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.

CONFERENCES FOR BEHAVIORAL CONCERNS

Conferences to discuss behaviors that affect successful school performance are scheduled by a school administrator and usually include a principal, the guidance counselor, teachers and parent(s).

DISCIPLINARY CONSEQUENCES

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all possible courses of action have been explored, the student is sent to the school administration for further action. Corporal punishment is not permitted.

Administrators and teachers in grades PreK3 through 8 document behavior incidents using a computerized database called *Renweb*. When a behavior infraction is entered, a predetermined consequence is determined. To communicate receipt of the report, the parent is requested to sign the report and return it to the child's teacher or administrator. **TWO OR MORE BEHAVIORAL INFRACTIONS RESULT IN A LOSS OF HONOR ROLL STATUS.**

Level-One infractions incur a verbal warning, lunch detention, and/or an after-school detention.

Level-One:

1. Classroom Disruption
2. Gum, Food in Class
3. Note Writing (content Specific)
4. Tardy to Class
5. Failure to Follow Directions from supervising adult
6. Touching Other's Property
7. Teasing

Level-two infractions incur an after-school detention, in-school suspension, and/or an out-of-school suspension. Level II infractions must be reported to an administrator. Level II infractions will immediately result in parent notification and conference.

Level-Two:

1. **Repeated Level-One Violations**
2. Technology Violation- Intimidating or improper use
3. Forgery
4. Cheating/ Plagiarism
5. Making Threats
6. Bullying, Fighting, Possession of Inappropriate Items
7. Open Defiance, Insubordination
8. Profanity, Obscenity
9. Damage to School Property
10. Spitting, kicking, or any inappropriate physical contact/injury
11. Safety violations – behaviors that interfere with the student's safety or the safety of another

Level-Three infractions incur at least a suspension and at the discretion of the Administration, expulsion from GSCS.

Level-Three:

1. **Repeated Level-Two Violation**

2. Firearms/Weapon Possession operable or inoperable; loaded or unloaded. Included in this category is any item which could be used to intimidate or inflict harm on another person.
3. Attack on School Employee
4. Physical violence/inflicting bodily harm
5. Threats to school employee or Their Property
6. Leaving Campus or Field Trip without Permission
7. Bomb Threat; False Fire Alarm
8. Gang Involvement
9. Not cooperating in School Evacuation
10. Use or Possession of Drugs and Drug Paraphernalia, Tobacco Products, or Alcohol
11. Serious Inappropriate Behavior (as determined by the Principal)
12. Stealing
13. Harassment- sexual, physical, verbal, cyber, racial, etc...

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

Restroom/Locker Room Privacy Policy

Good Shepherd Catholic 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 rooms/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 provision shall be considered a part of the school's code of student conduct and the instructional personnel Code of Ethics.

Consequences may include, but are not limited to:

- **DETENTION.**
Detentions are time spent after school fulfilling service to the school. The purpose is to discourage negative behaviors and/or activities and give back to the school. Parents are notified 24 hours in advance of a detention and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention. Three detentions from any level may result in an in-school suspension or an out-of-school suspension. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.
- **PROBATION**
The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the School Administration, at which point the student may not participate in any school activity or be a member of a Good Shepherd Catholic School athletic team. If the student's behavior does not improve during this period, the Pastor and Principal will decide if withdrawal is appropriate.
- **SUSPENSION**

Suspension demonstrates to the student that his/her conduct is not acceptable. It tells the students that if continued, such conduct will cause a permanent separation.

If a student is placed on out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return. Students must complete all assignments and assessments missed during the suspension. During a behavioral suspension the student is not permitted to participate in extra-curricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other GSCS event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

- **EXPULSION**

Student behavior that is continuously a source of harassment to teachers and/or fellow students, may result in withdrawal from the school. Such a request is made at the discretion of the Pastor and Principal. Any conduct not consistent with Catholic moral teaching and the philosophy of Good Shepherd Catholic School constitutes grounds for possible expulsion. Possession of illegal substances, weapon or item judged by the administration as posing a threat to the safety of other students, will result in immediate expulsion. The Principal, in conjunction with the Pastor, will in all instances be the final arbiter in determining the grounds for expulsion.

FAITHFUL CITIZENSHIP POLICY

The Diocesan curriculum shall include the teaching of citizenship, government, and current affairs in an effort to instill faithful citizenship, encourage an obligation to study the issues, and with the hope that students will become politically involved. Advocating a specific political stance, party affiliation, and/or party agenda shall not be exercised by faculty, parents, or students anywhere on the school premises, in the name of the school or during school or school-sponsored activities. The posting of political materials in Diocesan schools or on a school's property is strictly prohibited. Political candidates or advocates are not permitted to speak on campus during the election period except as part of a formal debate (within four months prior to the election date). Political discussions and mock elections are encouraged and indeed can be an effective teaching instrument. However, discretion should be used that no political party is highlighted or presented as the "schools" preference or choice.

OFF CAMPUS CONDUCT

The administration of Good Shepherd Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This includes non-compliance of Internet or Technology policy.

POLICY AGAINST BULLYING AND HARASSMENT

It is the policy of the Good Shepherd Catholic School that all of its students and school employees are provided an educational setting that is safe, secure, and free from harassment and bullying of any kind. Good Shepherd Catholic School does not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational

environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Name calling, whether in person or through any form of electronic communication
2. Social Exclusion
3. Threats
4. Intimidation
5. Stalking or Cyber-stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct repeatedly directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and **harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or software through a technology system or network within the scope of GSCS
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic communication, mail or social media, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

GSCS expects students to conduct themselves as appropriate for their level of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. GSCS believes that standards for student behavior must produce an atmosphere that encourages students to grow in self-discipline. This atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. By example, administrators, faculty, staff, and volunteers must demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment. GSCS upholds that bullying or harassment of any student or school employee is prohibited:

- a) During any education program or activity conducted by Good Shepherd Catholic School;
- b) During any school-related or school-sponsored program or activity;

c) Through technology that is accessed system, or network of Good Shepherd Catholic School.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. Consequences and appropriate remedial action for students, employees, visitors or volunteers who commit acts of bullying or harassment will be determined in accordance with GSCS policies, procedures, and agreements after consideration of the nature and circumstances of the act.

Consequences and appropriate remedial action for a student, employee, visitor or volunteer found to have wrongfully and intentionally accused another as a means of bullying or harassment will be determined in accordance with school policies, procedures, and agreements after consideration of the nature and circumstances of the act.

At GSCS, the School Administration is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy, and members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy.

The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. Anyone who promptly reports in good faith an act of bullying or harassment to the School Administration is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).

The procedures for investigating Bullying and/or Harassment include:

- The School Administration initiates the investigation.
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential.

The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow. The principal or designee shall report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved.

GSCS is committed to include in their regular instructional programs lessons that teach the dangers and consequences of harassment.

PROHIBITED ITEMS

Items such as but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, **smart watches**, or technology that detract from a learning situation are not allowed at school at any time. Rolling backpacks may only be used to and from school.

The school administration, in accordance with state laws, will determine appropriate disciplinary measures taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) at the principal's discretion or on the last day of the school year.

Teachers and administration reserve the right to inspect all articles on school property at any time. Prohibited items may be seized and kept in the administrative offices until claimed by a parent. A teacher may ask the student to empty pockets, bags, purses, etc. If suspected threats or danger to the student or school population exist, teachers may search a student directly.

Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.

RELATIONSHIP WITH LAW ENFORCEMENT

GSCS's relationship with local law enforcement agencies fosters a sense of community and connection. Working together enhances and sustains safe learning environments for our students and families, while building awareness of current themes and concerns in the area of safe schools. In circumstances that are deemed dangerous and/or illegal, GSCS contacts the appropriate law enforcement agency and abides by the expectations of the law.

DRESS CODE POLICIES AND PROCEDURES

DRESS CODE

All students must arrive at school properly attired every day. Uniforms are to be proper size and worn appropriately. Uniforms are to be neat and clean.

Students who are out of uniform without an excuse are sent to the office and will face consequences as indicated below.

The administration reserves the right to judge the appropriateness of the student's appearance. Faculty and parent representatives have formulated the below guidelines in an effort to ensure an environment conducive to learning:

All required school uniform attire must be purchased through Risse Brothers. Dry-fit Navy Blue polo shirts with GSCS logo for Middle School students only. GSCS initial embroidery must be on all boy shorts or slacks.

PreK3 students are expected to wear GSCS cotton PE t-shirts (**Risse Brothers**) and navy blue cotton/mesh shorts (**Risse Brothers**), as well as mostly black, closed-toed and closed-heeled shoes, preferably athletic shoes. During cold weather, students may wear a solid white long sleeve shirt under the GSCS cotton PE t-shirt and navy blue sweatpants.

ELEMENTARY BOYS GRADES PreK4 THROUGH 5TH

Walking shorts

Navy blue (**Risse Brothers**) with GSCS initials, fitted appropriately at the waist.

Pants	Navy blue (Risse Brothers) with GSCS initials, fitted appropriately at the waist. Boys in grades 3 thru 5 MUST have one pair of trousers for Mass days and special occasions.
Belt	Black, brown, or navy blue, required if shorts or pants have belt loops (belts are optional for prek4, kindergarten and first grade students).
Shirt	White or hunter green polo dry fit with school logo (Risse Brothers). Cotton (pique) polos available with special order (Risse Brothers). Solid white undershirts only. Shirts must be tucked into pants or shorts.
Sweater/Jacket	GSCS Solid navy blue cardigan or V-neck pullover, Navy Fleece Jacket, or Sweatshirt (Risse Brothers).
Socks	Solid black, or white with no markings.
Shoes	Black dress shoe or primarily black athletic shoes (logos/accents may be white, silver, or grey in color). No hightops or slip on tennis shoes.
Jewelry	Watch (1 only no smart watches), bracelet (1 only), thin chain necklace with one-inch religious pendant (1 only). No earrings, not even on free dress days.
Hair	Hair must be neat and orderly. It must be above and not touching the shirt collar, trimmed around the ears, and must be neat with bangs above the eyebrows. No extremes in color, length or style are acceptable. No shavings or shaved heads permitted. Trending hairstyles that do not meet our neat and orderly guidelines, deemed by administration, are not permitted.
PE Uniform (Worn all day on PE days EXCEPT Mass Days)	<u>Shirts</u> - Good Shepherd PE shirt (Risse Brothers). <u>Shorts</u> - PreK4 Navy blue cotton shorts (Risse Brothers). K - 5th lined, navy mesh shorts (Risse Brothers), should be no shorter than 4" above the knee, sweatpants and sweatshirts (Risse Brothers), RAMS athletic pants (Risse Brothers). <u>Shoes</u> – primarily black athletic shoes (logos/accents may be white, silver, or grey in color). No hightops or slip on tennis shoes.
NO MAKE-UP, NO NAIL POLISH, NO TATTOOS, NO WRITING ON SELF OR CLOTHING	

MIDDLE SCHOOL BOYS GRADES 6TH THROUGH 8TH

Walking shorts	Khaki (Risse Brothers) or Navy blue (Risse Brothers) with GSCS initials, fitted appropriately at the waist.
Shirt	Navy blue polo or dry-fit (Risse Brothers) with school logo. Cotton (pique) polos available with special order (Risse Brothers) long sleeve white shirt with school logo and navy blue tie (Risse Brothers) on Mass days. Undershirts must be solid white. Shirts must be tucked into pants or shorts at all times.
Pants	Khaki (Risse Brothers) or Navy blue (Risse Brothers) with GSCS initials, fitted appropriately at the waist. MUST have one pair of trousers for Mass days and special occasions.
Belt	Black, brown, or navy blue required for shorts and pants.
Sweater/Jacket	GSCS Solid navy blue cardigan or V-neck pullover, Navy blue Fleece Jacket, or Sweatshirt (Risse Brothers).
Socks	Solid black, or white with no markings.
Shoes	Black dress shoe or primarily black, lace up athletic shoes (logos/accents may be white, silver, or grey in color) No hightops or slip on tennis shoes.

Jewelry	Watch (1 only no smart watches), bracelet (1 only), thin chain necklace with one-inch religious pendant (1 only). No earrings, not even on free dress days.
Hair	Hair must be neat and orderly. It must be above and not touching the shirt collar, trimmed around the ears, and must be neat with bangs above the eyebrows. No extremes in color, length or style are acceptable. No shavings or shaved heads permitted. Trending hairstyles that do not meet our neat and orderly guidelines, deemed by administration, are not permitted. <u>Facial Hair</u> - no facial hair. Boys are to be clean shaven at all times.
PE Uniform (Worn all day on PE days EXCEPT Mass Days)	<u>Shirts</u> - Good Shepherd PE shirt (Risse Brothers) or 8 th grade class shirt <u>Shorts</u> - Lined navy mesh shorts (Risse Brothers), should be no shorter than 4" above the knee. Good Shepherd sweatshirts (Risse Brothers), RAMS athletic pants (Risse Brothers) <u>Shoes</u> - primarily black athletic shoes (logos/accents may be white, silver, or grey in color). No hightops or slip on tennis shoes.
NO MAKE-UP, NO NAIL POLISH, NO TATTOOS, NO WRITING ON SELF OR CLOTHING	

ELEMENTARY GIRLS PreK4 THROUGH 5th	
Jumper	Hunter green plaid (Risse Brothers) worn with white peter pan blouse.
Pants/trousers	Navy blue (Risse Brothers) with GSCS initials, fitted appropriately at the waist.
Skorts/ Shorts	Hunter green plaid - should be no shorter than 4" above the knee. Uniforms are not to be altered or rolled. Parents may be asked to purchase new uniforms if they have been altered.
Shirt	White or hunter green dry fit polo with school logo (Risse Brothers). Cotton (pique) polos available with special order (Risse Brothers). White, peter pan poly-cotton (Risse Brothers) to be worn under jumpers. Solid white undershirts only. Shirts must be tucked into pants or skorts at all times.
Belt	Black, brown, or navy blue, required if shorts or pants have belt loops (belts are optional for prek4, kindergarten and first grade students).
Sweater/Jacket	GSCS Solid navy blue cardigan or V-neck pullover (Risse Brothers), Navy blue Fleece Jacket, or Sweatshirt (Risse Brothers).
Socks	Solid black, or white with no markings.
Tights or Leggings	Navy blue, black, or white ankle length leggings or tights worn under skort, jumper or shorts.
Shoes	Black dress shoe or primarily black athletic shoes (logos/accents may be white, silver, or grey in color). No hightops or slip on tennis shoes.
Jewelry	Watch (1 only no smart watches), bracelet (1 only) no charms, thin chain necklace with one-inch religious pendant (1 only), ring (1 only), stud earrings (1 pair only) not larger than a dime. No dangling earrings, including hoops .
Hair	No extremes in color, length or style, no shaved heads. Hair must be neat; bangs must be above the eyebrows. Accessories should coordinate with the uniform.
PE Uniform (Worn all day on PE days EXCEPT Mass Days)	<u>Shirts</u> - Good Shepherd PE shirt (Risse Brothers). <u>Shorts</u> - PreK4 Navy blue cotton shorts (Risse Brothers).

	<p>K - 5th lined, navy mesh shorts (Risse Brothers), should be no shorter than 4" above the knee, sweatpants and sweatshirts (Risse Brothers), RAMS athletic pants (Risse Brothers).</p> <p>Uniforms are not to be altered or rolled. Parents may be asked to purchase new uniforms if they have been altered.</p> <p><u>Shoes</u> – primarily black athletic shoes (logos/accents may be white, silver, or grey in color). No hightops or slip on tennis shoes.</p>
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NO MAKE-UP, NO TATTOOS, OR WRITING ON SELF OR CLOTHING
Only clear nail polish is permitted/NO acrylic or artificial nails permitted not even on dress down days

MIDDLE SCHOOL GIRLS 6th THROUGH 8th

Pants/trousers	Navy blue or Khaki (Risse Brothers) with GSCS initials. Must fit appropriately at waist.
Skorts/ Shorts	Hunter green plaid - should be no shorter than 4" above the knee. Uniforms are not to be altered or rolled. Parents may be asked to purchase new uniforms if they have been altered. MUST have one skort for Mass days and special occasions.
Shirt	Navy blue dry fit polo (Risse Brothers) with school logo. Cotton (pique) polos available with special order (Risse Brothers). Polo Shirts must be tucked into uniform at all times. White 3/4 sleeve shirt with school logo (Risse Brothers) on Mass days, may be worn untucked. Solid white camisole required under Mass shirt.
Belt	Black, brown, or navy blue required if garment has belt loops.
Sweater/Jacket	GSCS Solid navy blue cardigan or V-neck pullover, Navy blue Fleece Jacket, or Sweatshirt (Risse Brothers).
Socks	Solid black, or white with no markings.
Tights or Leggings	Navy blue fitted ankle length leggings worn under skort, jumper or shorts. Tights - Navy blue, or white worn under skort, jumper or shorts.
Shoes	Black dress shoe or primarily black lace up athletic shoes (logos/accents may be white, silver, or grey in color). No hightops or slip on tennis shoes.
Jewelry	Watch (1 only no smart watches), bracelet (1 only) no charms, thin chain necklace with one-inch religious pendant (1 only), ring (1 only), stud earrings (1 pair only) not larger than a dime. No dangling earrings, including hoops .
Hair	No extremes in color, length or style, no shaved heads. No dyed hair (highlights included). Hair must be neat; bangs must be above the eyebrows. Accessories should coordinate with the uniform.
PE Uniform (Worn all day on PE days EXCEPT Mass Days)	<p><u>Shirts</u>- Good Shepherd PE shirt (Risse Brothers) or 8th grade class shirt.</p> <p><u>Shorts</u>- Lined navy mesh shorts (Risse Brothers), should be no shorter than 4" above the knee, sweatpants and sweatshirts (Risse Brothers), RAMS athletic pants (Risse Brothers).</p> <p>Uniforms are not to be altered or rolled. Parents may be asked to purchase new uniforms if they have been altered.</p> <p><u>Shoes</u> – primarily black athletic shoes (logos/accents may be white, silver, or grey in color). No hightops or slip on tennis shoes.</p>

NO MAKE-UP, NO TATTOOS, OR WRITING ON SELF OR CLOTHING
ONLY CLEAR NAIL POLISH IS PERMITTED/NO ACRYLIC OR ARTIFICIAL NAILS permitted not even on dress down days

EXCEPTIONS TO THE UNIFORM POLICIES LISTED ABOVE ARE AS FOLLOWS:

Cold Days (as determined by the Principal):

Sweatpants solid navy

Good Shepherd sweatshirts (**Risse Brothers**)

Good Shepherd Jacket - Navy blue fleece (**Risse Brothers**)

Good Shepherd Sports Jacket and Sports Sweatpants (**Risse Brothers**)

DRESS DOWN DAY DRESS CODE

Dress Down Days are scheduled or announced during the course of the school year. They serve as a fundraiser and students may be charged a small fee if they dress down. A student may also dress down on his/her birthday OR on the closest school day if their birthday falls on a Mass day. Student may be asked to remain in the school office until he/she complies with Dress Down Day policy. The school also reserves the right to loan children a used uniform or ask them to call home should clothing be unacceptable.

Guidelines for Dress Down Days and School-Sanctioned Events for all students are as follows:

The rules for Dress Down Days (excluding shoes) apply to school events that are approved by the administration. Such events include but are not limited to award ceremonies, graduation, Candlelight, dinners, dances, socials, pep rallies and field trips.

1. Jeans, slacks, shorts, Capri pants and skirts of appropriate length and condition (may not have holes, rips, or defrayed). Skirts may not be shorter than 4 inches above the knee. **Shorts may not be shorter than 5 inches above the knee.**
2. No strapless garments, spaghetti straps, backless garments, bare midriffs, tank tops or sundresses.
3. All shoes must be athletic shoes or school shoes, and socks must be worn. No sandals, no slides, no boots, no open toed or backless shoes (including Crocs).
4. No hats, caps, visors, bandanas, fashion scarves, or sunglasses are permitted during the school day.
5. If a student's scheduled PE class falls on a free dress day, the student must wear/bring clothes conducive to PE including athletic shoes for class. Non-compliance will incur in **reduction in PE participation grade.**

No sloppy or ragged clothing. Tops must have a sleeve. Tank tops, tube tops, halter tops, or shirts with without sleeves are not allowed. Low cut or revealing shirts are not allowed. Belly buttons must be covered even when arms are extended. See- through clothing is not allowed. No underwear of any kind may be showing. Shirts that advertise alcohol, drugs, tobacco, or promote ideas that are unacceptable or obscene by school standards are not allowed. All pants MUST be without holes/rips, and should not be skin-tight. **Leggings may only be worn with a long shirt that covers down to mid-thigh.** All hair, make-up and jewelry rules remain the same as the handbook states for the uniform.

UNIFORM VIOLATIONS

Students who repeatedly violate the dress codes explained above will receive the following natural consequences:

Non-compliance with the dress code will be recorded. When a student violates the uniform code three times, he/she will not be permitted to participate in the next dress down day. Repeated violation of the dress code is referred to the School Administration for disciplinary action.

Student may be asked to remain in the school office until he/she complies with school uniform policy. **If a student is out of compliance, parents may be contacted to bring proper attire.**

LOST AND FOUND

Label all student clothing and belongings. Unclaimed clothing and supplies found in the school are brought to the school office. Hundreds of dollars' worth of articles is lost annually. Periodically, unclaimed items are given to a neighborhood thrift store.

TECHNOLOGY AND MEDIA POLICIES AND PROCEDURES

BOOK POLICY

The school provides students with textbooks as well as offers a well-equipped, automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A monetary fine is charged for textbooks returned in damaged condition, and for overdue books in the library.
3. Students who have lost or damaged books must pay for a replacement and do not receive report cards until their account is cleared.

TECHNOLOGY POLICY

Purpose: Good Shepherd Catholic School strives to provide all students with an equal opportunity for learning. We recognize that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. In addition to this policy, the use of any school technology also requires the student to abide by the Diocese of Orlando Technology Responsible Use Policy for Students and the Good Shepherd Catholic School Code of Conduct.

Cell phones are not needed on campus (this includes smart watches). If a student has an emergency and needs to use the phone, we have phones in every classroom, as well as offices; please do not allow your child(ren) to bring cell phones/**smart watches** to school. If you, as a parent, feel the student must bring a cell phone to school, please email Administration with the specific need for having it, during school hours, and storage of cell phones instructions, will be given. Students are not permitted to carry their cell phones around the school, in pockets or backpacks. **Failure to adhere to this school policy will result in disciplinary actions and the device will be confiscated by Administration for parental pick up.**

1. Student Responsibility

GSCS and the Diocese of Orlando accept no responsibility for personal property brought to the school by students. This includes **all personal technology devices**.. Devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their devices. If a device is stolen or

damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

2. Physical security

Users should take the following physical security preventative measures.

- The device should be marked with the student's name for identification purposes if found. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others.
- The device should be in a case so as to ensure protection.

INTERNET ACCESS

GSCS provides a network with internet monitoring when on the GSCS campus. Engagement in online social media will result in disciplinary action if the content includes defamatory comments regarding the school, the faculty, or the parish.

ONLINE PARENT CENTER

The Parent Center is located on the school's website (www.goodshepherd.org). Check this regularly for important information regarding school events, calendars, lunch menus, forms, policies, procedures, etc. The *Principal's Newscast* on the webpage is updated **monthly** with news and information for the upcoming **month**.

TECHNOLOGY RESPONSIBLE USE POLICY

1.0 Introduction

Good Shepherd Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are required to follow when using school technologies or personally owned devices on and off school campus.

- The Good Shepherd Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network or outside network can result in disciplinary action.
- Good Shepherd Catholic School makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definitions

2.1 Authorized Users:

- Student: any child 18 years or younger enrolled in Good Shepherd
- Faculty/Staff: any person who is employed by Good Shepherd, whether part-time or full-time, who provides instruction or supports the school operations.

2.2 School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Good Shepherd

2.4 Technologies Covered: Good Shepherd may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Good Shepherd Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed. **Any damage to GSCS issued technology will result in a \$75 repair fee.**

3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention, Good Shepherd will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

3.1 Web Access

Good Shepherd provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.2 Email

Good Shepherd may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

3.3 Social / Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Good Shepherd Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

3.4 Livestreaming

For distance education, Good Shepherd Catholic School will implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit, password protection, will not be recorded, and only students assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need further assistance, they should schedule time to talk to the teacher.

3.5 Mobile Devices Policy

Good Shepherd may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

3.6 Personally-Owned Devices Policy – **including no cell phones**

Cell phones are not needed on campus. If a student has an emergency and needs to use the phone, we have phones in every classroom, as well as offices; please do not allow students to bring cell phones to school. If you, as a parent, feel the student must bring a cell phone to school, please email Administration with the specific need for having it, during school hours, and storage of cell phones instructions, will be given. Students are not permitted to carry their cell phones around the school, in pockets or backpacks.

Students cannot take any pictures or videos on our Good Shepherd Catholic School campus, with their personal devices. If administration becomes aware of any pictures or videos taken on Good Shepherd Catholic School campus by a student, consequences will be given, that can lead to withdraw from GSCS, if the pictures or video violates the mission, morals, and values of our school.

If a student is in need of bringing a technology device to school, a parent must writing to school administration letting them know the reason for the need for technology to be brought to school. Once approved by administration, students should keep personally-owned devices turned off and brought to the Principal's office during school hours.

3.7 Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

3.8 Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

3.9 Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

3.10 Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Sexting

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal. Serious consequences will be given, that can lead to withdraw from GSCS, if images or content violates the mission, morals, and values of our school.

7.0 Examples of Responsible Use

The student will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
 - Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Examples of Irresponsible Use

I, the student will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Send or distribute obscene, lewd or sexually explicit images.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 Internet Safety Plan

- Good Shepherd implements an effective internet filtering and reporting solution Good Shepherd Catholic Schools, that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- School network is secure with IVenture to prevent from unauthorized access, including "hacking" and other unlawful activities by minors online
- Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying

- Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and Good Shepherd will hold an informational meeting to address the policy.

10.0 Limitation of Liability

- Good Shepherd Catholic School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- While Good Shepherd employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- Good Shepherd will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

11.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of Good Shepherd, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

12.0 References

Children’s Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> ,
<http://ifea.net/cipa.html>

Children’s Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
Protecting Children in the 21st Century -

http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf
Consortium for School Networking – <http://www.cosn.org>

PHOTOGRAPHY AND IMAGE ASSIGNMENT, WAIVER, AND RELEASE

As one reviews the photo release, it is expected to do so with regard to any particular considerations of photos of a parent’s child being available on-line or in print.

Parents/guardians, for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to Good Shepherd Catholic School and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, “the Diocese”), all rights, title and interest in, and to, the use of their child/ward’s image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, them and/or their child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose (“the Property”). The Diocese shall have, without consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

Parents/guardians hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, Parents hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without

limitation for any purpose whatsoever, and parents further waive all rights to any compensation for them and/or their child/ward's appearance or participation in the Property.

Parents/guardians hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that they and/or their child/ward may have against the Diocese in connection with the Property or the use of the Property.

The release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. Parents acknowledge that the Diocese cannot control all photographic access to its properties, and that their child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

Release of Audio and Visual Recording for Purposes of Digital Learning Recordings

Parents/guardian, for valuable consideration received, and for being allowed access to digital recordings of Good Shepherd Catholic School's digital learning live sessions and my child/ward's participation in Good Shepherd Catholic School's digital learning live sessions, expressly assign to Good Shepherd School and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward during any and all digital learning classes in which my child participates ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando for educational purposes.

Parents/guardian hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, for any other educational purpose. Further, I hereby authorize the reproduction, copyright, exhibition, broadcast and/or distribution of the Property within the Diocese without limitation for any educational purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward's appearance or participation in the Property for these limited educational purposes.

Parents/guardian hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property for these limited educational purposes.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property.

RenWeb FACTS/SIS FAMILY PORTAL

Ensure that you are helping your child keep track of assignments and grades by checking the RenWeb FACTS/SIS Family Portal Web. If you do not have access to the Internet, let your child's teacher know so hard copies of information can be sent home regularly. If you have any trouble accessing the RenWeb FACTS/SIS Family Portal, contact the school office.

CLASSROOM POLICIES AND PROCEDURES

BIRTHDAY/PERSONAL EVENT PARTIES

Party invitations should be delivered off school campus to avoid exclusion. Personal information will not be provided by GSCS. **An active school directory can be found on the FACTS Family Portal.**

LOCKERS/CUBBIES

At no time does the school relinquish its exclusive control of its lockers/cubbies. The School Administration or designee is authorized to search lockers/cubbies and locker contents at any time, without notice, and without parental/guardianship or student consent.

LUNCH PROGRAM

Student may not leave the school grounds for lunch.

A hot lunch program is available to PK-8 students each day at a moderate cost. The menu is available on the school website. A la Carte items including snacks, juices, water, ice cream, etc... are available at an additional cost.

Students may also bring lunch to school. *Ready-made* food is required since microwave ovens are not provided. Thermos bottles are permitted, but may not be filled with carbonated beverages. Students should not bring glass bottles, soft drinks or candy. Parents may not drop off lunches from carryout restaurants.

Crediting lunch is not an acceptable practice and will only be permitted in rare circumstances. All lunch charges must be paid by the end of each week.

PARENT-TEACHER COMMUNICATION

RenWeb FACTS/SIS Family Portal

The RenWeb FACTS/SIS Family Portal is a communication tool between parents and teachers as well as the School Administration. General practice dictates that graded assignments must be posted on the RenWeb FACTS/SIS Family Portal, within 48 – 72 hours after collecting the assignment. All grades for written essays, tests, or projects must be posted no later than week after the assignment is due.

Electronic Mail

Faculty email addresses are posted on the school's webpage, and are the preferred method of communication between parents and teachers. Personal emails are not provided to ensure privacy.

Electronic mail between a teacher and student is permitted only if the parent email is included. Teachers have 48 hours to respond to email messages, not to include weekends. Being that email can be very subjective, please use proper email etiquette when **addressing and** communicating with teachers and administrators via email.

School Telephones

School telephones are business telephones. Teachers can be reached via voice mail. To access a teacher's voice mail dial 407-277-3973 and select the appropriate extension. Personal numbers are not provided to ensure privacy.

Classrooms and offices have telephones that students may use with permission from a teacher or school personnel. Students must go to the front office to make phone calls for forgotten homework, lunches, P.E., athletic clothes, etc. As much as we prioritize open communication with parents, it is extremely difficult to give personal messages to children on a regular basis.

Parent Teacher Conferences

One time a year parents are expected to attend an academic conference with the homeroom teacher regarding progress and/or concerns. Parents are not allowed in classrooms during the school day. It is preferred that parent-teacher conferences are conducted in person.

Additional conferences are scheduled by teachers or Support Staff at any time during the school year deemed necessary. Parents may request a conference with a teacher at any time of the school year by contacting the teacher by email or phone.

PLACEMENT REQUESTS

The school administration in cooperation with the classroom teachers is responsible for the classroom placement assignments of students. Many factors are considered when determining classroom placements including: student ability levels, academic strengths and challenges, processing skills, special education needs, social emotional needs, maturity levels, past and present conflicts and resolutions, growth and development, etc. All placement decisions are made with the students' best interests in mind by the teachers, Student Services and the administration of the school without outside pressures. The decision of the principal is final.

STUDENT DIRECTORY

As a convenience for families a Family Portal including family contact information is made available on the RenWeb FACTS/SIS Family Portal, in September. Personal information will not appear if so indicated on the student's on-line enrollment form. Changes can be made using the RenWeb FACTS/SIS Family Portal account.

USE OF SCHOOL GROUNDS

During school hours the campus is secured and the use of the grounds is for school sponsored or related events and activities only. For scheduling use of the school grounds after school hours or on weekends, the parish office handles the calendar.

VISITS TO CLASSROOMS

Volunteers – Classroom volunteers will be limited to only those volunteers providing specific academic and instructional support, as requested by the teacher.

Vendors – Vendors such as Title 1 tutors; therapists; and/or contractors will be allowed on campus.

All visitors, volunteers, and vendors must adhere to the individual school's screening protocol.

Faculty and staff are instructed to send any person to the office not wearing the required protocol or an I.D. badge. According to diocesan policy, all visitors must be Diocesan fingerprint cleared in order to volunteer in classrooms.

Unknown persons are not permitted to speak with or remove any student from school property without parental permission and providing proper identification.

EXTRACURRICULAR POLICIES AND PROCEDURES

ATHLETIC PROGRAM

Good Shepherd Catholic School subscribes to the philosophy that sports and team participation is positive venue for building mature, well-rounded individuals who to develop emotionally, intellectually, and physically. The Good Shepherd Athletic Program strives to teach the value of teamwork, mutual respect, the joy of participating, development of talent, a healthy sense of competition, self-discipline, and honesty in a religious/academic environment. All who participate in the athletic program – students, coaches, parents, and spectators – are challenged to act and react in ways consistent with Christian values. For this reason, we actively participate in and support the **Catholic Youth Sports (CYS)**. Information about CYS is accessible on their web site at <http://www.catholicyouthsports.org/>.

Quick facts about the CYS league:

- Established in 1991 with 250 student-athletes.
- Today, it services over 2,000 student-athletes each year.
- Programs offered include basketball, soccer, track, volleyball, flag football.
- Competitive sports offered at the middle school level (Grades 6 - 8).
- Developmental/recreational sports offered at the grade school level (Grades K - 5).
- All CYS coaches undergo a FBI background check and Safe Environment Training.
- All CYS coaches are required to attend a *Play Like a Champion* educational series workshop.

CYS has a recreational division for students in grades K - 5 (Elementary Division) that offers soccer, basketball, flag football, track, and volleyball for 4th and 5th grades only. The competitive division for students in grades 6 – 8 (Middle School Division) offers basketball, soccer, track, flag football and volleyball.

CALENDAR/SCHEDULE

Elementary Division

Girls' and Boys' Seasons – Coed Soccer (**August** through October), Coed Basketball (**October** through **December**), Coed Track (**December** through February), Coed Flag Football (**February** through **May**), Coed Volleyball for 4th and 5th grade only (**February** through **May**).

Middle School Division

Girls' Seasons -- Basketball (August through October), Track (October through December), Volleyball (**December** through **February**) Flag Football (**October** through **December**), Soccer (**February** through May), Cheerleading (**November** through May).

Boys' Seasons -- Soccer (August through October), Track (October through December), Flag Football (October through December), Volleyball (December through February), Basketball (**February** through May).

Good Shepherd Catholic School Athletic Director –

The Good Shepherd Athletic Program works diligently to field winning teams and recognizes that competition is a major element in team sports. Learning the skills of a sport while developing teamwork, leadership, and good sportsmanship are integral to the program. Success cannot be measured merely in terms of wins and losses. The following questions must also be considered:

- Did we learn more about the sport?
- Did we improve our fundamental skills and conditioning?
- Did we have "FUN" together?

ELIGIBILITY

Academics

- ✓ Student-athletes must at all times maintain an overall grade point average of C in all subjects.
- ✓ Student-athletes earning below an overall grade point average of C at any point in time will receive an academic warning and participation may be limited.
- ✓ Student-athletes receiving an IP (Insufficient Proficiency) or "F" on a report card are ineligible through the next grading period.
- ✓ Student-athletes who become academically ineligible may try-out for an upcoming sport but may not participate until all academic requirements are satisfied.
- ✓ To be eligible to participate in scheduled events, student-athletes must attend school for at least ½ (3.5 hours) of that school day, or of the most recent school day prior to a weekend scheduled event.
- ✓ Student-athletes who quit a sport are ineligible for participation in other sports for the remainder of the school year.

Athletic Fees and Registration

Registration for CYS is on-line at <http://www.catholicyouthsports.org/>. Athlete fees are charged in order to help offset the costs of league fees, sports' banquet costs, equipment, and uniforms. Sports' fees are due in full prior to the first regular season game/meet and are non-refundable. Athletic scholarships may be available for families experiencing financial hardship. Scholarship requests must be submitted in writing to the School Administration for approval.

Behavior

The Good Shepherd Athletic Program follows the "Code of Conduct" discipline plan as outlined in this handbook. Student-athletes must adhere to all school regulations and classroom rules in order to participate. Student-athletes must demonstrate an attitude of respect and mutual consideration for teachers, coaches, classmates, and teammates at all times, both on and off the playing field.

Three or more behavioral infractions in a trimester prevent a child from sports participation. When tallying *Behaviors of a Learner* on the report card, a total score of 6 or more per trimester, prevent a student from participating in sports.

Student-athletes serving a suspension due to a behavioral infraction are prohibited from participating in team try-outs, practices, or games. Detentions take priority over all athletic activities.

Concussion and Heat-Related Illness Consent

Every student-athlete must have on file at GSCS a signed Consent and Release from Liability Certificate for Concussion and Heat-Related Illness form. The form includes general information as well as risk factors and protocols about concussions and heat-related illnesses. The form is included in the registration packet for GSCS.

PARTICIPATION

Attendance

Student-athletes must place a high priority on attending practices and games. The absence of even one member has a negative impact on the entire team.

Good Shepherd Athletics must take priority over other extra-curricular activities. Student-athletes are allowed one (1) unexcused absence from a practice or game per season. Student-athletes with two (2) or more unexcused absences may be suspended from playing or removed from the team entirely. In the event of a prior commitment, the student-athlete must notify the head coach a minimum of 48 hours prior to missing a practice or game. Absence without prior notification (excluding illness) is considered unexcused.

GSCS teams may participate in athletic director approved and coach organized tournaments outside of the CYS league organized events. CYS has no liability for such events. The liability is the responsibility of the school and Diocese of Orlando. The sponsoring tournament organizer must provide proper/appropriate liability coverage prior to the school's participation in the tournament/event.

Coaches

Coaches are selected by the Athletic Director in consultation with the School Administration. Coaches must be fingerprinted and have participated in the Safe Environment Program. Coaches are expected to outline all discipline policies and procedures to the team at the beginning of the season.

Grievance Procedures

Individual or team grievances are to be handled in the following manner:

1. Discuss the issue with the coach.
2. Discuss any unresolved issue with the Athletic Director.
3. Unresolved issues may be brought to the Good Shepherd School Board for review. **The decision of the Good Shepherd School Board and the administration is final.**

Practice

For practice occurring immediately after school, student-athletes report to a designated area and are then escorted to the practice facility by the coach or a school staff member. Student-athletes must stay with coaches for the entire duration of practice. Only team members are allowed in the practice facility.

At the conclusion of practice, student-athletes not picked up are escorted to the Extended Care Program and are charged for the service until the parent picks up their child. No student-athlete is to be unsupervised at any time.

TEAM SELECTION

Tryouts

Students in grades six through eight are given equal opportunity to try out for all team sports. Fifth grade students may be offered to try out for a team if there are open spots on a sixth grade team. Team members are selected based on skill level, attitude, and behavior. Tryouts are held after school hours.

Varsity Soccer The team consists of no more than eighteen (18) players. Coaches must select at least ten (10) eighth graders. Coaches are not required to select an eighth grader over a seventh grader for the remaining spots. Additional seventh graders may be chosen if there is a shortage of ten (10) eighth graders.

Junior Varsity Soccer The team consists of eighteen (18) players. Coaches select players from the seventh and sixth grades. Coaches are not required to select a seventh grader over a sixth grader. Fifth graders may be allowed to try out if there is a shortage of eighteen (18) players.

Varsity Basketball The team consists of ten to twelve (10-12) players. Coaches select ten (10) eighth graders. Seventh graders may be allowed to try out if there is a shortage of ten (10) eighth graders.

Junior Varsity Basketball The team consists of ten to twelve (10-12) players. Coaches select ten (10) seventh graders. Sixth graders may be allowed to try out if there is a shortage of ten (10) seventh graders.

JJV Basketball The team consists of ten to twelve (10-12) players. Coaches select twelve (12) sixth graders. Fifth graders may be allowed to try out if there is a shortage of ten (10) sixth graders.

Varsity Track The team consists of student-athletes in the fifth, sixth, seventh and eighth grades. Coaches are not required to select players based on grade level.

Varsity Volleyball The team consists of no more than twelve (12) players. Coaches must select at least eight (8) eighth graders. Coaches are not required to select an eighth grader over a seventh grader for the remaining spots. Additional seventh graders may be chosen if there is a shortage of eight (8) eighth graders.

Junior Varsity Volleyball The team consists of twelve (12) players. Coaches select players from the seventh and sixth grades. Coaches are not required to select a seventh grader over a sixth grader. Fifth graders may be allowed to try out if there is a shortage of twelve (12) players.

UNIFORMS

Game Uniforms

For the Middle School Division student-athletes are provided a team uniform. Uniforms must be maintained in good condition and returned clean at the end of each season. Parents are responsible for additional costs to repair/replace damaged or lost uniforms.

Practice Uniforms

Student-athletes are required to wear appropriate, proper athletic clothing to practice. Individual coaches determine acceptable practice clothing.

EXTENDED CARE PROGRAM

Before-school care is available for children in grades PreK3-8 from 7:00-7:30 a.m. After-school care is available for children in grades PreK3-8 from after school hours until 6:00 p.m.

The Good Shepherd Catholic School Extended Day Program is not subsidized by the parish or school and is therefore totally dependent upon fees. The annual one-time registration fee of \$30.00 per child is to be paid through FACTS tuition account, once the registration web form has been submitted online through the parents Family Portal Account.

Families are charged only when their student(s) attends Extended Care. Attendance is recorded by a parent's signature at drop off or pick up, so signatures are required.

Once registered, charges incurred for Extended Care fees are withdrawn through the FACTS tuition account on the 10th and 20th of each month. An email notification from FACTS is sent one week prior

to the withdrawal. Unpaid balances of more than \$80.00 will restrict Extended Care usage by the family and will be referred to the School Administration.

Because of timing of the last withdrawal, FACTS debits at the end of school year. If there is an unpaid balance once summer begins, a June withdrawal will be scheduled to cover the outstanding balance.

Students arriving at the Extended Care program after sports or other after school activities must be escorted by a coach or responsible adult and signed in. Because of our commitment to the safety of every child, any child (PreK-8) remaining on campus after school hours without sanctioned adult supervision will be taken to Extended Care Program.

When unavoidably delayed, call **407-902-3771** or 407-277-3973 and press extension 310 for the Extended Care office. Effective communication prevents needless worry and frustration for both child and parent.

The Extended Care Program closes promptly at 6:00 pm. Pick-up after this time will incur additional expense of \$1.00 per minute) paid to the Extended Care program.

The Extended Care Program Handbook is available on the school's website under Admissions/handbooks.

FIELD TRIPS

Field trips (excluding sporting events in high schools) are permitted within the Diocese of Orlando policies. Exception: Diocesan schools may conduct retreats and activities where students from one diocesan school visits another.