

Dear Parents and Students,

"Christ is the foundation of the whole educational enterprise in a Catholic School.... He is the one who ennobles man, gives meaning to human life, and is the model which the Catholic school offers to its pupils ... the Catholic school tries to create within its walls a climate in which the pupil's faith will gradually mature and enable him to assume the responsibility placed on him by Baptism...the specific mission of the school is a critical, systematic transmission of culture in the light of faith and the bringing forth of the power of Christian virtue by the integration of culture with faith and of faith with living."

(Excerpts from the Vatican Declaration of the Catholic School, March 1977.)

We hope this handbook will help you become better acquainted with the policies and philosophy, and serve as the basis for cooperation and communication between home and school, which is so essential for the achievement of our common goals.

Sincerely,
Mary Martin, Principal

MISSION STATEMENT

The mission of St. Peter Catholic School in partnership with St. Peter Catholic Church is to serve the PreK-4 through 8th grade students of the West Volusia area. A curriculum of academic excellence rooted in the teachings of the Catholic faith is provided within a safe, caring environment.

STATEMENT OF BELIEFS

We believe that:

- ! Catholic education is a vital part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship and to serve others without distinction.
- ! A Catholic school should reflect the integration of Catholic faith and values with learning and life.
- ! Parents, students, teachers, principals, pastors, parish, and members of the community share the responsibility for the mission of the school.
- ! Mutual respect among the students and staff creates a learning environment that is sensitive to the needs of each child.
- ! A safe and challenging learning environment encourages students to succeed.
- ! Each student is a unique child of God who has the potential to have a positive impact on the world.

Accreditation

St. Peter Catholic School is fully accredited by the Florida Catholic Conference, which is recognized by the Department of Education of the State of Florida.

ADMISSION INFORMATION

NON-DISCRIMINATORY POLICY OF HIRING AND ADMISSION

No student (on the grounds of race, color, sex, or country of origin) is discriminated against in admission or in receiving services of St. Peter School nor does St. Peter School hire or assign staff on the basis of race, color, sex, or national origin.

PROCEDURE FOR REGISTRATION

On the day of registration, a non-refundable fee is due along with a completed registration packet.

Registration for New Pupils:

Notice of registration dates for new pupils is published in the church bulletin of the three local parishes.

Other Fees: Technology Fee: \$100.00
Activity Fee: \$75.00

These fees are nonrefundable.

Kindergarten/Pre -Kindergarten:

- 1A. Child must be 4 on or before September 1st of the current school year to enter Pre-Kindergarten.
- 1B. Child must be 5 on or before September 1st of the current school year to enter Kindergarten.
2. Birth certificates and baptismal certificates are required at the time of registration
3. Current physical and immunization records are required at the time of registration. No child can enter school without a valid Florida physical.

First Grade Registration:

1. A child must be 6 on or before September 1st of the current year and show proof of successfully completing Kindergarten.
2. Birth and baptismal certificates and health and immunization records must be provided.

FINANCIAL OBLIGATIONS

TUITION POLICY

To qualify for St. Peter Catholic School tuition rate or the out-of-parish support rate, you must be registered in the parish and participating in the total parish stewardship program of time, talent, and treasure. Prior to registration in the spring of each year, it is the responsibility of the parents to submit a Stewardship Participation Form for their pastor's verification and signature. This is to be accomplished by the deadline set forth on the form.

Forms submitted after the deadline cannot be considered for the parish tuition rate. The above applies to those from St. Ann's, St. Clare's and Our Lady of the Lakes or other nearby parishes as well.

For new registrations, a letter is needed from their former pastor verifying their church participation and stewardship.

Tuition is paid according to one of three plans:

1. Full payment is due on June 30th to get a discount. The discount rate will be determined annually by the parish School Board.
2. Two-payment plan: one-half due on June 30th and the second half due on December 30th.
3. SMART Tuition Plan: eleven monthly installments taken as bank withdrawals from family's bank account on either the 5th or the 20th of each month July through May.
 - a. If a student is withdrawn or terminated during the school year, a refund will be made for the un-used balance.

- b. If a student enrolls before school starts but after the normal SMART withdrawals begin, full tuition will be collected over the remaining monthly periods.
- c. If a student enrolls after school starts, tuition will be prorated according to the amount of time missed.

DELINQUENT TUITION

Parents with delinquent tuition accounts shall be notified first by written statement and then by telephone. Lack of response will result in personal contact with the Tuition Review Board.

SMART withdrawals can be made on the 5th and/or the 20th of each month. If missed payments occur due to insufficient funds, SMART will re-attempt after 10 days of the original due date. After that SMART will pursue the missing payment via their follow-up service. There will be a \$20 charge assessed by SMART for a missed insufficient payment or a returned check fee of \$25. **Please read your SMART tuition contract for any additional fees.** Parents will not be able to view grades on Edline until delinquent accounts are brought up-to-date.

INSUFFICIENT FUNDS

A fee of \$20 will be charged each time a tuition payment or any other check made payable to St. Peter Catholic School is returned or rejected by a financial institution due to "insufficient funds" in the applicable account.

Report cards, cumulative and health/immunization records will not be released until all tuition and other fees are paid in full. Current year's tuition must be paid by May 20th in order for the student to be acceptable for the following year.

Tuition rates at St. Peter School are very low in comparison to rates of other local private schools. The cost of operating the school is increased when parents are delinquent with their tuition payments. Parents should include tuition fees in their monthly budget with other bills they have to pay each month.

Reduced tuition payments: Any St. Peter parish family parent who foresees that they will be unable to make the full tuition payments will be given every consideration by the School Board. Financial aid request forms must be filled out and returned to the School Board Finance Committee. A reduced rate will be considered. Such arrangements must be made on an annual basis and are reviewed each year in May.

CHURCH PARTICIPATION AND STEWARDSHIP

Parents who are Catholic are expected to participate regularly at Mass each weekend on Saturday evenings or Sunday mornings.

As registered members of St. Peter parish, they are expected to take an active part in parish activities by sharing their time and talents. They are expected to share their treasure by contributing to the support of their parish using church envelopes on a regular basis. An annual (January, December) cumulative contribution of \$500 is expected in order to qualify for the Catholic tuition rate. Building pledges are in addition to weekly parish contributions. Parents who are members of a parish other than St. Peter are expected to meet the same conditions in the parish they attend. They are also subject to any additional conditions imposed by their respective pastors in order to qualify for subsidy from their respective parishes.

PARENTS' COOPERATION

The parish school is an extension of the education that began in the home. So when your child enters the pre-kindergarten in August, he/she is not beginning an education but merely continuing it and will continue to need your help.

There are many things that parents can do to help their children succeed in school. It is true that teachers are trained in specific techniques designed to assist them in educating children. School cannot, however, provide the sum total of a child's educational needs. Children harbor thoughts and ideas that originate in circumstances outside the four walls of their classrooms.

Parents can help their children through school by following the suggestions listed below.

TO DO EACH DAY

1. Assure your children that you love them.
2. Provide time for opportunities to talk with you about things in general, or about activities in school, and in particular about lessons, books and projects.
3. Take time to read to the younger ones each evening before bedtime. Classics and Bible stories are excellent. (Older children benefit too!)
4. Help them to stick to a daily routine for homework, television watching, and other home responsibilities.
5. Limit and monitor closely internet use.
6. Be an example for your child.
7. Be sure they get plenty of rest each night. At least 8 hours are needed for healthy body and mind.
8. Provide opportunity for your children to develop a spiritual faith that they can rely on during difficult growing years, a faith on which they can fall back when mom and dad are no longer available for guidance.

PARENTS ARE ALSO REQUIRED TO COOPERATE WITH THE CHURCH SPIRITUAL MATTERS, ESPECIALLY BY SETTING AN EXAMPLE OF SINCERE CHRISTIAN LIVING. This can be done by creating a religious atmosphere in the home, by family prayer, by frequent reception of the sacraments and by regular participation at Sunday Mass.

SPECIAL MEETINGS

When special meetings for parents of students who are preparing for their First Holy Communion, Penance, or other events are planned, all parents concerned are expected to attend. Nothing should be more important than caring about your child. Participation in the PAC Parent Advisory Council is also encouraged.

CUSTODY SCHOOL POLICY

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

CHANGE OF ADDRESS/PHONE

Change of address, home phone, or emergency phone numbers should be reported to the school office as soon as possible.

GENERAL INFORMATION

OFFICE HOURS

School office is open from 7:30 A.M. to 3:30 P.M., Monday thru Friday. Communication is encouraged and welcome. Your child's well-being is important to all of us. The first step in resolving an issue that may arise is with your child's teacher, as they are with them daily. The next step is the principal; the principal is available in the school office. Please call to setup an appointment with the principal.

TELEPHONE

Students are not permitted to use the school office or classroom phone except in emergencies. Calls for forgotten items such as lunch, gym clothes, homework, or books are not considered emergencies.

PARKING LOT AND DRIVEWAY

Grades Pre-K - Grade 8: Traffic enters the St. Peter Catholic School lot from Rich Avenue. The driveway is one-way, with all traffic exiting onto Delaware.

PLEASE, FOR THE SAFETY OF ALL, STUDENTS ARE NOT TO BE DROPPED OFF ON DELAWARE AVENUE AT ANYTIME. REFRAIN FROM CELL PHONE USE WHILE IN THE CAR LINE.

VISITING CLASSROOMS

Parents are not allowed in the classroom or in the hallways during school hours (7:50 - 3:00) except by permission of the principal. In consideration for the teacher and in justice to the student, neither the teacher nor the class should be interrupted during the class hours. Parents may call the school office for an appointment with the teacher or they may send in a written note to the teacher requesting an appointment.

Parents and adults visiting or helping at the school are required to come properly attired. In the matter of dress, parent example speaks louder than words. Parents should not distract a teacher on patrol duty before or after school. This is not the time for parent-teacher conferences. All visitors must report to the school office and sign in. A visitor/volunteer badge must be secured. All visitors and volunteers must also sign out. Parents/visitors must refrain from disciplining any students in the school

FINGERPRINTING

All school personnel, volunteers and those participating in field trips or other school activities must be fingerprinted and undergo a background check.

WRITTEN PERMISSION

If for any reason students must leave class during the hours of school, a written permission must be given by the parents. Children will not be allowed to leave the school grounds on a verbal request at any time. Parents must sign the student out on the "sign-out" sheet in the school office.

SICKNESS POLICY

Students having communicable diseases and or a temperature of 100 degrees or above are not permitted to attend classes. Students who become ill during the school day will be sent home with a parent or guardian.

Students who have communicable diseases must check with the school clinic before returning to class. The school follows the Volusia County Health Department guidelines.

As soon as the school has knowledge of a communicable disease or pediculosis (lice), parents of classmates of the infected student are informed. Siblings are automatically checked. Homework request for a sick child must be called into the school office by 10:30 a.m., and may be picked up at the end of the day.

PERSONAL BELONGINGS

Mark all articles of clothing, lunch boxes, wallets, purses, book bags, coats, and sweaters with the child's name. Only labeled belongings can be returned to the owner. After a time, any unclaimed articles will be given to a charitable organization.

Except when directed by a teacher, students are not allowed to bring games, radios, CD players, magazines, skateboards, weapons, cell phones, or roller skates to school. These may be confiscated and returned at the school's discretion. Please monitor the amount of money your child brings to school. The school will take no responsibility for excess money in a child's possession.

VOLUNTEERS

Volunteers are needed in many different areas at various times during the year. All families are required to volunteer 20 hours. All volunteers MUST BE fingerprinted through the diocese, view the online video "Protecting Our Children" and undergo a background check. Volunteers and visitors MUST check into the main office, sign the visitor book, and wear a volunteer/visitor badge.

NEWSLETTERS/SCHOOL NOTICES

Bulletins, announcements, and notices will be sent home on Thursdays during the school year, in order to keep you informed. Please read these notices and keep the monthly calendar on hand and are posted on the school website.

LUNCH ROOM

A hot lunch is served five days a week. Menus are sent out monthly. Tickets can be purchased for the week or the month by check. Students may not purchase a lunch with money. If they forgot their tickets or lunch they may receive a credit for that day and the student is to bring in the money the next day. Those students who bring their lunch to school may purchase a drink in the lunch room.

CARE OF SCHOOL PROPERTY

Students are not allowed to mark desks, rented texts, chairs, walls, or other school furniture. Students will be required to have any defaced books, broken furniture, or equipment repaired or replaced. Throwing "spitballs" in the bathrooms or classrooms is never allowed.

CHILD ABUSE REPORTING

Diocesan Policy and Procedure Manual, Policy # PS006; Florida Statutes Chapters 415 and 232.50. Any clergy, religious, or lay employee or volunteer of the Diocese of

Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures:

- Contact the Florida Department of Children and Families' toll-free abuse registry hotline within the same calendar day.
- Respond to local DCF callback with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.

ASBESTOS

In accordance with the Asbestos Hazard Response Act (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos Containing material as developed by Law Engineering is available without restriction for your inspection at the school's administrative office. Updating of the Management Plans as defined by AHERA was completed by December 11, 1998, and are also on file at the school administrative office. Periodic Surveillance is done on a semi-annual basis of each school year. (January 15 & July 15). (PreK-8) Pre-Kindergarten: Inspected by Law Engineering and Environmental Associates, Inc., Nov. 30, 1999. Kindergarten: Inspected by Martin Environmental Associates, Inc., Feb. 16, 2000. Grades 1-8 inspected by Martin Environmental Associates, Inc., June 2004.

FIRE/TORNADO DRILLS

Periodically during the school year all at St. Peter Catholic School students will participate in fire and tornado drills. This is carried out in silence. Students must walk briskly to assigned locations until instructed to return to class.

BOMB THREAT

In the event of a bomb threat students will be evacuated. If not permitted to return to the building, students may be picked up by a parent, or other authorized person at the following locations: Pre-K - 8th grade - Methodist Church

DISMISSAL FOR EMERGENCIES

St. Peter Catholic School will observe the same regulations as Volusia County Schools regarding whether school will be in session or not during hurricane days or other emergency situations. Parents will please follow radio or TV announcements or school answering machine.

WFTV- Channel 9: 253-7000 or 1-800-972-9388

WESH- Channel 2: 226-2222 • WCPX- Channel 6: 252-6449

HURRICANE SCHOOL CLOSING/OPENING

Hurricane Closing: Follow Volusia County School. If Volusia County Schools close, St. Peter will close.

Hurricane Opening: The opening of St. Peter Catholic School will be a local decision. Check with school/church office on school/church website

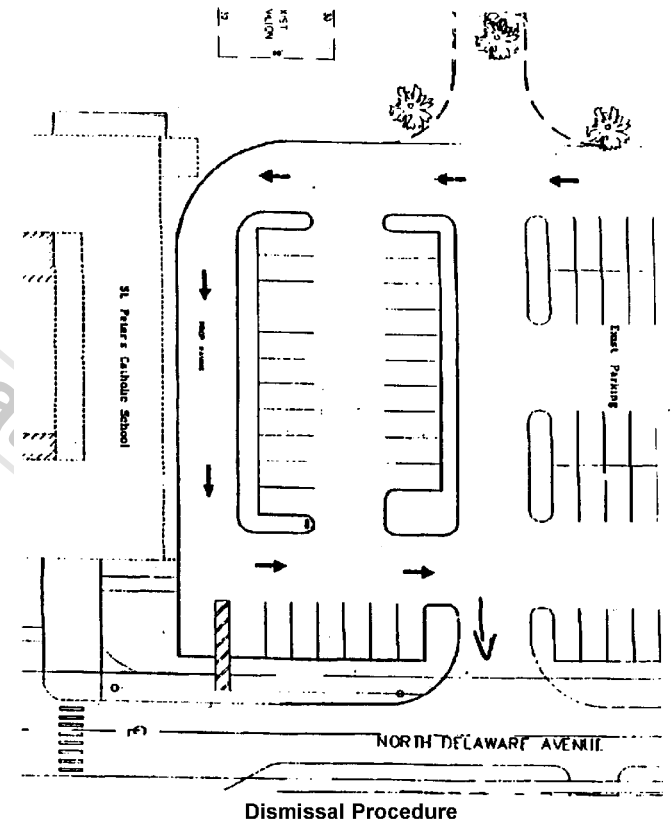
BEFORE AND AFTER SCHOOL CARE

1. Before school care is available at 7:00 A.M. in the extended care room. Students on the school grounds before 7:30 will be sent to before school care.
2. After school care is available from 3:00 P.M.- 5:30 P.M. in the extended care rooms. Parents will be billed for before and after school care services.

TARDINESS AND DAILY ARRIVAL AND DISMISSAL

As elementary school children cannot drive themselves to school, it is the parent's responsibility to get their children to school on time. Please make every effort to have your child at school by 7:50 A.M. daily. A student who comes late to school not only misses important announcements, morning routines, and instructions, but also disrupts the class and may distract other students during instructional times.

If a student is not at flag salute at 7:50 A.M. he/she is officially tardy. Any student late for school must get a tardy pass and have a responsible adult sign them in at the office. After the sixth occurrence, the student will receive an hour of after school detention, for students in grade 3 thru 8. For students in K, to 2nd grade the teacher will have 1/2-hour detention in the classroom.



DISMISSAL

K-Grade 8 students are dismissed at 3:00 p.m. each day. Students are dismissed at 12 p.m. on the first Wednesday of the month.

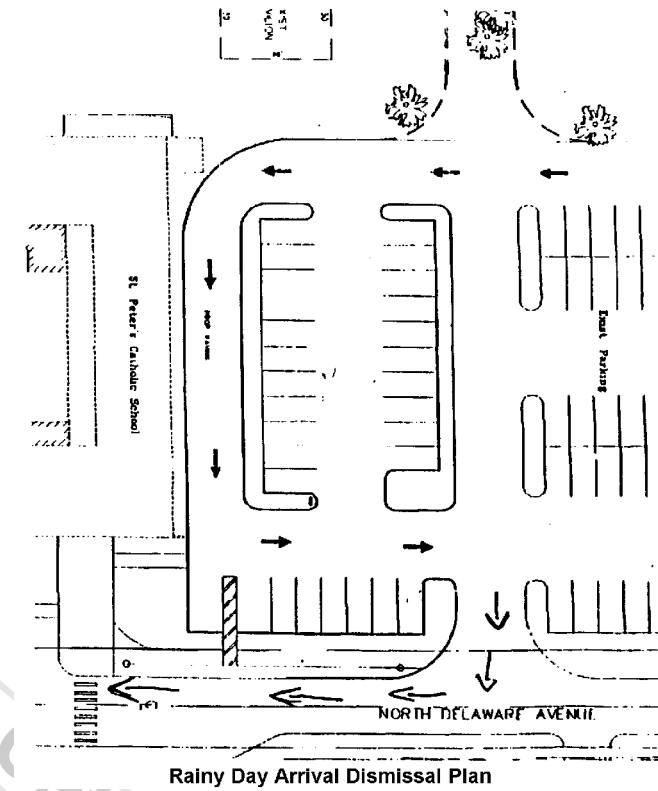
Parents, please be prompt in picking up your children as we have no supervision for them after 3:15 P.M. Students not picked up by 3:15 p.m. will be sent to Extended Care and charged for services rendered. For the safety of our children, please leave parking area promptly. Students should not re-enter the building after dismissal unless an emergency arises.

Children may not play on the playground equipment before or after school.

Parents may not speak to teachers while they are on duty (7:45 a.m.-3:15 p.m.). Please arrange another time for a conference.

EARLY DISMISSAL

Leaving school early should not be a regular occurrence. If you must leave early, please remain in the classroom until called to the office, at which time a parent or guardian will sign you out.



RAINY DAY DISMISSAL PROCEDURE

- Bus students are required to be on the bus at 2:55 P.M.
- Extended care students will go directly to the extended care rooms.
- Students will be dismissed from the pavilion. In the event of lightening, students will be dismissed at the Delaware Ave. entrance. Parents please remain in your car and be sure to put family name on passenger side of vehicle.

ATTENDANCE

School begins at 7:50 a.m. each day. Students are tardy if they are not present flag salute. If a student is tardy the parent or person bringing the child to school must sign the child in on the "sign-in" sheet in the school office or send a written excuse for the tardiness with the child signed by the parent. After the sixth occurrence, the student will receive an hour, after school detention.

The importance of daily attendance cannot be over stressed. Since the student's presence is vital to his or her learning, it is very important that each student be in school as many days as possible and absent only for sickness or emergencies. Family vacation and day trips during school time are strongly discouraged.

A parent must call the school office to report any absences. No call will result in an unexcused absence. St. Peter School is in session for 180 days for students and 190 days for teachers.

APPROVED ABSENCES

1. Illness or other legitimate causes will be excused absences. When a child is sick please call the school office between 7:30 and 11:00. CHILDREN ABSENT WITHOUT A CALL FROM THE PARENT WILL HAVE AN UNEXCUSED ABSENCE. Students who come to school with a fever or vomiting will be sent home.
2. Medical and dental appointments should be made after school hours. When this is not possible, pupils will be excused to meet these appointments. An official excuse from the doctor or dentist is required when the child returns to school.
3. Approved absences other than illness are family emergencies, deaths in the family, or curriculum events whereby students are representing St. Peter Catholic School.
4. Students must be present in the classroom a minimum of 5 hours to be considered present for a full day.

UNEXCUSED ABSENCES:

1. All absences other than those stated above.
2. Family vacations and day trips during school time are strongly discouraged. Students must be test ready and have all work completed upon the first day of returning to class.

MAKE-UP WORK

For an EXCUSED ABSENCE, students will be informed of the work covered during their period of absence. Any test administered during a child's absence will be given upon the child's return. Students in Grades 5-8 are responsible for obtaining assignments missed during absence and completing them.

For one-day absence, the student will be given one day after returning to make up work missed. Two days absent, two days' make up period, etc. Make up exams are to be given before/after school and/or at lunch time. Mid-term and final exams will not be given prior to their scheduled date and/or time. Mid-terms and finals can be made up AFTER the scheduled time.

Arrangements for regular classroom test missed because of an absence are to be made up with the individual teachers. These tests must be taken within one week of the original test date.

CURRICULUM

The curriculum is set to meet the needs of our times. The strengths and weaknesses of each child, are studied by the faculty, so that the student can be guided to make the best use of his/her time and talents.

Curriculum recommended by the Diocese of Orlando:

- | | |
|---|-------------------------|
| 1. Religion | 7. Art |
| 2. Language Arts - Reading, English Spelling, Writing | 8. Spanish |
| 3. Mathematics | 9. Computer |
| 4. Social Studies- History, Geography Education | 10. Health and Physical |

5. Science
6. Music

11. Handwriting

RELIGION

All students attending St. Peter Catholic School are required to take religion classes and to participate in all religious activities. All students will attend Mass on designated days.

INSTRUCTIONAL ALTERNATIVES

Sometimes it becomes evident that our educational system and/or facilities are not meeting the learning needs of a child. Then it is our Christian responsibility, as well as, concern for the child as a whole person, to discuss the advisability and possibility of instructional alternatives.

SPECIAL LEARNING NEEDS

St. Peter Catholic School does not offer a formal special education program. However, we recognize that many students have special learning needs. To assist these learners, St. Peter has a resource teacher. We also have in place a Student Success Team, which consists of the resource teacher, the guidance counselor, teacher and principal. The guidance counselor is available to work with students and families.

EXTRACURRICULAR

Activities which provide for united school effort and school spirit are: science and social studies fairs, spelling bees, safety patrol, sports for girls and boys, altar servers, choir, band, National Junior Honor Society, and Student Council.

- Only school-sponsored clubs are permitted.
- The Student Council and National Junior Honor Society sponsor many special activities.
- Our seventh grade may raise funds during the year to honor our graduates and their parents with a graduation reception.
- Our second grade receives the Sacrament of Holy Communion in May.
- Our October Festival is the "event of the year."
- Our students participate in events annually to help the poor, the lonely, prison inmates, and other community needs.

All students must maintain at least a "C" average or better for each grading period, as scholastic eligibility requirements for athletics and other extracurricular activities. The student must not receive any disrespect marks even if the card is all "A's." If these requirements are not met, the student cannot participate in activities for the grading period.

MEDIA CENTER

Students are encouraged to make good use of their time in our well-stocked library. Each grade goes to the library once a week, when students may check out or return books. A student who loses a library book is required to pay for the replacement of the book plus a \$2.00 processing fee. Students are encouraged to be responsible and treat all library materials and equipment with care.

MASS

Once a week the students, along with their teacher, assist at Mass. This is the high point of each week when the school worships our Heavenly Father, thanking Him for all He has given us. All participate fully in the Mass as the greatest act of worship. Skirts/long pants are to be worn on Wednesday. Parents are welcome to join the student body at our weekly Wednesday Liturgies at 8:15 a.m.

SCHOOL/COMMUNITY INTERACTION

We effectively interact with school community in the following ways:

County Science Fair	Post Office
County Social Studies Fair	Sacramental Services
Catholic School Social Studies Fair	Catholic School Basketball League
Nursing Home	
Career Fair	Stetson University
Street Cleaning	City Library
Community Speakers	October Festival
San Jose Mission	
Neighborhood Center	Fire Department
	Kairos Ministry

GRADING SYSTEM

98 – 100 A+	87 – 89 B+	77 – 79 C+	60 – 69 D
94 – 97 A	84 – 86 B	74 – 76 C	Below 60 F
90 – 93 A-	80 – 83 B-	70 – 73 C-	

STANDARDIZED TESTS

The standardized test administered at St. Peter Catholic School and all of the tests in the Diocese of Orlando will be the ITBS (Iowa Test of Basic Skills). This test is administered in the fall to students in Grades 3-8 and in the spring for Grade 2. Parents will receive a copy of the interpretation of the test results.

The ACRE religion test is administered to fifth and eighth grade students. The ITBS writing assessment is administered in grades fifth and seven.

PROGRESS REPORTS

Parents will view their child's progress report on Edline. Kindergarten will continue to receive a paper progress report.

REPORT CARDS

Report cards are distributed at the end of each nine-week marking period. All parents visit the school for the distribution of the first report card to meet the teacher and discuss children's progress. At subsequent distributions, parents need not visit unless there is a problem or the parent or teacher requests a conference.

POLICY FOR ONLINE GRADES THROUGH EDLINE

Parents may access their children's grades online through Edline which has its link on our school website. Parents will create a user name and password that will allow them to access their children's grades. It is vital that parents do not share their user name or password with others. All grades are to be posted by week's end.

GUIDELINES FOR ALGEBRA I PLACEMENT

Basic Math Test – 85% or above
Pre-Algebra Test – 85% or above
ITBS Math Stanine of 6 or above (Grades 6 & 7)
Math Average – 85% or above (Grades 6 & 7)

GUIDELINES FOR SPECIAL AREAS

(Computer, P.E., Art, Music, Spanish)

All special areas are graded as Satisfactory (S) or Unsatisfactory (U) for grades K through 4 and numerical (percentages) for grades 5 through 8. Spanish will be Satisfactory (S) or Unsatisfactory (U) for grades 3 & 4 only.

GRADE 8 - SERVICE REQUIREMENTS

Students must earn 25 hours of unpaid service. This service is broken down into a minimum of 5 hours to the school, minimum of 5 hours to the church, a minimum of 5 hours to the community. These hours must be earned during the 8th grade school year and completed by April 15th. All hours must be validated by an authorized supervisor. Students not earning these hours will not be permitted to attend the graduation trip, and/or walk for graduation.

PARENT - TEACHER CONFERENCES

We welcome parents to consult with the teacher at any time about the progress of their child. Please make an appointment with the teacher at least one day in advance by calling the school office, email or sending a note with your child.

NATIONAL JUNIOR HONOR SOCIETY

St. Peter Catholic School is a member of the National Junior Honor Society of Secondary Schools (NJHS). It is under the sponsorship and supervision of the National Association of Secondary School Principals. Members are selected after the second grading period of the school year.

Guidelines for Selection:

1. Membership is selected from grades 7 & 8.
2. Candidates must be in attendance at this school the equivalent of one semester.
3. Candidates must maintain an A in conduct. No more than four conduct checks and five homework checks may be earned during any one grading period.
4. Candidates must maintain a cumulative scholastic average of 90 percent in the core subjects (Math, Science, English, Social Studies, Literature, Religion, Spanish).
5. Selection is based on five criteria: Scholarship, leadership, service, citizenship, and character.
6. The selection of each member of the chapter shall be by a majority vote of the Faculty Council on behalf of the faculty and administration.
7. Students may not apply for membership. Membership is an honor bestowed upon individual students by the Faculty Council on behalf of the faculty and administration.
8. N.J.H.S. members who transfer from another school will be accepted automatically if a letter from the student's former school states that the student was a member in good standing in the NJHS.
9. During the last marking period, N.J.H.S. members must maintain a 90% average on the progress report.

10. Members who do not abide by the above criteria will be placed on probation for one grading period. A repeat offense will result in dismissal from NJHS.

HONOR ROLL

Core Subjects for 4th and 5th Grade: Religion, Language Arts(Reading, English, Spelling, and Phonics (4th Grade), Math, Science, and Social Studies. There are no N's or U's in the Personal, Social or Work area of the report card. Conduct grade is an "A".

Core Subjects for 6th thru 8th Grade: Religion, Literature, English, Math, Science, Spanish, and Social Studies. There are no N's or U's in the Personal, Social or Work area of the report card. Conduct grade is an "A".

PRINCIPAL'S HONORS

Students who receive 94% or above in the Core Subjects for each nine week period

FIRST HONORS

Students who receive 90% -93% in the Core Subjects for each nine week period.

SECOND HONORS

Students who receive A/B's in the Core Subjects for each nine week period.

AWARDS

To provide positive motivation, the following award system is used:

J.C. AWARD:

1. Given weekly to students best exemplifying truly Christian behavior and attitudes.
2. Given annually to the one student in each class best exemplifying truly Christian behavior and attitudes. Grades PK-8.

PRINCIPAL'S AWARD: Grades PK - 8 given annually to the most improved student.

ATTENDANCE AWARD: Grades Pre K - 8 given for a perfect attendance. Students must be present in the classroom a minimum of 5 hours to be considered present for a full day.

SUBJECT AWARDS: Given annually to top students in a particular subject area.

PARTICIPATION AWARDS: Example: Safety Patrol, Altar servers, choir.

HOMEWORK

Homework, written and other forms, is given as an extension of the learning experience that takes place in school. Parents are asked to cooperate with the teachers in supervising home assignments. The amount of work will differ depending on grade level.

Homework is assigned each night usually Monday through Thursday. Written, study type assignments and special projects are the responsibility of the students. Failure to complete homework assignments will have a negative impact on the student's overall grade and will result in homework checks being given in all grade levels.

Grade 1: 30 minutes with parental guidance

Grade 2: 45 minutes with parental guidance

Grade 3: 45 minutes

Grade 4: 1 hour

Grade 5: 1 hour

Grade 6: 1 hour 15 minutes

Grade 7: 1 hour 30 minutes

Grade 8: 1 to 2 hours

Students in grades 3-8 must purchase a homework assignment book from our school store. Homework request for a sick child must be called into the school office by 10:30 a.m.

NON-PROMOTION AND NON-GRADUATION: DIOCESE OF ORLANDO

Parents will be informed of possible non-promotion or non-graduation for academic deficiency at the beginning of the second semester or as soon as possible thereafter as the condition exists. Arrangements will be made for consultation with the parents. Teachers determine promotion and retention based on the overall achievement of the student. The guidance counselor and administration are consulted if there is a possibility of retention. The parent must be notified of possible non-promotion or non-graduation at the beginning of the second semester. In all grades students are expected to pass the core subjects (math, language arts, spelling, reading or literature, science, social studies) with 60% or better. If a student should fail two of the core subjects, retention would be automatic. If a student should fail only math, only language arts, or only reading, the teacher would recommend the parent secure summer tutoring for the student in the particular subject. In grades one through eight teachers have the final say in promotion or retention with consideration from the administration. Deficiencies in social maturity and skill development are a strong consideration for retention in pre-kindergarten or kindergarten.

FIELD TRIPS

Field trips are a privilege, not a right. These trips must have an educational objective. Students who exhibit discipline problems may lose this privilege and must attend school on the day of the field trip and work will be provided.

Each class may take part in one or more field trips during the school year. These trips are planned well in advance, by the teacher. Release forms are to be signed by parents and returned to the teacher.

A student may not take part in the field trip unless this release form is completely filled out and on file in the school office. All chaperones must be fingerprinted. Teachers must check approved fingerprint list.

Students will wear full uniform, red spirit shirt, or plain red shirt with jeans. White or blue walking shorts may be permitted. The class will be uniformly dressed and this dress code will be determined by the teacher in charge.

Following is a list of requirements pertaining to all school field trips:

- ! All field trip permission slips must be in the teacher's hands the day prior to the field trip.
- ! No substitutions will be accepted for the permission slip.
- ! All field trip monies must be paid by the day prior to the field trip.
- ! Children will not be allowed to call home for parents to bring in permission slips and/or field trip money.
- ! Parents will not be allowed to come to the office to complete a permission slip on the day of the field trip.
- ! Teachers must have all monies counted and in balance with field trip attendance, and turned into the office the day prior to the field trip. If the child has not paid for the field trip, the child will not be allowed to attend.
- ! Assigned field trip chaperones must ride on the school bus to and from the trip.
- ! No siblings may attend field trips.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is considered inappropriate and will be dealt with on an individual basis.

UNIFORMS

Students are expected to be in full uniform at all times. Uniforms MUST be purchased from Sunshine Uniform Co. Please see that all articles or clothing are clearly marked with student's name.

All pants with belt loops must have a belt. All belts: solid dress – navy blue, black or brown.

All shirts, shorts and pants are to be worn at the natural waistline.

White undershirt only may be worn.

School jacket may be worn in class. Non-uniform jackets may only be worn if the temperature is below 50 degrees and may not be worn inside classrooms or changing classes. A school sweater or sweatshirt must be worn under the non-uniform jacket.

No shoes with wheels are acceptable.

Pre-School optional: Red Polo shirt w logo, navy cardigan or grey sweatshirt w/ logo, jacket w/ logo (optional), white long sleeve Polo shirt w/ logo (optional).

Tennis shoes are acceptable for all Pre-K.

Boys: Elastic waist: navy walking shorts/navy pants, white or navy solid ankle socks (no logos).

Girls: Elastic waist: plaid PK culottes or navy walking shorts/navy pants, white or navy solid ankle socks/tights/ knee highs (no logos).

GIRLS (K-5): Plaid jumpers with logo, white short-sleeve blouse/peter pan collar, navy cardigan or grey sweatshirt w/ logo, jacket w/ logo (optional). White Polo shirts are worn with school shorts/slacks.

GIRLS (6-8): Plaid skirt (required), navy culottes (optional), white short-sleeve oxford blouse w/ logo, white polo shirt w/ logo, red cardigan or grey sweatshirt w/ logo, navy fleece jacket w/ logo (optional), navy hoodie w/ logo (optional).

ALL GIRLS: Closed dress shoes : solid blue/black/brown. All BLACK Reebok type walking shoe are acceptable. NO BOOTS OR HIGH TOP SNEAKERS. White or navy solid ankle socks/tights/ knee highs (no logos). Navy walking shorts/long navy slacks/white long sleeve Polo shirt /w logo are optional. White Polo shirts are worn with school shorts/slacks/skirts.

All jumpers, skirts and culottes must be no shorter than 4 inches when kneeling from the floor.

All shirts and blouses must be tucked in skirts, culottes, shorts and pants. Blousing is not permitted.

Waistband should be seen when arms are at side.

Shoe heels must not exceed 1 ½".

BOYS (K-5): Navy pants (two styles offered), red Polo shirt w/ logo, navy walking shorts , navy cardigan or grey sweatshirt w/ logo, jacket w/ logo (optional).

BOYS (6-8): Navy pants (two styles offered) , white oxford shirt w/ logo, white Polo shirt w/ logo, navy walking shorts, red cardigan or grey sweatshirt w/ logo, navy fleece jacket w/ logo (optional), navy hoodie w/ logo (optional).

ALL BOYS: Closed dress shoes : solid blue/black/brown. All BLACK Reebok type walking shoe are acceptable. NO BOOTS OR HIGH TOP SNEAKERS. White or navy solid ankle socks (no logos). White long sleeve Polo shirt w/ logo (optional).

All shirts must be tucked in trousers. Blousing is not permitted.

Belts should be visible when arms are at side.

ALL STUDENTS MUST HAVE A UNIFORM SWEATER OR UNIFORM SWEATSHIRT. OPTIONAL SCHOOL JACKET IS PERMITTED. MIDDLE SCHOOL STUDENTS MAY PURCHASE SCHOOL HOODIES.

MASS UNIFORMS

Uniform jumpers or skirts for girls and long pants for boys. Only St. Peter School sweaters/ sweatshirts / jackets/hoodies are allowed at Mass and all other church services/school functions.

P.E. UNIFORM

P.E. uniforms must be purchased from Sunshine Uniforms. All students: navy P.E. shorts and grey T-shirts w/ logo. Athletic shoes are required. Navy or other solid color sweat suits may be worn for P.E. when weather is colder than 60 degrees.

SPIRIT DAY

Students may wear appropriate long blue jeans or school shorts and the red spirit shirt, which may be purchased from Sunshine Uniforms. The blue jeans are to be free of any holes, extremely tight, frayed edges or laces. If the weather is cool, only school sweatshirts and/or jackets may be worn. No shoes w/ wheels, backless shoes, or sandals are acceptable. Spirit shirts do not have to be tucked in.

NON-UNIFORM DAYS, BIRTHDAYS, NUT DAYS

On non-uniform days, Birthdays and NUT Days appropriate dress is required. Students who wear inappropriate attire will be required to call parents to bring in appropriate attire or their school uniform. Inappropriate attire are short-shorts, spaghetti straps, bare-midriiffs, backless shoes or sandals, tee-shirt with inappropriate printed text, jeans with holes, extremely tight, frayed edges, or laces. No shoes with wheels are acceptable.

OTHER REGULATIONS

1. Boys will have regulation haircuts. Bangs must be out of the eyes, ears exposed and neckline short enough not to touch the shirt collar. This is the responsibility of the parent. Students may not have extreme haircuts or hairstyles as determined by Administration.
2. Boys are not permitted to wear earrings at school or at any school function.
3. Girls must not wear make-up. Only clear nail polish is permitted.
4. A \$1.00 fee will be collected to remove nail polish or eye make-up.
5. For all students, the **jewelry worn should be kept simple**—no more than a single chain, a single ring, watch, bracelet, or cross. Girls may only wear 1 PAIR of small post earrings or tiny hoops which hug the earlobe. Jewelry worn in violation of the above will be confiscated by the teacher. Parents must retrieve jewelry items.
6. Backless shoes are **never** permitted with uniform, NUT day, and/or birthday.

TEXTBOOKS/BOOK BAGS

To help keep their books and other school materials in good condition, all students are required to have and use some type of carrying case. Textbooks, which are rented by students, and workbooks, are to be kept covered and clearly identified. Children are financially responsible for the loss or damage of any school-owned materials.

HEALTH AND MEDICATION GUIDELINES

Florida law requires that all kindergarten students and all entering students must have a current physical exam and must be properly immunized.

The Florida Health Department and Volusia County Schools have established the following guidelines for medications to be administered by school personnel.

1. MEDICATIONS MUST BE BROUGHT BY AND PICKED UP BY PARENTS.
2. PRESCRIPTION MEDICINE MUST HAVE A FORM SIGNED BY THE PRESCRIBING DOCTOR.
3. NON-PRESCRIPTION MEDICINE REQUIRES PARENT AUTHORIZATION. An authorization form is available in the school office. Only enough medicine for one week at a time should be brought to school. We do not have storage space.
4. NO MEDICINE WILL BE ADMINISTERED TO ANY CHILD UNLESS ABOVE GUIDELINES ARE FOLLOWED.
5. ALL MEDICATION MUST BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER AND LABELED WITH THE CHILD'S NAME. Pharmacies will label two containers if requested so one can be brought to school.

SCHOOL CLINICS

By law, clinics are for first aid only. Students must receive permission from their teacher to go to the clinic.

If a student becomes ill and cannot remain in class, he/she will report to the clinic. If it is necessary for a student to be sent home, the parent will be called by the school office. The school should be notified of any serious illness or prescription drug your child may be taking.

INSURANCE

Students are covered by school insurance for accidents occurring during the school day or during a school sponsored activity. The fee for this coverage is included in the registration fee. Additional round-the-clock insurance is available and may be purchased through forms sent home in August.

PARTIES

Homeroom mothers provide one party each year at Christmas. Proper behavior for parties is expected. Grade 7 students and their parents are responsible for the 8th grade graduation dance. The decorations and food should be kept simple. (7th grade is responsible for financing the dance and the music.) PAC will provide a continental breakfast for graduates and their families.

BIRTHDAYS

1. In St. Peter Catholic School, a student's birthday is honored by permission to be out of uniform for that day, or if it falls on a weekend or holiday, for a day selected by the teacher. However, appropriate apparel for school must be chosen. No backless shoes or sandals. No tank tops. August birthdays will be honored in August. June and July birthdays will be honored in May/June. If a student's birthday falls on a day when we attend Mass, the student is to wear full uniform to Mass. They may change out of uniform for the remainder of the day.
2. On the occasion of a student's birthday, parents may send a small treat for distribution at lunchtime. The treat should be individually portioned and should not include gum, candy, or perishable food such as ice cream.
3. Students may not hand out invitations to other students in the classroom unless each student receives one, or all of the girls or all of the boys are invited. Invitations may not be distributed on school campus.

GENERAL NORMS AND GUIDELINES FOR STUDENTS

RESPECT: Respect will be shown at all times, to all teachers, school staff, volunteers, fellow students, and neighbors in the community.

HONESTY: Honesty shall be shown in all activities, games, sports, tests, and exams. The courage to be truthful, even when it is difficult, shall be fostered as virtue. Keeping hands off what does not belong to us shall be demanded in all circumstances.

COOPERATION: A generous spirit of cooperation shall be the prevailing mood of the school. Courtesy and thoughtfulness; loyalty to St. Peter School, its ideals, its spirit, its students, its teachers, its teams; readiness to help teachers and fellow students shall be offered as evidence of students' good will.

SEXUAL HARASSMENT: (sexually explicit language/actions) will not be tolerated and such behavior will be subject to disciplinary action if continued.

BULLYING: Bullying is when a stronger, more powerful person/persons hurts, intimidates, or frightens a smaller or weaker person deliberately and repeatedly.

- ! Students will be taught skills to use to fend off bullies and advocate for themselves.
- ! After a warning, persistent bullies will be subject to disciplinary action.

EMAIL THREATS OR HURTFUL STATEMENTS

The age of technology has given way to a new problem. The problem arises in that students and adults have the ability to make negative, untruthful statements about staff and other students. Blogs, text messaging, websites, etc... offer students and adults the opportunity to post potentially defamatory statements about others. Despite their quasi-public figures, the courts now have taken a stand on this issue and state that teachers have the same right to their reputation that other people have. Administrators can punish students who defame others in the school community. Deliberate defamation of others is not consistent with Christian values, and students and adults should be held accountable for intentional hurt they cause others.

PROHIBITED ITEMS

The use of or possession of the following items is forbidden on the school grounds:

1. Drugs, cigarettes, alcohol, or chewing tobacco.
2. Knives, blades or other sharp objects (including toy knives).
3. Animals or pets unless permission is granted by the teacher
Caps, BB's, empty or full gun cartridges or guns (including toy guns) or any other weapon
4. Elastic bands, unless worn in the hair or dental braces.
5. Prescription or over-the-counter medications.
6. Games, radios, CD players, magazines, roller skates, skateboards.
7. Beepers, cell phones, electronic cyber pet/toys, or laser pointers.
8. Book bags on wheels.
9. Chewing gum (A fee of \$1.00 may be imposed if a student is chewing gum on the school property.)

RULES FOR THE CLASSROOM

1. Follow directions.
2. Raise hand to speak.
3. Task on hand only
4. Stay in seat
5. Keep hands, feet, and objects to oneself.
6. Be prepared.

RULES OF THE PICNIC AREA

1. Students are responsible to clean up after themselves after eating at the picnic tables.
2. No writing on the picnic tables.
3. No sitting, standing, or walking on the picnic tables.
4. No playing in the picnic area.
5. On hot lunch days, students are to enter and exit from the front door of the Activity Center.
6. No food, drinks or paper goods are to be taken out of the Activity Center.
7. No soft drinks may be purchased from the vending machine in the Activity Center. This is an 8th Grade privilege.

DISCIPLINE SYSTEM

Sound discipline is healthy for the development of any child. It is freedom to act in the right way. It is not a rigid, dictatorial system aiming to stifle all initiative and expression, but rather, it is the creation of an atmosphere in which human development can be best served, with equal opportunity and the safeguarding of the rights of all concerned. School cannot operate without it, and all suffer when it is lacking. However, school discipline is merely an extension of home discipline. The foundation for discipline begins at home.

When the teacher reports a discipline problem, parents should talk to their children and to the teacher to work out a good solution together. Parents make sacrifices to send their children to St. Peter Catholic School.

Parents have a full right to expect that the environment (for example, the type of companionship and peer influence) will be conducive to the character building of their children. St. Peter School will make every effort to provide the healthiest environment possible for all students. Certain guidelines and norms have been formulated — a good indication of the type of student behavior we expect.

Discipline Procedure

All students in grades 2 through 8 are required to purchase a school planner for \$3.00.

This is used by students to write down their homework assignments and it is also used as a part of our discipline procedure.

The discipline procedure is a three step process.

The first step in the discipline procedure is to communicate with the parents in written form after verbal warning in the classroom.

The teacher will write a note in the homework assignment book to the parents. The parents will sign the book acknowledging that they have read the note.

The second step of the discipline procedure is a discipline form that the teacher checks off the discipline infraction; this is then sent home to the parents for their signature and then returned to the teacher that gave the discipline infraction.

The third step of the discipline procedure is a formal discipline form that is completed by the teacher and sent home to the parent. At this point, the student will serve a Thursday detention.

If the behavior continues a Saturday detention may have to be served at a cost of \$10.00 per student.

CONSEQUENCES

Possible consequences of misbehavior, depending on the severity and frequency of the infractions, are the following:

- | | |
|---|-------------------------|
| 1. Teacher/student conference | 6. School/Parent |
| 2. Disciplinary action initiated by the teacher | 7. In-school suspension |
| 3. Detention | 8. Suspension |
| 4. Referral to the Principal | 9. Expulsion |
| 5. School/Parent contact | |

SUSPENSION

There are certain offenses which merit direct referral to administration for immediate action, which may result in suspension. Parents shall be obliged to attend a conference with the administration relating to the offense.

The following are examples of the offenses warranting such referral:

1. Vandalism in any form; misuse of, or stealing school property; damage to or stealing of anyone's property, including local stores and neighbors in the community.
2. Repeated defiance, disrespect, profanity, and abusive language to teachers, school helpers, crossing guards, or neighbors in the community.
3. Fighting, gang activity, or inflicting physical harm on any other student.
4. Smoking, chewing tobacco, regardless of parent consent, in school or around the premises.
5. Possession of questionable material (books, pictures, tapes etc.).
6. Leaving school premises during school hours without permission of the principal or teacher.
7. Actions and language that would normally be considered obscene.
8. Truancy.
9. A serious problem in which the class is affected and in which the individual doesn't respond to normal discipline.
10. A serious problem in which the parents refuse to cooperate.
11. Any other conduct deemed improper by the administration.

PROBATION

Probation is invoked by the principal when it becomes apparent that the student has a serious problem. It gives the student an opportunity to correct his or her problem and to assume the responsibilities involved in a more mature manner.

IN-SCHOOL SUSPENSION

- ! Student reports directly to the school office in full uniform.
- ! Bring textbooks to in-school suspension,
- ! Bring lunch from home.
- ! All work must be completed during the in-school suspension.

EXPULSION

If a student violates the discipline code, and is suspended three times, he or she shall be expelled from the school. Automatic expulsion may result from physical assault on a member of the faculty or staff, possession of or misuse of drugs, alcohol, weapons or explosives.

When a student is expelled from St. Peter Catholic School, a conference will be held with the principal, pastor, and the teacher or teachers involved. The decision of the pastor and principal is final.

"OUR LADY OF GOOD MANNERS"

St. Peter Catholic School Parent-Teacher Covenant

Because St. Peter Catholic School strives to be a faith community, parental cooperation and good parent teacher relations are essential. As a faith community, our

first instinct is to assume that each of us — teachers, administrators, parents, guardians and other caregivers — has the child's best interest at heart.

While we are as a school excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we at St. Peter will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems or are confused with some matter regarding your child's educational experience are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached. Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is upper most in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the time.
3. All staff members at St. Peter Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically, and his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of St. Peter Catholic School as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, students or parents. Nor will we tolerate intimidating or verbally abusing any member of the community — in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
 - a. limiting or refusing permission to enter or use school grounds or facilities;
 - b. asking that someone other than the person exhibiting poor behavior represent the child's interests on school matters;
 - c. refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

BUS RULES

1. Students are to remain seated at all times while on bus. All seat belts must be used at all times, this includes at all bus stops. Changing seats is prohibited.
2. Students are not permitted to open or close windows without permission from the bus driver.
3. Students are prohibited to extend arms, head or legs out the bus windows.
4. Students are not permitted to throw objects out the windows, doors and on the bus.
5. Students are not permitted to put any objects (backpacks, books, etc...) in the aisle.
6. Food and drinks permitted only with bus driver permission.
7. Students are prohibited to damage any part of the bus. Damage caused by children will result in consequences and repairs charged to family.
8. All fighting, spitting and/or other disturbances are prohibited. Absolutely no profanity by children or families on or around bus
9. Students are prohibited to scream while on the bus.
10. Students are to refrain from communication (verbal or written) with those outside of the bus.
11. Students must be respectful to the bus driver, bus monitors, and to each other.

Consequences of Misbehavior

1st Warning – A verbal and/or written warning by bus driver, bus committee and/or bus monitor(s).

2nd Warning – Student will be suspended for one week.

Each grading quarter, student's conduct will be assessed. Only two suspensions will be permitted each year. After the second suspension, the next verbal or written notice will result in termination of bus privileges for the remainder of the school year.

EXTENDED CARE

Extended Care follows the same guidelines as above. After the 2nd suspension, students will lose the privilege of the Extended Care

ST. PETER CATHOLIC SCHOOL ATHLETIC POLICY

Philosophy:

The philosophy of the sports program at St. Peter Catholic School is to help young people develop:

- ! Physically, by learning sport skills, improving physical conditioning and developing good health habits.
- ! Psychologically, by learning to control emotions and to develop feelings of self worth.
- ! Socially, by learning how to cooperate in a competitive context and by learning appropriate standards.

Behavior Expected:

As a player, coach, parent, cheerleader, fan:

- ! Treat all opponents with respect.
- ! Accept all decisions of officials.
- ! Never, hiss, boo, or shout at any players, coaches, or officials.

- ! No profanity, abusive, or irritating remarks to opposing players, coaches, or officials.
- ! Applaud teammates and opponents who make good plays or reflect good sportsmanship.

ATHLETIC CODE

The following are considered serious offences to warrant exemption from games:

- ! Academic performance below "C" average.
- ! Missing excessive amount of practice without permission may suspend the student from the team.
- ! If a student has a Thursday or Saturday detention, he/she must serve the detention before attending practice.
- ! If a student receives a Saturday detention, he/she will be suspended from playing for the remainder of the quarter.

If practice does not start at 3:15 p.m., the athletes must go to extended care until the coach arrives. There will be a fee incurred for the service.

DIOCESE OF ORLANDO NETWORK ACCEPTABLE USE POLICY FOR ALL PARISHES, SCHOOLS AND ENTITIES OF THE DIOCESE OF ORLANDO EFFECTIVE JUNE 1, 2007

1.0 Glossary of Terms

1.1 Authorized users:

1. "Employee": Any lay person who is employed by or engaged in ministry in any Diocesan entity, whether part-time or full-time, who is given payment for services rendered, and for whom the Diocesan entity is obligated to withhold payroll taxes (FICA, Medicare, and withholding).
2. "Volunteer": Any unpaid person engaged or involved in a Diocesan activity, specifically as it relates to database creation and/or management, IT services, or internet-related services.
3. "Church Personnel": For purposes of this policy only, Church Personnel includes all individuals who minister, work, or volunteer in any school, parish, or ministry of the Diocese whose compliance with this policy is sought. The term has no legal meaning or significance outside the scope of this policy and is not indicative of any employment or agency relationship.
4. "Registered Student": Any student registered in any school or parish of the Diocese.
5. "Consultant": Independent contractors, consultants, vendors or other persons who are not subject to the supervision of the Bishop of the Diocese and for whom no such duty to withhold payroll taxes exists, but provide expertise on database creation and/or management, IT services, or internet related services.

1.2 Internet/Intranet/Extranet-related systems: include, but are not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing and FTP.

1. All internet/intranet/extranet-related systems are the property of the Diocesan entity it serves. These systems are to be used for business purposes in serving the interests of the Diocesan entity, its staff, and its constituents in the course of its normal operations.

1.3 Diocesan entity: Any parish, school, entity or ministry of the Diocese of Orlando, including those entities, which are separately incorporated under 501 (c) (3).

1.4 Spam: Unauthorized and/or unsolicited electronic mass mailings.

1.5 IT: Information Technology

1.6 Internet: Includes both external and internal access of communications and data storage equipment, either owned or reserved for use by the Diocese, by digital information devices including personal computers (PCs), personal digital assistants (PDAs) and similar devices. The term "Internet," as it applies to external resources, is meant to be all-inclusive and comprises other similar or analogous terms such as the "world wide web," "e-mail," and "the Net."

1.7 Network: Communications system connecting two or more computers and their peripheral devices to exchange information and share resources.

2.0 Overview

The Diocese of Orlando recognizes that the Network/Internet and other emerging technologies allow authorized users access to immense information globally. The Diocese of Orlando's goal in providing this privilege to authorized users is to promote professional excellence, innovation, and communication. The use of the Network/Internet or other emerging technologies will be guided by the Diocesan Network Acceptable Use Policy (DNAUP). All Diocese of Orlando authorized users are required to sign a written DNAUP and to abide by the terms and conditions of the policy and its accompanying regulations.

3.0 Scope

This policy applies to authorized users of any school, parish, or ministry of the Diocese of Orlando, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Diocesan entity.

4.0 Purpose

The purpose of this DNAUP is not to impose restrictions that are contrary to an established culture of openness, transparency, trust and integrity. Rather, the Diocese of Orlando is committed to protecting its authorized users from illegal or damaging actions by individuals, either knowingly or unknowingly.

These rules are in place to protect authorized users and Diocesan entities. Inappropriate use exposes Diocesan entities to risks including virus attacks, compromise of network systems and services, and legal issues. Anyone with knowledge of inappropriate material/content should report this information verbally and in writing to the IT specialist or the principal, pastor, or layperson in charge of the school, parish or ministry of the Diocese.

5.0 Policy

5.1 General Use and Ownership

Authorized users should be aware that the data they create on systems remains the property of the Diocesan entity. Because of the need to protect the network, management cannot guarantee the confidentiality of information stored on any network device belonging to a Diocesan entity.

Authorized users are responsible for exercising good judgment regarding the reasonableness of personal use. Authorized users should be guided by diocesan policies on personal use, and if there is any uncertainty, authorized users should consult their supervisor or manager.

The Diocese of Orlando recommends that any information that users consider sensitive or vulnerable be encrypted, especially when stored on external media.

Authorized personnel may monitor equipment, systems and network traffic at any time. The Diocese of Orlando maintains the right to monitor all network/computer activity derived from or utilized through its resources, whether it is on-line, down-loaded or through printed material.

The Diocese of Orlando, through its entities, reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Authorized users are advised that a determined individual may be able to gain access to services on the Network/Internet and other technologies, which the Diocese of Orlando has not authorized for professional purposes. By participating in the use of the Network/Internet or other technologies, authorized users may gain access to information and communications which the authorized user may find inappropriate, offensive or controversial. Authorized users assume this risk by consenting to the use of the Network/Internet with the Diocese of Orlando.

5.2 Security and Proprietary Information

Anyone responsible for entering information into a database or have access to database information used by any Diocesan entity, whether clergy, religious, employee or volunteer, must be FBI fingerprinted and background checked and cleared.

The appropriate IT authority of each Diocesan entity does everything possible to ensure the Diocesan entity network is properly maintained and adequate security measures are operational. To assist the appropriate IT authority of each Diocesan entity in sustaining this goal, authorized users, through their supervisor, should notify their IT authority when software and hardware modifications are necessary on any Diocesan computer workstation. At no time should a computer be connected to a Diocesan entity network without knowledge of the IT authority of the Diocesan entity.

The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential, as defined by school confidentiality guidelines. Staff and students should take all necessary steps to prevent unauthorized access to this information.

Passwords will be created by each authorized users for their own use, with the exception of students, volunteers, and temporary/contractual personnel. Authorized user passwords shall not be shared. It is the responsibility of each authorized user to keep his/her password confidential. Anyone whose password becomes known to any other person should notify the appropriate authority immediately and a new password will be created. Anyone who becomes aware of anyone else's password should contact the appropriate authority immediately and a new password will be created. Temporary passwords used by students, volunteers or temporary/contractual personnel may be known by the appropriate authority. However, temporary passwords should not be shared. System passwords should be changed quarterly; user level passwords should be changed every six months.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.

Because information contained on external media is especially vulnerable, special care should be exercised to protect it in accordance to this policy.

Postings by authorized users from any Diocesan email address to on-line bulletin boards, forums, chat rooms, web logs ("blogs") and any other similar non-work-related discussion groups is prohibited, unless it is specifically work related.

All hosts used by the authorized user that are connected to any Diocesan Internet/Intranet/Extranet shall be continually executing approved virus-scanning software with a current virus database.

Authorized users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

Whenever sending "blast" e-mails or e-mails to many recipients, use the blind copy (bc) for the recipients to ensure respecting the privacy of each individual address.

5.3 Unacceptable Use

1. A database of subscribers for parish or other Diocesan use can be a useful tool for parish or Diocesan entity distribution of important messages, calendar of events, or other data. The marketplace is full of companies, which offer such database opportunities. This type of database can also compromise a person's identity and/or place an individual in danger, if the database is misused or shared indiscreetly. No Diocesan entity should create or subscribe to a vehicle by which subscribers, other than authorized personnel such as employees, priests, deacons, religious or those designated at the discretion of the pastor or Diocesan entity head, are given email addresses to communicate with other subscribers. In addition, the database should NOT:
 - a. Offer Chat or Chat Rooms
 - b. Allow Blogs
 - c. Require or Request Photos of Subscriber
 - d. Ask for Age or Gender of Subscriber
 - e. Display Subscriber E-Mail Addresses
 - f. Allow Subscribers Access to Other Subscriber Information
2. The following activities are, in general, prohibited. Authorized users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services)
 - a. Under no circumstances is an authorized user allowed to engage in any activity that is illegal under local, state, federal or international law while utilizing the Diocesan entity-owned resources.
 - b. Authorized users are prohibited from attempting to circumvent or subvert any system security measures. Authorized users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.
 - c. When an authorized user becomes "unauthorized" by virtue of employment, dismissal, graduation, retirement, etc., or if the authorized user is assigned a new position and/or responsibilities within the Diocesan system, his/her access authorization will automatically be reviewed with the appropriate individual to determine whether continued access is warranted. This person may not use facilities, accounts, access codes, privileges or information for which he/she has not been authorized.
 - d. System and Network Activities: The following activities are strictly prohibited, with no exceptions:
 1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the

- installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Diocesan entity.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocesan entity or the end user does not have an active license is strictly prohibited. Public disclosure of information about programs (e.g. source code) without the owner's authorization is prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. The installation or use of Instant Messaging is prohibited.
7. Using a Diocesan computing asset to access inappropriate or offensive material or to engage in the procuring or transmitting of material that violates Diocesan anti-harassment or hostile environment policies.
8. Making fraudulent offers of products, items, or services originating from any Diocesan entity account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the authorized user is not an intended recipient or logging into a server or account that the authorized user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, creating or propagating viruses, hacking, network sniffing, spamming, pinged floods, packet spoofing, password grabbing, disk scavenging, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to Diocese of Orlando is made.
12. Executing any form of network monitoring which will intercept data not intended for the authorized user's host, unless this activity is a part of the authorized user's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

- e. Employee Responsibilities:
 1. Privacy: No authorized user should view, copy, alter or destroy another's personal electronic files without permission.
 2. Harassment, Libel and Slander: Under no circumstances, may any authorized user use Diocese of Orlando computers or networks resources to libel, slander, or harass any other person.
 3. Abuse of Computer Resources: Abuse of Diocese of Orlando computer resources is prohibited. This abuse includes, but is not limited to, the following:
 4. Game Playing: Installing or playing recreational games, which is not part of authorized and assigned job-related activity, are considered unacceptable practices and are prohibited during normal work hours.
 5. Chain Letters: The propagation of chain letters (e-mail), "Ponzi" or other "pyramid" schemes of any type are considered an unacceptable practice and are prohibited.
 6. Unauthorized Servers: The establishment of a background process that services incoming requests from anonymous diocesan employees for purposes of music/radio/video continuous Internet connectivity, chatting or browsing the Internet is prohibited.
 7. Unauthorized Monitoring: An employee may not use computing resources for unauthorized monitoring of electronic communications of other employees.
 8. Private Commercial Purposes: The computing resources of Diocese of Orlando shall not be used for personal or private commercial purposes or for financial gain.
- f. Email and Communications Activities: Diocesan entities maintain electronic mail systems. These systems are provided by the Diocesan entity to assist in conducting business within the Diocese.
 1. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages is not allowed.
 2. Unauthorized use, or forging, of email header information is not allowed.
 3. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies is not allowed.
 4. Posting the same or similar non-business-related messages to large numbers of news groups (newsgroup spam) is not allowed.
 5. The electronic mail system hardware is the property of the Diocesan entity. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the Diocesan entity. The Diocese, through the appropriate authority, reserves the right to review, audit, intercept, and access all messages created, received or sent over the electronic mail system for any purpose.
 6. The e-mail system was created to facilitate operations of the Diocesan entity. It should be used primarily for business purposes, and only incidentally for personal use. Likewise, personal e-mail through such networks as AOL, Yahoo, Gmail, should be accessed on a limited basis.

7. The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations or other non-job related solicitations.
8. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those, which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
10. Notwithstanding the Diocese's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other authorized users and accessed only by the intended recipient. Authorized users are not authorized to retrieve or read any email messages that are not sent to them.
11. Authorized users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Authorized users should not attempt to gain access to another authorized user's messages without the latter's permission.
12. All authorized users should perform routine maintenance of their mailboxes and delete messages they are no longer using.
13. The appropriate authority should be notified if a user becomes aware of emails, which violate this policy.

6.0 Enforcement

Effective security is a team effort involving the participation and support of every authorized user who deals with information and/or information systems. It is the responsibility of every authorized user to know these guidelines, and to conduct their activities accordingly. The Diocese of Orlando does not sanction any use of the Network/Internet and other available technology that is not authorized by or conducted strictly in compliance with this policy and its regulations. Authorized users who disregard the DNAUP may have their Network/Internet privileges suspended or revoked and may be subject to a change in their relationship with the Diocese, up to and including termination. The Diocese of Orlando reserves the right to suspend or revoke such privileges in the event that any supervisor believes the authorized user's conduct to be inappropriate or noncompliant with the DNAUP. Authorized users granted access to the Network/Internet and other technologies through Diocese of Orlando assume personal responsibility and liability, for their actions. In addition, any employee, volunteer, or contractor found to have violated this policy may be subject to disciplinary action, up to and including termination. Authorized users who have read and signed the DNAUP form and who agree to act in a considerate and responsible manner will be authorized Network/Internet access.

7.0 System Back-up(s)

Although system back-ups should be provided by the Diocesan entity as standard operating procedure, it is the responsibility of each authorized user to backup his/her specific computer workstation data. Depending upon the amount of the individual workstation usage, workstation backups should occur daily.

8.0 Virus Protection

All networked computers must have current virus protection software installed and operational at all times.

9.0 Website Requirements

Any website of a Diocesan entity links only to non-commercial sites that are not in conflict with the teaching and the magisterium of the Roman Catholic Church. The links fall into these three main areas:

1. Official Church sites, such as the Vatican, U.S. Conference of Catholic Bishops, state conferences, archdioceses and dioceses;
2. Parts of the Diocese such as such as parishes, schools and ministries operated by the Diocese or approved resources associates with those ministries; and
3. Under the oversight of a bishop or religious congregation, or listed in the Official Catholic Directory.
4. Use of photos on websites should be group photos. Where children are involved, first names only should be used. Parents/guardians must sign permission slips each year for use of children's photos; therefore, all photos, particularly those which include children, should be refreshed regularly.
5. All Diocesan parishes, schools, and entities should have a link for the Diocese of Orlando website, www.orlandodiocese.org, on its own website.

10.0 How to Comply With The Children's Online Privacy Protection Rule

In order to provide interactive service, Diocesan entities might collect personally identifiable information from the users the website. If such information is collected, the user will be informed about this practice. Additionally, if a website is directed to children or if a general audience website collects personal information from children, the Diocesan entity must comply with the Diocese of Orlando on-line privacy policy. The privacy policy is posted on the Diocese of Orlando website, www.orlandodiocese.org.

11.0 Best Practices

Computer Security and Virus Protection: are cup-to-date with the latest security updates from Microsoft or Apple Activate the Windows XP firewall

- ! Install anti-virus software and keep it up-to-date
- ! Be cautious when opening email attachments

Spyware

Spyware installs itself onto a user's computer by stealth, subterfuge and/or social engineering and sends information from that computer to a third party without the user's permission or knowledge. Spyware includes keyloggers, backdoor Trojans, password stealers, and botnet worms, which cause corporate data theft, financial loss and network damage. To protect your computers against it, the computers utilizing your network need to have a spyware detection program. Good anti-virus programs can detect and remove spyware programs, which are treated as a type of Trojan.

Spam Filters

Follow these guidelines to help lower your risk of getting junk e-mail:

- ! Take advantage of the Junk E-mail Filter in Outlook 2003
- ! Increase your protection level, as you need to High or to Safe Lists Only.
- ! Keep your Junk E-mail Filter updated
- ! Block images in HTML messages that spammers use as Web beacons
- ! Don't forward chain e-mail messages
- ! Don't contribute to a charity based on a request in e-mail
- ! If a company uses e-mail messages to ask for personal information, don't respond by sending a message
- ! Don't reply to spam

- ! Watch out for check boxes that are already selected when you buy things online
- ! Review the privacy policies of Web sites
- ! Use multiple e-mail addresses for different purposes
- ! Disguise (or "munged") your e-mail address when you post it to a newsgroup, chat room, bulletin board, or other public places
- ! Limit where you post your e-mail address
- ! Anti-spam software should be installed with the email server.

Content Filters

Content filtering is the blocking of content based on a rating system that is static, dynamic, or a combination of both. Many content filtering products use a remote database of previously classified sites or IP addresses in conjunction with a local cache of frequently or recently requested sites. Some use a dynamic rating system that evaluates the content on the fly. Newer dynamic rating technologies offer more protection and use context-based rules instead of relying only on single keyword blocking.

All content filtering products will have about a dozen different content categories, such as Violence, Pornography, Hate/Racism, Nudity, and so on.

Some content filter manufacturers you may be familiar with include SonicWall, WatchGuard, Websense, Surfcontrol and Symantec. These products offer gateway control; there are numerous client-based products available that load on the desktop, but capabilities are limited and management is difficult for a network with even a handful of PCs.

System Backup

- ! Develop backup and restore strategies and test them. With a good plan, you can quickly recover your data if it is lost.
- ! Back up all data on the system and boot volumes and the System State. This precaution prepares you for the unlikely event of a disk failure.
- ! Create an Automated System Recovery (ASR) backup set when the operating system changes, for example, whenever you install new hardware and drivers or apply a service pack. With an ASR backup set, you can more easily recover from a system failure. Also, backup all data volumes at the same time; ASR protects only the system, so data volumes must be backed up separately.
- ! Create a backup log. Keep a book of logs to make it easier to locate specific files.
- ! Retain copies. Keep at least three copies of the media. Keep at least one copy off-site in a properly controlled environment.
- ! Perform trial restorations to verify that your files were properly backed up. A trial restoration can uncover hardware problems that do not show up when you verify software.
- ! Secure devices and media. It is possible for someone to access the data from a stolen medium by restoring the data to another server for which they are an administrator.

Secure Network Closets

When designing and building telecommunications closets make sure that they are:

- ! At least One Closet Per Floor
- ! A safe working environment
- ! Provide enough space for today's technology as well as potential for scalability.
- ! Minimum telecommunications closet size
- ! Include space for an uninterruptible power supply in each closet. There should be a minimum of two electrical circuits in each closet. Design for good even lighting throughout the entire closet space both high and low. And finally provide for enough cooling capacity for the electronics in the room.
- ! Make sure that has some access control and they are not open to the public.

Password Policy

All computers, laptops, workstations and servers should be secured with a password-protected screensaver with the automatic feature set at 10 minutes or less, by logging off or locking the station when it will be unattended.

Passwords must meet the following minimum requirements when they are changed or created:

- ! Not contain significant portions of the user's account name or full name
- ! Be at least six characters in length
- ! Contain characters from three of the following four categories:
 - ! English uppercase characters (A through Z)
 - ! English lowercase characters (a through z)
 - ! Base 10 digits (0 through 9)
 - ! Non-alphabetic characters (for example, !, \$, #, %)
- ! Define the maximum password age policy setting so that passwords expire as often as necessary for your environment, typically, every 30 to 90 days.

PRINCIPAL'S LETTER

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures de-signed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its 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
- ! Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- ! Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- ! Providing massages or other physical therapy
- ! Taking blood samples or performing any other medical procedure
- ! Examining the genitalia of any student, for any reason
- ! Touching an individual inappropriately
- ! Smoking, or encouraging smoking, on school property
- ! Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- ! Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that telltale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Sincerely Yours in Christ,
Mary Martin, Principal