



SAINT PETER
CATHOLIC SCHOOL

Educating for Life...
Spiritually, Academically & Physically

Student Handbook
2024-2025



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 the living.”

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

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

Charlotte Funston

Principal

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MISSION STATEMENT

The mission of St. Peter Catholic School is to form disciples, rooted in the teachings of the Catholic faith, through a curriculum of academic excellence within a safe, caring environment.

PHILOSOPHY

St. Peter Catholic School is a school of love and friendship where each child is welcomed into a Christian environment in which love is evident and learning is nurtured. A committed faculty provides a quality education aimed at developing each child's potential.

The faculty at St. Peter has as its goals:

1. To instill in the students a faith that is living, conscious, and active.
2. To enrich and complement the child's education already begun in the home with the parents.
3. To develop in the students an understanding of the church's teachings through scripture, doctrine, tradition, and faith stories of our Catholic Community.
4. To provide a program of quality education in which each child is given opportunities to develop his/her God-given potential to become a self-supportive and contributing member of society.
5. To help students to form a mature Christian conscience by being well-informed citizens of the community and the world.
6. To build a healthy self-concept whereby each student will recognize that he/she is a unique individual with special gifts and talents.
7. To provide a supportive, friendly atmosphere that will foster the child's search for inner peace and joy.

ACCREDITATION

St. Peter is fully accredited through the Florida Catholic Conference of Bishops.

CURRICULUM AND RELIGION

St. Peter follows the curriculum mandated by the Florida Department of Education and the Diocese of Orlando. All students are required to take religion classes and participate in all religious activities. All students will attend Mass on Wednesdays.

DIOCESE OF ORLANDO POLICIES

ANTI-BULLYING AND HARRASMENT POLICY

St. Peter Catholic School believes that students should live according to the Gospel values and is committed to providing a Christ-centered environment that is safe, secure, and free of harassment or bullying of any kind. Bullying or harassment of any kind will not be tolerated. The following behaviors constitute bullying and harassment and are strictly forbidden:

- Creating an intimidating or hostile environment that interferes with learning or the mission of St. Peter Catholic School
- Physically, emotionally harming another student
- Damaging or taking another student's property
- Placing a student in reasonable fear of mental harm or loss or damage of personal property

Bullying also includes cyber bullying. This will include, but not be limited to:

- Teasing or name calling
- Social exclusion, slurs, rumors, or jokes
- Threats
- Intimidation, false accusations
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation

Bullying is prohibited whether it occurs on campus (before, after, or during school hours) or during a school function. All bullying should be reported immediately to a teacher, the school counselor, or the principal. A student found to be in violation of this policy will be subject to an appropriate discipline action, which may include removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification of the appropriate authorities. Any of these may be warranted even for a first offense. Please understand that St. Peter has limited abilities to investigate off-campus activity. Parents may be contacted by administration should the need arise.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

The school recognizes the following sports, activities and clubs: School Sponsored Clubs: (list clubs); Major School Sponsored Activities: (list activities); School Sponsored Dances: (list examples); School Sponsored Athletics: (list sports);

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

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and other forms required by the sport governing agency. Participation includes pre-season conditioning, open gym, tryouts and practice. Forms will include FHSAA or Catholic Youth League required forms where applicable. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, officers, employees, and agents, from any claims or**

liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.

The school is not responsible for student participation in any sports, leagues, activities, or clubs not identified above including, but not limited to, rec league sports, off-season club sports teams, travel teams, or sports clinics. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

For the purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity. Only those students who are enrolled full-time in a Diocesan school may participate in extracurricular activities.

CHILD ABUSE REPORTING

Any clergy, religious, or lay employee, or volunteer in the Diocese of Orlando who know 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 will immediately observe the following procedures:

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

CHILD PROTECTIVE INVESTIGATIONS

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

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

CODE OF CONDUCT

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Orlando. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook. See Appendix D at the end of the Student Handbook for the Diocese of Orlando Code of Conduct.

CUSTODY AGREEMENTS

Divorced or separated parents must file a court-certified copy of the current custody section of the divorce or separation decree with the principal's office, including any current parenting plan. The school will not be held responsible for failing to honor arrangements that have not been made known. The school respects the rights of the non-custodial parent. In the absence of a court order to the contrary, St. Peter Catholic School will, upon request, provide the non-custodial parent with access to academic records and to other school-related information regarding the child. School does not allow a non-custodial parent physical access to their child during school hours or on school premises unless the custodial parent has consented, or the school has a court order permitting access. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to.

EMERGENCY CLOSINGS

In the event of emergency closings due to a hurricane, tropical storm or severe weather event, announcements will be made as soon as possible through Parent Alert, an automated phone and email messaging system, and on local television and radio news stations. We will close when County Schools close, but our reopening may not coincide. If there is inclement weather or if school has been closed, please check your voicemail, email or listen to the TV or radio for updates.

EMERGENCY COMMUNICATIONS AND PROCEDURES

The school will conduct regular fire and safety drills and instruct students on the procedures to follow in case of an emergency. The cooperation of all students is required in order to practice exiting the school grounds in a quick and orderly fashion. In the case of an actual emergency the school's emergency management procedures will be followed. Parents should not come to the school unless they are called to pick up their children.

The Diocese of Orlando also requires the following safety precautions and procedures:

- Each school will conduct an annual evaluation of school buildings and sites to identify potential hazard and to develop plans to mitigate risk.
- Each school will implement an Emergency Operations Plan to respond to emergencies in a manner that maximizes safety and minimizes disruptions
- The Emergency Operation Plan will be updated annually in consultation with local law enforcement in preparing for potential emergencies
- The school principal will provide training for all staff and students and require all to participate in routine emergency preparedness drills and exercises
- The school will require all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID prior to entering the campus
- The school will require all visitors, volunteers, and parents to be processed through Raptor to check against the National Predator/Offender database each time they request access to campus.
- The school follows Standard Response Protocols to manage the movement of people on the campus in event of an emergency situation.

Standard Response Protocols

- **Hold** is initiated when students and staff need to remain at their current location with limited movement for a short period of time due to a potential or actual emergency situation.
- **Evacuation** is initiated when there are conditions inside the school building that could be unsafe. An off-site evacuation may be necessary depending on the incidents.
- **Shelter** is initiated when students and staff need to be inside the building for safety from severe weather situations.
- **Lockout** is initiated when there may be a danger outside of the buildings or off campus that requires everyone be moved indoors and all perimeter doors are locked. Indoor activities may continue but no one is permitted to enter or exit the buildings.
- **Lockdown** is initiated when there may be an immediate threat or danger on the school campus. All activities cease and the campus is completely locked down.

EMERGENCY DRILLS

Fire and other safety drills are conducted on a regular basis during the school year. Safety drills include fire, lockout, lockdown, and shelter practices. While we cannot anticipate every emergency, we do understand that proactive drills are the way to be sure our students are safe, comfortable, not stressed, or anxious. Please note that teachers prepare their students for each drill in a developmentally appropriate manner, using verbiage appropriate for their age and grade level.

FINGERPRINTING

All persons employed by the Diocese of Orlando, along with any volunteers that will come in contact with children, or the elderly must be fingerprinted. To set up an appointment, please go to <https://www.orlandodiocese.org/ministries-offices/fingerprinting/>. The Fieldprint Code for St. Peter is FSPeterSchoolVol and the entity code is 220. Please be fingerprinted well in advance of any volunteer opportunity as it does take time to have the fingerprints processed.

HARASSMENT AND DISCRIMINATION

Harassment and discrimination are contrary to Gospel values and have no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment and discrimination. The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status.

In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. Schools shall include in their regular instructional programs lessons that teach the dangers and consequences of harassment. Special assemblies or speakers may be part of the curriculum to inform and educate students. Schools shall be proactive in dealing with incidents of harassment, working closely with families, parents, and guardians.

Harassment includes any form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students. Harassment occurs in many ways,

including, but not limited to: verbal or written threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual.

The following examples are a non-exhaustive list of possible forms of harassment:

- Verbal or written comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication.
- Bullying: characterized by aggressive behavior toward another, intentional repeated hurtful acts over a period of time, imbalance of power (real or perceived) between the bully and the victim.
- Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats);
- Physical includes punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling;
- Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulation, isolating, ostracizing, and peer pressure.
- Sexual: exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault, sexting, unwanted touching, inappropriate social networking.
- Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation; and jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite, abuse or demean an individual or group.

All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Orlando. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken.

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the school in its investigation and review of any reports deemed to have been made in bad faith.

MEDIA CONSENT POLICY

The Diocese of Orlando requires that all students have a signed Photo/Video release form before their image can be published in the school, diocesan, or local newspaper, internet, or in any other media approved by St. Peter Catholic School and/or the Diocese of Orlando.

PRIVATE TUTORING, COACHING, OR LESSONS

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members,**

religious, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

RECORDS

St. Peter complies with the Buckley Amendment and allows parents to see their student's cumulative record file. A written request from the parents must be filed with the administration and will be complied with within 24 business hours of the request being received.

RESTROOM/LOCKER PRIVACY POLICY

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

SAFE ENVIRONMENT TRAINING

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the diocesan-mandated Safe Environment Training and be fingerprinted. The diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Student-Parent Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

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

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

SCHOOL SUPERVISION PROVISIONS

Reasonable care is given to supervise all children during the school day and during school-sponsored activities. St. Peter Catholic School hours of operation are from 7:30-3:15. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times

stated above. If the student is participating in a scheduled, supervised activity before or after school, specific arrangements must be made for drop-off and/or pick-up at the designated times.

For Elementary only

If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up. The school playground is supervised during the normal school day. When used before or after school hours, the school is not liable for injury or accidents.

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity or sexual conduct may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

SEARCH AND SEIZURE POLICY

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

If a student refuses to voluntarily empty pockets or to open his or her book bag or purse, etc., the student will be detained under the supervision of an administrator until parents are contacted and arrive on campus. A student is risking possible suspension or required withdrawal for refusing to comply with the directive.

SMOKING/VAPING POLICY

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

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

St. Peter Catholic School adheres to Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”



St. Peter Catholic School

Technology Responsible Use Policy 2020-2021

Diocese of Orlando / Office of Catholic Schools

Student Technology Responsible Use Policy

7/6/2020

1.0 Introduction

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

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

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

- The St. Peter Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network or outside network can result in disciplinary action.

- St. Peter Catholic School makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
-
- Users of the school network or other technologies are required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definitions

2.1 Authorized Users:

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

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

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Peter Catholic School

2.4 Technologies Covered: St. Peter Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, St. Peter Catholic School may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, St. Peter Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

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

3.1 Web Access

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

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

3.2 Email

St. Peter Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

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

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

3.3 Social / Web 2.0 / Collaborative Content

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

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

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

3.4 Livestreaming

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

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

3.5 Mobile Devices Policy

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

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

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

3.6 Personally Owned Devices Policy

St. Peter Catholic School may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally owned devices.

Students must follow the same code of conduct for use of personally owned devices on St. Peter Catholic School campus or at other functions, whether on or off property, related to St. Peter Catholic School.

3.7 Security

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

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

3.8 Downloads

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

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

3.9 Netiquette

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

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

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

3.10 Plagiarism

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

online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

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

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

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Sexting

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

7.0 Examples of Responsible Use

The student will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

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

8.0 Examples of Irresponsible Use

I, the student will **not**:

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

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

9.0 Internet Safety Plan

- ✓ St. Peter Catholic School implements an effective internet filtering and reporting solution Fortinet Client, that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- ✓ The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ School network is secure with Fortinet Client to prevent from unauthorized access, including “hacking” and other unlawful activities by minors online
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- ✓ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and St. Peter Catholic School will hold an informational meeting to address the policy.

10.0 Limitation of Liability

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

11.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of St. Peter Catholic School, according to the Code of Conduct, and including but not limited to:

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

12.0 References

- ✓ Children's Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- ✓ Children's Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- ✓ Protecting Children in the 21st Century - http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf
- ✓ Consortium for School Networking – <http://www.cosn.org>

VISITOR CHECK IN POLICY

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. School visitors (volunteers, parents, etc.) are required to check in at the main office and to check out at the time of departure. All visitors must present a valid driver's license or state issued identification. All visitors will be processed processing through Raptor to be screened in the Sexual Predator/Offender database before being invited into the school. All visitors and volunteers are required to wear a designated nametag and identifying lanyard.

ADMISSIONS

St. Peter Catholic School admission policies shall not discriminate on the basis of race, color, gender, or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs, and other school programs. Nor shall the admissions policies discriminate against students with disabilities of any kind. The school, however, may decline admission or further enrollment if, in consideration of human and instructional resources, the school cannot appropriately address the needs of an individual child. Parents are expected to cooperate fully with any proposed accommodation plan.

School admission policies reflect the primary purpose of Catholic schools; to assist families in the religious formation and education of their children in the Catholic faith. We will always teach and act consistent with the tenets of the Catholic Church. No student shall be refused admission to the Catholic schools due to the marital state of his/her parent or the suggestion or belief that the parent is not living in accordance with the teaching of the Church. A student's enrollment and/or graduation from school does not confer a legal status as citizen nor does it serve to regularize and undocumented student.

Students must be full-time enrolled students to attend classes and participate in school activities. Homeschooled children are not an exception to this rule.

ACCEPTANCE

All new students in grades VPK-8 are accepted with a probationary period of 90 days. All students accepted into the VPK program must be 4 years old by September 1st and fully potty trained. Students entering kindergarten must be 5 years old by September 1st and students entering 1st grade must be 6 by September 1st.

NONDISCRIMINATORY POLICY

St. Peter Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other extra-curricular programs.

RECORDS

Records required for new students include a complete medical examination form, an immunization form, social security number, birth certificate, baptismal certificate, and emergency contact information (which will be entered in RenWeb by the parent).

REGISTRATION, TUITION, AND FEES

DELINQUENT TUITION

Parents with delinquent tuition accounts will be notified first in writing, and then by phone. Failure to become current in tuition will result in notification of our collection agency to begin collection action and may affect the attendance at St. Peter Catholic School. If missed payments occur due to insufficient funds, FACTS will reattempt after 10 days of the original due date. After that, FACTS will pursue the missing payment. There will be a \$20 charge assessed by FACTS for a missed insufficient payment. The FACTS tuition contract contains details for additional fees. Parents will not be able to access Family Portal until all accounts are made current. Report cards, cumulative and health/immunization records will not be released until all tuition and other fees are paid in full. Students that are in 8th grade will not be allowed to participate in graduation activities and the graduation ceremony until all tuition and fees are paid.

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met. Students administratively withdrawn for financial reasons may not register/re-register in any Diocesan school the following year until all accounts are paid in full.

Accounts are considered delinquent after the last day of the month and will incur a late fee. Accounts that remain delinquent after 60 days will result in termination of access to the parent portal site until the account is brought current. Accounts delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expense incurred as a result of the collations will become the responsibility of the parent and/or legal guardian.

REDUCED TUITION

Any family that foresees that they will be unable to make full tuition payments are asked to contact the principal. A reduced rate may be considered and/or financial assistance may be granted. Such arrangements will be made on an annual and individual basis.

REGISTRATION

All accounts must be current before a family can reregister. Registration is done through FACTS. Completion of registration will be done on RenWeb. When registering, families will be required to pay a registration fee, an activity fee, and a technology fee. All fees are non-refundable.

TUITION POLICY

To qualify for the St. Peter Parish Discount, you must be registered in a parish and participating in the total parish stewardship program of time, talent, and treasure. St. Peter Parish members are required to fulfill their stewardship amount of \$750 each calendar year in order to qualify for the \$1500 family parish discount. This should be done through using church envelopes or donating online, with e-giving being preferential. Members of other parishes (St. Ann's, St. Clare's, and Our Lady of the Lakes or other nearby parishes) must submit a Stewardship Participation Form for their pastor's verification and signature. This form must be turned in by the deadline identified on the form in order to be considered. All forms turned in after this date will not be considered.

Tuition is paid one of three ways:

- Full payment is due June 30th to receive a discount. The discount rate is determined annually by the School Advisory Board.
- Two payments to be processed through FACTS due June 30th and December 30th.
- FACTS tuition plan that is 11 monthly installments beginning in July and ending in May. Families have a choice of the 5th or 20th of the month.
- If a student is withdrawn or terminated during the school year, a refund will be made for the un-used balance.
- If a student enrolls before school starts but after the normal FACTS withdrawals begin, full tuition will be collected over the remaining monthly periods.
- If a student enrolls after school starts, tuition will be prorated according to the amount of time missed.

PARENTS ROLE IN EDUCATION

CHURCH PARTICIPATION

Parents who are Catholic are expected to participate regularly at Mass each weekend and on Holy Days of obligation. As registered members of St. Peter parish, they are expected to take an active part in the parish and contribute time, talent and treasure. A minimum parish donation of \$750 is expected in order to qualify for the family parish tuition discount. Parents that are members of other parishes are expected to meet the same conditions of the parish that they attend.

ELECTRONIC ACKNOWLEDGEMENT

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

FUNDRAISING

Tuition and fees, do not include fundraising expectations for families and students. Monetary donations are not permitted in lieu of family volunteer hours. No student or family member may solicit funds in the school’s name unless such solicitation has been authorized in writing by the principal. Clubs, parent organizations, athletic teams and other school sponsored organizations, must have all fundraisers approved in writing by the principal.

PARENTS’ COOPERATION

The parish school is an extension of education that began in the home. When a student begins their education at St. Peter, it is not a beginning of education but a continuation of what has begun at home. The school will continue to need your support in the educational process. While teachers are trained in instructional best practices, the school cannot provide the sum of a child’s educational needs. Parents can assist their children by following the suggestions below:

- Assure your children that you love them.
- Provide opportunities to talk about things in general, about activities in school, in particular lessons, books, projects.
- Take time to read to younger children each night before bedtime. Classics and Bible stories are excellent (older children will benefit too).
- Help establish and stick to a daily routine for homework, television watching, technology use and video game playing, and home responsibilities.
- Be an example for your child.
- Assure that your child is at school on time.
- Be sure that your child gets plenty of rest. At least 8 hours a night are needed for a healthy body and mind.
- Attend Mass regularly.
- Provide opportunities to develop a spiritual faith that they can rely on during difficult growing years, a faith in which they can fall back on when mom and dad are no longer available for guidance.

PARENT/TEACHER CONFERENCES

It is preferred that conferences be conducted in person. In-person conferences are by appointment only. No conferences, either with the teacher or administration, will occur without an appointment. If a conference is desired, please contact Mrs. Perry, mperry@stpeter-deland.org, so that she may make arrangements.

PARENT COMMUNICATION

Communication is key for establishing a partnership between school and home. Parents are required to adhere to the following:

- Call the school by 8:30 a.m. if a student is absent.
- Notify the school with a written excuse when a student is absent or tardy.
- Update any change of address, phone numbers, emails, emergency contacts/pick up, the parish you attend in RenWeb.
- Inform the school of any special situation regarding the student's well-being, safety and health.
- Complete and return any forms or information promptly.
- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat all members of the school faculty and staff with respect.
- Contact the student's teacher(s) with any concerns or questions.

PARTNERSHIP WITH PARENTS

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or another public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

TEXT MESSAGING/TELEPHONE CALLS

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

VOLUNTEERS

Volunteers are needed in many different areas at various times during the year. All volunteers MUST be fingerprinted and undergo a background check. All volunteers and visitors must check in through Raptor in the main office and wear the name badge and lanyard provided. There is a 20-hour volunteer requirement for each family. Volunteer hours will be recorded in RenWeb.

SCHOOL GENERAL INFORMATION

ATTENDANCE

The school requires regular school attendance and expects that its students comply with the State of Florida's mandate (Section 1003.21, Florida Statutes). The Diocese of Orlando requires that a student is in attendance 181 days. Attendance at retreats, days of reflection, special events, school prayer services and Masses are mandatory for all students.

A student is considered absent when he/she is either not in the school building or fully present in a virtual setting. Whether or not the absence is excused or unexcused is determined by administration. For students in grades K–8, attendance must be taken at the start of the day. For students in grades 9-12, attendance should be taken by instructional period. Students in K-12 are considered absent when more than 50% of the school day is missed. There is no virtual option for any specific student. Virtual options are only available when the entire school is operating virtually due to inclement weather or other health and safety reasons.

The parent/guardian is required to communicate with school each day their child is absent. It is the parent's/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation must be obtained in writing and retained as documentation. Failure to provide this will result in an automatic, unexcused absence.

A physician's note is needed when the student:

- Has been absent for three or more consecutive days;
- Has had surgery;
- Is returning to school after a hospitalization;
- Has been under a doctor's care for a significant illness; or
- Is returning to school after being excluded because of a communicable disease.
- Students with either excused or unexcused absences are expected to make-up missed work.

Excused absences include the following:

- Illness or injury to the student;
- Serious illness or death in the student's family;
- Scheduled medical appointment;
- Required court appearance or supervised visitation;
- Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies;
- Approved school-sponsored events, school athletic events, retreats;
- College site visit; or
- Special event, excused at the principal's discretion with permission from the principal in writing five days prior to the scheduled event, including pre-arranged event of educational value.

Unexcused absences include but are not limited to the following:

- Vacations or pleasure trips.
- Suspension from school.
- Truancy; or Other avoidable absences not included on the "Excused Absence" list above.

For long-term or extensive absences due to medical conditions, parents should enroll student in the applicable county public school district for home instruction or arrange with the school administrator for continued academic progress.

Should there be a need to quarantine individual students or groups of students as required by the local departments of health and in accordance with Diocesan protocols, asymptomatic students are expected to participate in the school's established academic continuity process which could include, but is not limited to digital instruction, recorded instruction, online meetings, and learning packets

Tardiness is sometimes necessary due to illness, death in the family, a doctor or dental appointment and accommodations should be made by the school (with appropriate document) to not impact a student's academic record. All tardiness excused and unexcused must be recorded on legal attendance records.

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida. Students whose absences exceed 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian(s), and the school administration to discuss the student's ability to complete enough face to face academic time to justify completion of the academic course. **Students who do not comply with the school's published attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.**

BIRTHDAYS

Students are allowed to have free dress on their birthday. If the student's birthday falls on the weekend or a holiday, the free dress will be coordinated with the teacher. The dress must follow the no uniform today guidelines. Parents may send a small treat on the birthday. The treat will be distributed at lunchtime. The treat should be individually portioned and not include gum, candy, or perishable food such as ice cream. Please do not send in whole cakes or cupcakes that are connected with icing, as these are messy.

BOMB THREAT

In the event of a bomb threat, students will be evacuated. If St. Peter is not able to reenter the school building, students may be picked up at:

DeLand City Hall
120 S. Florida Ave.
DeLand, FL. 32720

BOOKBAGS

All students are expected to have a bookbag. Bookbags with wheels are prohibited, unless approved by administration with a doctor's note. Keychains, metal tags, etc. that can be attached to bookbags are prohibited for safety reasons.

CHECKING STUDENTS OUT DURING THE SCHOOL DAY

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

COMMUNITY SERVICE ACTIVITIES

If for any reason a student must leave school during the school day, written permission must be sent to the teacher the morning the student will be checked out. A student will not be allowed to leave with verbal permission or with someone that is not on the emergency contact or pick-up list on RenWeb. An ID will be asked for before a child is released. The authorized person picking the student up will sign the “sign-out sheet” in the main office and must be listed in Emergency Contacts/Pick Up in RenWeb.

COMMUNICABLE DISEASES

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.

DRUG AND ALCOHOL POLICY

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

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents’ expense. If the results of the test suggest abuse (and the substance was not

used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

The school administration will cooperate fully with all law enforcement agencies in matters regarding substance use or abuse whether on or off campus.

EXPULSION

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted. On occasion, a first offense or violation, if deemed severe enough may warrant immediate expulsion.

The following offenses could lead to immediate required withdraw

- Immoral behavior, which is profane, vulgar, or obscene
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
- Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyberbullying.
- Absences in excess or greater than 30 days may result in retention or withdrawal.
- Assault with, or possession of, a lethal instrument or weapon.
- Outrageous, scandalous, or serious disruptive behavior, theft.
- Habitual lack of effort leading to academic failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the Catholic school/ Church.
- Consistent disrespect for other students such as sexual harassment of another student.
- Violation of Student Technology Responsible Use Policy (put Policy in appendix)

The principal may ask for a voluntary withdrawal of a student if it is determined that it is not possible for the school to adequately meet the academic needs of the student or if it is not in the best educational interest of the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student.

FIELD TRIPS

Each class may take part in one or more field trips during the school year. Permission slips from the Diocese of Orlando must be completed and signed for a student to attend a field trip. All chaperones must have completed fingerprinting and be cleared. Parents and/or guardians may not show up on the day of the field trip without permission of the school. Students are expected to attend any arranged field trip.

Field trips are a privilege, not a right. All field trips will have an educational objective. Students who have discipline problems may lose this privilege. If this should occur, the student will attend school the day of the field trip.

Students will wear their uniform on a field trip. The uniform type will be identified by the teacher with approval from the administration.

1. Field trips are designed to correlate with teaching units and to achieve academic goals.
2. The number of field trips per grade will vary.
3. Verbal permission or telephone calls are not acceptable for field trips. Forms must be completed and turned in at least 48 hours before the field trip is to occur.
4. Students must use the transportation arranged by the school for the field trip.
5. All monies collected for the field trip are non-refundable.
6. Cell phones are not allowed to be in a student's possession on a field trip.

GIFTS/PARTIES

Students should not exchange gifts at school. If a student is having a party, invitations should be mailed to the students' home or sent via email. Invitations may not be passed out at school. Students may have a free dress day on their birthday and should follow dress down day rules.

HEALTH RECORDS

Parents are required to notify the school in writing of any student allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year. These changes should also be recorded in RenWeb as well.

IMMUNIZATIONS

The Diocese of Orlando requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom.

An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption and requires approval of the Superintendent of Catholic Schools. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons because Catholic tenets support the immunization of students for the protection of all children.

INSURANCE

Students are covered by school insurance for accidents that occur during the school day.

LUNCH

The lunch provider for St. Peter is Maschio's. Menus will be posted on the school website and in Family Portal. Lunches will cost \$6.00 and will consist of a choice of two entrees, sides, and a selectable drink. Snacks and ice cream are available at an additional cost. A school lunch account may be created going to <https://asf.ahotlunch.com/login>. Maschio's will also take cash or a check.

MASS

The school Mass occurs every Wednesday at 8:15. Students assist with Mass. The school Mass uniform are to be worn on Mass days, unless the student has PE.

MEDICATION GUIDELINES

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

their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

- An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form. The Student Medical Authorization Form for **prescription medications** must be completed, signed by the parent or guardian and the prescribing physician. The form needs to be turned in to the clinic at the beginning of the school year or at the time the medication is prescribed. Any change in the medication, dosage, or prescribing physician necessitates the completion of a new authorization form. This form can be found on the school website using the link below: <https://www.stpeter-deland.org/files/134506581.pdf>
- Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
- While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.
- The staff shall record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.
- Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), Narcan, or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student.
- Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments. Additionally, students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed
- Parental/Guardian Medical Information & Consent Form permitting self-administration. Ability to self-administer such medication will depend on the maturity of the student, nature of the medical condition, and any federal, state or local law regarding self-administration.

The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.

MORNING AND AFTER-SCHOOL CARE

Before-school care is available at 6:30 A.M. in the Spanish room. Students on the school grounds before 7:30 A.M. will be sent to the morning-care room. Parents are required to walk the student to the door for morning-care. After-school care is available from 3:00-6:00 P.M. in the extended care rooms. Parents who are late to pick up will be billed \$5 for every 5 minutes. Parents will be billed via FACTS for before- and after- school care services. The cost for these services is \$5 per hour.

NEWSLETTER/SCHOOL NOTICES

Bulletins, announcements, and notices will be sent electronically on Fridays during the school year. School notices will be communicated via RenWeb either by email, text, or voice. The school calendar will be posted on both the school website and Family Portal. Please make sure the parent email and cell phone number placed in RenWeb is correct and is one that is used often.

OFFICE HOURS

The school office is open from 7:30 A.M. to 3:30 P.M. daily.

PARENT TEACHER ASSOCIATION

The Parent Teacher Association (PTA) partners with the school to organize and implement parent volunteer programs for the school, and a commitment to fundraise each year to enhance the education of our students. Each family is expected to contribute towards and assist the PTA in its fundraising efforts as well as volunteer.

PARTIES

Homeroom mothers will provide parties for Halloween, Christmas, Valentine's Day, and end of the year. Decorations and food should be kept simple. Funds from the Activity Fees will be used to pay for the parties.

PERSONAL APPEARANCE

Altering hair color by either boys or girls is prohibited. Hair must be the natural color. Girls are limited to one piercing to each earlobe. Bracelets are not allowed, unless the bracelet is a medical alert bracelet. Tattoos or markings of any kind on the skin is prohibited. The principal reserves the right to determine if the student's personal appearance is acceptable.

REPORTING ILLNESS, EXPOSURE, AND/OR COVID-19 POSITIVE TEST

Families are asked to take necessary precautions to help reduce the spread of the virus. Any student who is sick with fever (of 100.4) or exhibiting symptoms of COVID-19 are required to stay home. If a student tests positive for COVID-19, parents are **REQUIRED** to notify the school immediately so that proper action can be taken to mitigate the risk of the virus spreading to other students or staff. The school will take the necessary steps in keeping with HIPAA to notify those who may have been potentially exposed and to implement mitigation efforts suggested by the CDC and the local health department.

For the safety of our students and staff, parents are **expected** to report if their child has tested positive with COVID-19. A student who is positive will be required to remain home until the recommended quarantine time of 5 days has elapsed.

RETURNING TO SCHOOL AFTER DISMISSAL

Students are not allowed to return to the school building after the 3:15.

SACRAMENTAL PREPARATION

St. Peter Catholic Church, under the direction of the Director of Faith Formation, prepares students to receive sacraments. Students in second grade receive the sacraments of Reconciliation and First Eucharist. As students receive their faith formation to receive these sacraments, parents are asked to receive faith formation as well and partner with the parish in preparation. Information regarding these sacraments will be communicated by the teacher and the Director of Faith Formation for the parish.

SCHOOL ADVISORY BOARD

The School Advisory Board's purpose is to promote the value of Catholic education. Its purpose is to advise the principal and pastor concerning school policies, finance, technology, facilities, and strategic planning. School Advisory Board members are reviewed by the Advisory Board and approved by Fr. Medina.

SCHOOL HOURS

School hours are from 7:50 A.M. to 3:00 P.M., except on Wednesdays, when dismissal is at 2:00 P.M. Teachers and students will gather in the courtyard for morning prayer at 7:50 on Mondays. Fr. Medina and the principal will conduct morning prayer.

SCHOOL PHONE USE

Students are allowed to use the phone in the school office only with permission and in case of emergency. Forgotten homework or projects, lunch, or sports uniforms do not constitute an emergency.

SCHOOL SAFETY

The Diocese of Orlando has a complete safety plan that is required of each school. This plan includes emergency drills and their required frequencies, and places to go during these drills. St. Peter is compliant with these requirements.

SICKNESS POLICY

If a student is ill during the school day, he/she will be required to wear a mask while in the clinic. The school will provide a mask if the student does not have one. Sick students must be picked up by a parent or guardian within an hour, unless other arrangements have been approved by the school administrator. In order to prevent the spread of an illness, it is essential and imperative that a student is picked up within the agreed time. If not, DCF or other appropriate authorities, will be contacted to intervene.

Students that have the following will be sent home:

- Temperature of 100.4 or above
- A skin rash that has not been identified by a physician
- Diarrhea and/or vomiting
- Coughing
- Conjunctivitis symptoms
- A moist or open cold sore

If a student exhibits a temperature of less than 100.4, a parent will be called and encouraged to pick the student up. A parent may be required to provide doctor's note of wellness before a student is allowed to attend school again. A parent is required to notify the school if their child has a communicable disease. To safely return to school, the student must be fever free for 48 hours without any fever-reducing medication and present a doctor's note to return to school.

TARDINESS

School begins promptly at 7:50 A.M. daily. Students are tardy if they are not present for morning prayer. Students are not to be dropped off in the main office if they are tardy. The parents will go through car line and the student will be issued a tardy slip there. Students that are tardy may only enter the main office after 8:15.

Please plan to make sure that your children arrive to school on time every day. It is important to be on time to school because:

1. Our morning prayer starts at 7:50 am. As a Catholic school, this is the most important class of the day! Students who arrive late, or interrupt the prayer serve as a distraction to others.
2. Parents should realize that punctuality is a critical life skill that children can learn by arriving on time to any function. School is a child's first job, so on-time performance is critical.
3. Arriving at school on time demonstrates respect for the educational process.
4. As a school, we are charged with educating children, a job we take seriously. We cannot teach those who are not in class. Equally important is the distraction that late arriving students cause others and the many staff members that must be taken away from their job to make sure the tardy student arrives at class safely.
5. Attendance at weekly Mass is part of the required school program.

After five (5) late arrivals to the start of the day, the parent will receive a notification from the school. The five tardies reset at the end of each trimester. If parents and students who try to arrive at school between 7:30 and 7:40 and establish a family goal and plan to leave the house only 10 minutes earlier each day, the only tardiness would be in extreme emergencies. Please practice leaving 10 minutes early. Excused tardies will not count against a student. Ensuring on-time arrivals leaves plenty of room for unexpected emergencies. Diocesan policy states that students who do not comply with the school's published punctuality policy may be suspended or required to withdraw. Parents must be aware that once a child reaches 10 unexcused absences or unexcused tardies, they will be notified and may be asked to meet with the principal. Continued excessive absences or tardiness, regardless of whether it is due to illness, may result in your child being asked to withdrawal from the school. Children who receive Step Up for Student (SUFS) scholarships must adhere to the school's attendance policies to maintain eligibility to continue to receive the scholarship.

TEXTBOOKS

Textbooks are rented from the school. All textbooks should be covered with a cloth, stretch cover. All workbooks should be covered with clear contact paper. Any textbooks that are damaged by a student will be paid for by the parent.

THREATS OF VIOLENCE

The school takes all threats to oneself or others seriously. The disciplinary consequences for a student whose verbal or written comments, including email or social media messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;

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

The school administration will cooperate fully with all law enforcement agencies in matters related to the safety whether on or off campus. Threats of Endangerment

The school takes all threats to oneself or others seriously. Threats communicated verbally, in writing or electronically may result in suspension or expulsion. The school administration will cooperate fully with all law enforcement agencies in matters related to the safety whether on or off campus.

UNIFORMS

Students are expected to always dress in school uniforms. Please clearly mark all uniform items with the student's name. The uniform shirt available through Dennis Uniforms is navy blue. Students may wear polos from the PTA Used Uniform Store or any uniform already owned that has the school logo on it. All uniforms should be purchased from the school-contracted uniform provider:

Dennis Uniforms
 2425A South Hiawasse Rd
 Orlando FL 32835
 407-960-1788
<https://www.dennisuniform.com/collections/e00spc>
 School Webstore Code: E00SPC

Uniform Requirements***

Grade Level	Boys	Girls
Preschool	Uniforms are optional	Uniforms are optional
K-7	Everyday Uniform: Khaki shorts* Khaki pants* Navy polo	Everyday Uniform: Plaid jumper** Navy dress with shorts under it (k-5 only) Khaki skort**

	<p>Uniform navy cardigan, sweatshirt, or fleece jacket</p> <p>Sperry brown boat shoes with white soles or solid black shoes</p> <p>Any sneaker for PE</p> <p>PE shirt with logo and navy shorts</p> <p>Solid white socks no lower than 1” over the ankle</p> <p>Solid navy sweats PE on cold days</p> <p>Mass uniform for grades K-5:</p> <p>Navy uniform polo shirt</p> <p>Khaki pants</p> <p>Mass Uniform for grade 6-7:</p> <p>Long-sleeved uniform shirt</p> <p>Khaki pants</p> <p>Uniform tie</p>	<p>Plaid skirt</p> <p>Navy polo</p> <p>Uniform navy cardigan, sweatshirt, or fleece jacket</p> <p>Sperry brown boat shoes with white soles or solid black shoes</p> <p>Any sneaker for PE</p> <p>PE shirt with logo and navy shorts</p> <p>Solid white socks no lower than 1” over the ankle</p> <p>Navy sweats PE on cold days</p> <p>Bows or headbands from Dennis Uniform or PTA</p> <p>Mass Uniform for grades K-5:</p> <p>White uniform peter-pan colored shirt and jumper</p> <p>Mass Uniform for grades 6-8:</p> <p>Short-sleeve sleeve uniform shirt</p> <p>Khaki skort</p>
8	<p>Everyday Uniform:</p> <p>All of the above</p> <p>Pink polo</p> <p>Black socks</p> <p>Mass Uniform:</p> <p>Long-sleeved uniform shirt</p> <p>Khaki pants</p> <p>Uniform Tie</p>	<p>Everyday Uniform:</p> <p>All of the above</p> <p>Pink polo</p> <p>Black socks</p> <p>Mass Uniform:</p> <p>Short sleeve oxford uniform shirt</p> <p>Khaki skort</p>

* Boys are required to wear belts and have shirts tucked in.

** All skorts, shorts, and jumpers must be no shorter than 2 inches above the knee.

If there is cold weather, a school jacket may be worn in the classroom. Cold weather days will be identified by the principal and parents will be notified via electronic communication.

Please see below for other regulations:

- Boys will have regulation haircuts. Bangs must be out of the eyes and hair must be above the collar. Faddy, extreme haircuts are not allowed. The principal has the final say on acceptable haircuts.
- Boys are not permitted to wear earrings at school or any school function.
- Girls may not wear make-up. Neutral nail polish may be worn by 8th grade girls.
- Any jewelry worn should be simple- no more than a single chain, ring, watch. Necklaces should be religious and at the collarbone length. Girls may wear post earrings or small hoops that hug the earlobe. Jewelry that is worn and is in violation will be held by the administration. Parents must come to the main office to retrieve the item(s). The principal has the final say in what is acceptable jewelry.
- Attire for non-uniform days (NUT) will consist of PE shorts or jeans (no rips or holes) and appropriate shirts. For girls, spaghetti straps, shirts that show the midriff, flip flops, shoes where the back is bare, or toes exposed are not allowed. The principal will make a final determination if an item is inappropriate.
- On non-uniform days, students must be dressed appropriately. If a student's attire is deemed inappropriate, the parent will be notified and required to bring a change of clothes. Shirts should not have inappropriate writing/slogans. The principal will make the final determination if an item is appropriate.
- On Spirit Days, students may wear PE shorts, jeans (no holes or rips), and the school spirit shirt.

VANDALISM

Students who destroy property or participate in pranks may be subject to non-participation in all school activities including graduation. They will be suspended and/or possibly expelled. The student must also make restitution for all damages and may be referred to local law enforcement agencies.

VOLUNTEER SERVICE REQUIREMENTS

Volunteers are needed in many different areas at various times during the school year. Families are required to complete 20 hours of community service through either the school or the parish. All volunteers MUST be fingerprinted through the Diocese of Orlando and undergo a background check. Volunteers must sign in at the main office, sign the visitor book, and wear a volunteer lanyard with a printout ID from Raptor. Volunteer hours will be documented in RenWeb and can be reviewed in Family Portal.

WEAPONS

The possession of a concealed firearm or weapon at school-sponsored events or on the property of the school, including buildings, parking areas, and other premises, is strictly prohibited. The school will deal with such incidents according to the federal, state, and local law and accepted educational practices.

Weapons or threats of using weapons, construed or otherwise, of any kind are strictly forbidden on school property or at any school related function. Threats communicated verbally, in writing or electronically may result in suspension or expulsion. Physical violence in any form will not be tolerated. A student found in violation of this policy may be subject to immediate expulsion, with the school having the option of referring the matter to local law enforcement agencies.

The term "weapons" shall include, by the way of illustration, the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nun chucks) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to chain, club,

knuckles, nightstick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun, water pistol/gun).

WEATHER

For school closings due to weather, St. Peter will follow Volusia County Public Schools, as required by the Diocese of Orlando. Please follow local news and radio broadcasts for the latest developments regarding school closing. St. Peter will communicate via email, text, and voicemail if we will be closed. Please be advised that the re-opening decision will be made independent of what Volusia County Public Schools do. This will be based on the situation with our campus. We will post on our school website, along with the above communication methods to notify families of when we will re-open.

(Corner of New York Ave.)

ACADEMIC INFORMATION

ACADEMIC PROBATION

A student whose academic performance indicates grade-level deficiencies may be placed on academic probation. This will be initiated by the principal with an identified time period for the student to improve. A contract will be signed by the parent and the student. Students new to St. Peter are on an automatic 90-day probation.

ACADEMIC RISK

Parents will be notified if their student is at risk of non-promotion for academic deficiencies. Students who fail two core academic subjects for the year (failing two of the three trimesters) will not be promoted.

ACCELERATED READER

Accelerated Reader (AR) is a web-based program where students read books from the extensive AR list, take an assessment, and then accumulate points. Teachers will determine required points for students individually, based on reading ability. AR will be used in grades K-8.

AI

Artificial Intelligence (AI) technology is fluid and evolving, as such the school policy will be as well. Initial guidelines will be based on good judgment and what is currently known about the AI generating tools available at the time. AI can serve as a helpful tool for many processes including brainstorming ideas, gaining insight, and improving writing skills. However, age-appropriate AI tools should not replace a student's own work.

Students should actively engage in ethical practices, carefully consider the validity of AI generated content, and ensure their work reflects their original thoughts and understanding. Presenting material using AI without teacher's approval will be considered academic dishonesty and will result in consequences. When AI is used, students need to use proper citation. Although age-appropriate use of AI tools may be permissible for assignments in certain classes, some programs such as Advanced Placement (AP) and Dual Enrollment (DE) courses may strictly prohibit usage. Students in AP and DE courses must adhere to the requirements set forth by those governing bodies.

CURRICULUM

St. Peter extends a variety of course offerings for students to grow in their faith and academic knowledge acquisition. Students in grades 4PK-8 will receive instruction in religion, math, English language arts, science, and social studies. Spanish is offered to grades 5-8, physical education to 4PK-8, Art to 4PK-8, music to 4PK-8, and computer K-8.

GRADES

Parents can access their students' grades through RenWeb via the Family Portal. Grades will be posted by teachers no later than 5 school days after the assignment is completed. It is the parent's responsibility to monitor student grades on Family Portal. Report cards are posted in Family Portal every 12 weeks. The report card can be printed by the parent; therefore, the school will not be providing a hard copy.

GRADING SCALE

4PK-5th grade use standards-based report cards. Students are graded on a standards proficiency scale in a variety of standards for each subject:

Proficient (P)- the student work meets grade level expectations.

Developing Proficiency (DP)- the student work is developing but is not consistent in meeting grade level expectations.

Emerging Proficiency (EP)- the student work is emerging and beginning to show progress/understanding but is not meeting grade level expectations.

Insufficient Progress (IP)- the student work shows insufficient progress and is below grade level.

If the standard is blank, then the skill was not assessed for the trimester.

Grades 6-8 use the traditional number scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 or below

An "I" indicates that the student's coursework for that subject is incomplete and must be made up in a time identified by the teacher and administration to be promoted to the next grade.

All students will have their behaviors rated in responsibility, participation, assignment completion, and interpersonal skills. The learned behavior scale is:

- 1 The student consistently demonstrates this behavior
- 2 The student sometimes demonstrates this behavior
- 3 The student seldom demonstrates the behavior

HOMEWORK

Homework is an integral part of student learning. Homework will be posted on the learning management system (LMS) used by St. Peter, RenWeb. Students are also required to write their homework in their student planners. Each teacher has a specific homework policy that will be communicated at the beginning of the school year. The time allotment deemed appropriate for each grade level is below:

Kindergarten- 10 minutes

1st Grade- 20 minutes

2nd Grade- 30 minutes

3rd Grade- 40 minutes

4th Grade- 50 minutes

5th Grade- 60 minutes

6th-8th Grade- 90 minutes

HONORS CRITERIA FOR GRADES 6-8

Students may be placed in honors classes if they have the 70th percentile or higher on the Terra Nova in both reading and math to be in honors classes, along with the teachers' recommendations.

LIBRARY

Library hours are 9:00-3:00 every day. Grades K-5 will have a scheduled library time on Wednesdays. Middle school students may check out books before or after school. Lost or damaged books are the financial responsibility of the parent. Books are due 2 weeks after being checked out.

MIDDLE SCHOOL ALGEBRA I

Algebra 1 is a foundation for all subsequent high school math courses. All incoming students are required to take the Diocesan Algebra Proficiency Exam to appropriately place the student in a high school math class. All students enrolling in Catholic High Schools in the Diocese of Orlando must complete 4 years of Math during their time enrolled in high school in order to meet the Diocesan graduation requirements. The grade for Algebra 1 earned at the middle school level will not be counted in the high school grade point average however colleges and universities may use this in their GPA calculations for admission purposes.

NATIONAL JUNIOR HONOR SOCIETY

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

Guidelines for selection:

- Membership is selected from grades 6-8.
- Candidates must be in attendance at St. Peter for at least 1 trimester.
- Candidates must have 1s in learned behaviors.
- Candidates must have an overall average of 90 in their core coursework (Math, science, English, social studies, religion, and Spanish), with a grade no lower than an 80 in any of these courses.
- Selection is based on scholarship, leadership, service, citizenship, and character.
- Members will be selected based on the above criteria and approval from the NJHS committee.
- NJHS students that transfer from another school will be accepted into St. Peter NJHS as long as they provide a letter from the previous school that they were a member in good standing.
- After induction, NJHS members must continue to maintain the standards set above.
- Members who do not abide by the above criteria will be placed on probation for one marking period. A repeat offense will result in dismissal from NJHS. A serious offense will result in automatic removal from NJHS.

STANDARDIZED TESTING

The Terra Nova Assessment is given to students in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. PSAT, ACT, or SAT is given to high school students. All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is not “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students

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

STUDENTS WITH SPECIAL NEEDS

Catholic schools within the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications must be based on an evaluation of a professional evaluation completed as part of the IDEA Child Find process by the public-school district, or through a private psychological-educational evaluation approved by the Office of Catholic Schools. The school administration reserves the right to determine the ability of the school to provide the appropriate accommodations required to address individual student need. Admission may be denied if it is determined that the school, in consideration of human and instructional resources, cannot appropriately address the needs of an individual child. Parents are expected to cooperate fully with any proposed accommodation plan.

TECHNOLOGY

Students in grades 6-8 are required to have their own device. Students in grade 6 or new students in the junior high may have a MicrosoftGo, MicrosoftPro, or other laptop (not a Chromebook or Mac). Devices will be provided for use to support instruction for grades PK-5 but will not be one to one. Laptop specs can be found on the school website: <https://www.stpeter-deland.org/files/135479621.pdf>.

DISCIPLINE

APPLE OR SMART WATCHES

Apple or Smart watches are prohibited at school.

CELL PHONES

Students enrolled at St. Peter Catholic School are not allowed to have cell phones at school. If a family feels their child needs a cell phone at school for a special circumstance, such as being a walker or bike rider, the family must receive permission from the administration and the cell phone will be turned in the main office every morning.

CLASSROOM RULES

Each teacher will have rules for the classroom that will clearly be communicated to students and parents at the beginning of the school year. Violation of rules will have a consequence that is related to the infraction. The disciplinary action will be documented in RenWeb and will be communicated to the parent by the teacher. The goal is to help students understand why their behavior is not acceptable and for the student to correct the behavior.

DISCIPLINARY CONSEQUENCES

Disciplinary consequences, depending on severity and frequency of the behavior, may be the following:

- Verbal warning
- Disciplinary action by the teacher
- Student/teacher conferencing
- School/parent contact via email or telephone
- Detention- \$5 charge to the parent
- Referral to the principal
- Saturday School- \$30 charge to the parent

- School/parent conference
- In-school suspension
- Student being sent home
- Suspension
- Expulsion

All disciplinary actions, including a verbal warning, will be recorded in RenWeb. This may be found in the ParentWeb under Student and then Behavior. A communication to the parent will be given by the person recording if the student receives a disciplinary infraction or by the school guidance counselor. Teachers will communicate unacceptable behaviors to parents via phone, email, or face-to-face. If a student receives a detention/Saturday school and fails to attend the assigned date of detention/Saturday school without the prior approval of the principal, the student is subject to disciplinary consequences deemed appropriate by the principal, which may include suspension or expulsion.

DISCIPLINE DOCUMENTATION

Discipline infractions will be documented in RenWeb and are available for parent review in FamilyPortal.

GENERAL GUIDELINES FOR STUDENTS

Respect: Respect will be shown at all times to all employees of St. Peter School, volunteers, fellow students, and the community at large.

Honesty: Honesty will be exhibited in all activities, games, sports, tests, academic work, and exams. Students are expected to be truthful at all times, even in difficult situations. Keeping hands away from other's belongings and to oneself is to be practiced at all times.

Cooperation: The spirit of cooperation should be the mode of the school. Courtesy and thoughtfulness should be shown at all times. Loyalty to St. Peter School Catholic School, its ideals, its spirit, its teachers, its teams should be first and foremost. Students should be ready to help teachers and each other.

Sexual Harassment: Sexually explicit language or actions will not be tolerated and will be subject to disciplinary action.

Bullying: If bullying is identified, the offending student will be subject to disciplinary action. Bullying of any type will not be tolerated.

INAPPROPRIATE TECHNOLOGY USE

Students who use technology inappropriately at school will be subject to disciplinary action. Inappropriate use includes being off-task with technology as well as using technology in a negative way. This will be determined by the principal.

PROHIBITED ITEMS

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

- Drugs, cigarettes, vaping devices of all kinds, alcohol, chewing tobacco, any product that is illegal for the use of a minor
- Knives, blades, or other sharp objects (including toy knives)

- Animals or pets, unless permission has been given by the administration
- Guns of any type, to include guns, BB guns, caps, toy guns
- Elastic bands unless worn in the hair or braces
- Games, radios, skateboards
- Gum

STUDENT SERVICES

ACADEMIC SUPPORT

St. Peter has an Academic Support Program. Students who qualify for this support have an IEP, a 504, a psycho-educational profile, identified by Terra Nova scores, STAR scores, or classroom performance. The Academic Support Teacher will push into classrooms of identified students to provide additional academic support to the student as well as pull students to provide instructional assistance. Parents will be notified if their student is receiving academic support, the accommodations being made by the teacher, and the Academic Support Teacher and apprised of student progress.

St. Peter also receives funding from the following programs to provide additional support to our students:

Title I- Title I is a federally funded program that provides additional academic support to students based on address. Terra Nova and teacher recommendation, along with the address determines student qualification for these services. The address that qualifies is one that is zoned for a Title I school. This year, St. Peter will be using an intervention model, where the Title I teacher comes during the school day to provide additional academic support. Parents will be notified if their student qualifies for this service.

Title III- English Speakers of Other Languages (ESOL) is a program that is provide to support speakers of other languages additional support in the acquisition of academic language. Parents will be notified if their student is being assessed for Title III services.

Mrs. Rodriguez can be contacted at mrodriguez@stpeter-deland.org.

CLINIC

St. Peter is blessed to have a clinic to support students when they do not feel well. Should a parent need to communicate regarding the health of their student and to notify the school that their child is sick, Mrs. Stone can be contacted at mstone@stpeter-deland.org

FINANCE

All financial arrangements are done through FACTS. Should you have a question about finance or need assistance, contact Mrs. Olmeda at molmeda@stpeter-deland.org

MAIN OFFICE

Should a parent have a general question or need general assistance, contact Mrs. Baez at mbaez@stpeter-deland.org

SCHOOL COUNSELOR

St. Peter has a part-time school counselor. She serves the needs to students, parents, faculty, and administration. Small and large group guidance classes, academic counseling, and individual consultation is provided. The school counselor will provide a “Talking about Touch” program for grades VPK-3. Parents will be notified when this program begins along with details.

Should the need arise, the school counselor will contact the parent. Mrs. Perry may be contacted at mperry@stpeter-deland.org.

ATHLETICS

Our sports program works hand-in-hand with the teachings and philosophy of St. Peter Catholic School. Students are expected to grow in their effort, athletic ability, and most importantly their sportsmanship. Cooperation and sportsmanship are also expected from coaches, parents, and all involved in St. Peter athletics. All students participating in sports are scholar athletes and must maintain at least a C average or better each trimester and learned-skills grades of 2 or better. Any athlete with behavioral issues may miss play time or be dismissed from the team. This will be determined by the Athletic Director and administration.

ATHLETIC CODE

The following are considered to be serious offenses to warrant exemption from games:

- Academic performance below a C
- Missing an excessive number of practices without permission
- Detention or Saturday School is to be served and any practice/game will be missed
- Saturday School assignment will mean that a student is suspended from playing for the remainder of the trimester.

Should you have questions or need assistance regarding athletics, contact Coach Rodriguez at frodriguez@stpeter-deland.org.

BEHAVIOR EXPECTED

Players, coaches, parents, fans will:

- Treat all opponents with respect.
- Accept all decisions of officials.
- Never boo, hiss, or shout at any players, coaches, or officials.
- Never use profanity, make abusive remarks, or irritating comments to opposing players, coaches, or officials.
- Applaud teammates and opponents who make good plays or reflect good sportsmanship.

CATHOLIC YOUTH SPORTS

St. Peter is a member of the Catholic Youth Sports League (CYS), which includes the following:

- Boys Grades 5-8 flag football, basketball, volleyball, soccer, track and field
- Girls Grades 5-8 basketball, volleyball, soccer, track and field
- Boys and Girls Grades K-5 track and field, basketball, volleyball, and soccer

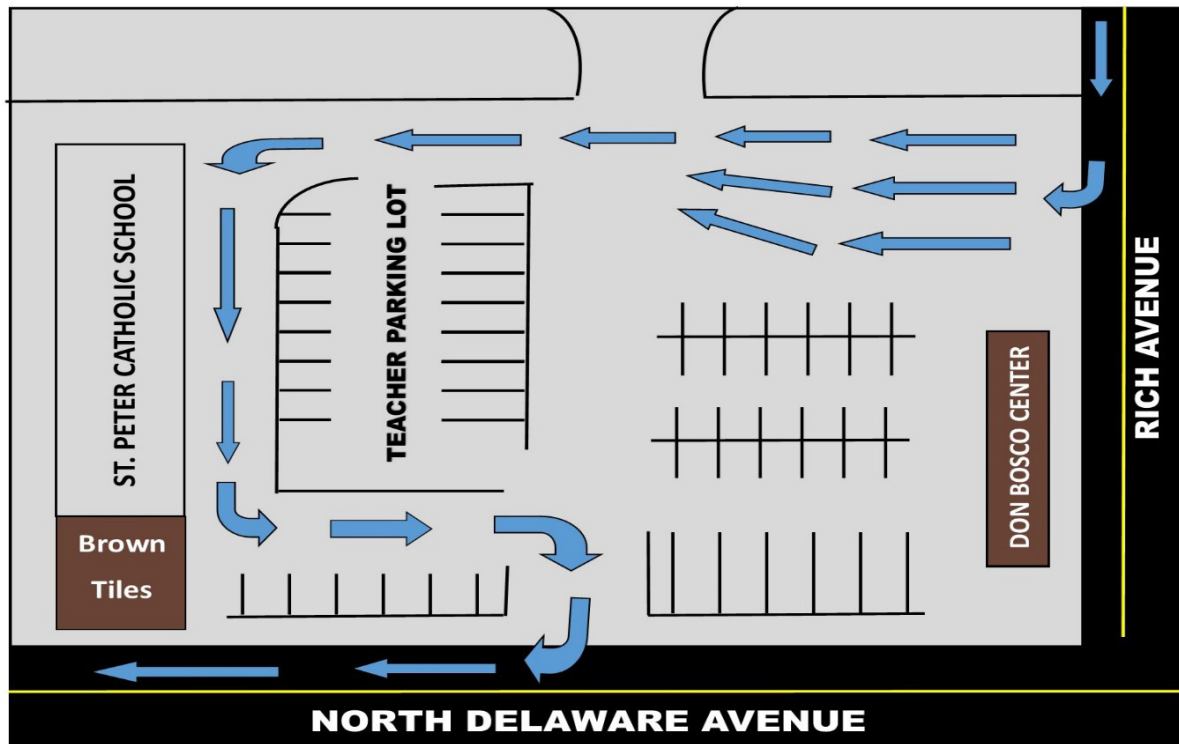
ARRIVAL/DISMISSAL

ARRIVAL

Student arrival begins in the school parking lot at 7:30. Students should arrive early enough to be in the classroom by 7:50 or they will be marked tardy. Students may not exit until the vehicle has crossed the white line and a teacher on duty indicates it is safe to exit.

DISMISSAL

Please see the map below for dismissal procedure. Parents will enter the school from Rich St. and follow the que that has been established in the parking lot. They will exit to Delaware Ave. to receive their student(s). Dismissal ends at 3:15. Any students remaining after this time will be sent to aftercare and the parent will be billed.



PIKMYKID

St. Peter uses PikMyKid to provide a safer and quicker dismissal. PikMyKid integrates with RenWeb. All families are REQUIRED to use PikMyKid. Parents will use the app to notify the homeroom teacher that the parent is there for pickup. The teacher receives the notification via RenWeb and will send the student to the brown door off Delaware. Parents will be given information the week before school starts with details in the operation of this app along with a car tag to display. Please make sure that anyone designated to pick up a student is also listed as an Emergency Pick up in RenWeb and that the teacher is notified with a note.

STUDENT CODE OF CONDUCT

In accordance with the stated philosophy of the school, each student will be considerate, kind, and ethical in their interactions with others. All students are expected to fully cooperate with the policies of the school. The principal reserves the right to determine the appropriateness of a student's actions and behaviors.

ARRIVAL AND DISMISSAL FROM SCHOOL

Arrival to school:

- Students are to use extreme caution at all times while in the parking lot, mindful of the hazards of moving vehicles at arrival and dismissal.
- Students must walk at all times and keep their hands to themselves.
- Students must be dropped off according to the procedures stated in this handbook. Students should not be dropped off earlier than 7:30.
- Students that arrive after 7:50 are tardy and will be issued a tardy slip at morning drop off. Disciplinary consequences may be issued for students that are tardy more than 5 times in a trimester. **Students should not be brought to the main office if they are tardy unless it is after 8:15.**

Dismissal from school:

- Students will be dismissed at 2:50 on Mondays, Tuesdays, Thursdays, and Fridays. Students will be dismissed on Wednesdays at 1:50.
- Parents are prohibited in using their cell phones while driving on school premises.
- **Due to the disruption to the learning environment and to the operation of the front office, students may not be checked out of school 30 minutes prior to dismissal (2:20 on Monday, Tuesday, Thursday, and Friday and 1:20 on Wednesday).**

SCHOOL BEHAVIOR EXPECTATIONS

BETWEEN CLASSES

- Walk in straight lines and walk on the sidewalks and not across the courtyard.
- Students must move quietly to respect and preserve the learning environment of others.
- Students must use the touchless water dispensers one at a time.

CAFETERIA

- Students must sit on designated circles to preserve social distancing.
- Students should be in line in an orderly manner.
- Students should only enter the lunch line area if they are purchasing lunch.
- Students should exhibit behaviors that are courteous, respectful to adults and their peers. Students should also display good manners and clean up after themselves.
- Students must have permission to use the restroom.
- Students must leave the cafeteria in an orderly manner after lunch is finished.

RESTROOMS

- Loitering in restrooms is not permitted.
- Paper towels are to be disposed of properly.
- Graffiti and vandalism are prohibited.
- Students are only allowed to go to the restroom from the classroom one at a time.

RECESS

- Students should play in a manner that is respectful and courteous of their peers. The motto should be “cause no harm”, be it mental or physical.
- Body contact sports are not permitted.
- Proper use of the playground equipment must be displayed at all times.
- Bullying of any sort will not be tolerated.
- Students are expected to show respect to any faculty and staff and volunteers that are supervising recess.

SCHOOL GATHERINGS

- Students will arrive and dismiss from school gatherings in an orderly manner and will be escorted by a teacher.
- Student behavior should be respectful during school gatherings.

CHURCH

- Students are expected to behave in a reverent and respectful manner at church.

STUDENT CONDUCT DURING SCHOOL HOURS

- Students will display respectful behavior in all classes, including PE, art, music, Spanish, library, and computer.
- Students will not take any property that does not belong to them.
- Students will not plagiarize, cheat, or copy from another student’s work. Students will display academic integrity at all times. This includes the use of Artificial Intelligence (AI) to generate student work. AI is a resource only.
- Student water bottles should be filled with only water.
- Foul language will not be used.
- Sexual harassment will not be tolerated.
- Physical or verbal abuse or violence of any kind is prohibited.
- Bullying behavior, to include name calling, put downs, making fun of another, invading personal space, spreading rumors, and intimidation, will not be tolerated.
- Cell phones should be turned in to the homeroom teacher for grades 6-8.
- Possession of any weapon or device or instrument that could be used as a weapon is prohibited.
- Possession of alcohol or any illegal drug is prohibited.
- Students may not forge the name of anyone.
- Students may not deface any property.
- Students are expected to cooperate with teachers. Students may not challenge teachers when being disciplined.

BULLYING POLICY

As a member of the body of Christ and the St. Peter School Catholic School community, each student has the right to be treated with dignity. No student has the right to treat another in a way that is hurtful to the mind or the body. Bullying is a behavior that is aggressive and is repeated. Bullying can take many forms. Below are some examples but are not limited to what has been listed:

- Name calling/teasing
- Taking another student's property
- Invading personal space
- Participating in spreading rumors or gossip
- Hitting, pushing, biting
- Drawing unkind pictures
- Disrespect to another person's belongings
- Falsely accusing another student
- Writing or passing unkind notes
- Use of technology, social media, or any other sort of electronic medium that is disrespectful, hurtful, vulgar, and/or threatening
- Intimidation
- Negative gestures and/or facial expressions
- Retaliation

If a student feels they are being bullied or harassed in any way, they should tell the closest faculty or staff member.

UNACCEPTABLE BEHAVIORS

A student's behavior is unacceptable if it interrupts the learning environment, does not follow school rules, or is disrespectful to a teacher or any adult. If a student exhibits any of these behaviors, the parent will be contacted, and an improvement plan will be formed with the parent. If a student continues the behavior another conference will occur with the principal where the student's continued attendance at St. Peter will be discussed.



Diocese of Orlando / Office of Catholic Schools

Student Technology Responsible Use Policy

1.0 Introduction

St. Peter Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop critical thinking, creative thinking, communication, and collaboration skills.

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

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

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

2.0 Definitions

2.1 Authorized Users:

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

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

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Peter Catholic School.

2.4 Technologies Covered: St. Peter Catholic School may provide internet access, desktop computers, mobile computers or devices (Chromebooks, iPads, tablets, etc.), videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. In some instances, St. Peter Catholic School may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, St. Peter Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

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

3.1 Web Access

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

Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not

be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.2 Email

St. Peter Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

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

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Student's password(s) are not to be shared with anyone.

3.3 Social / Web 2.0 / Collaborative Content

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

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

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours. Also, creating fake accounts using the school's name, logo or any other symbol that identifies as a school sanction account will be asked to be deleted and the student will face disciplinary action and loss of privileges.

3.4 Livestreaming

In the event St. Peter Catholic School is unable to provide in-person learning due to a weather emergency or other circumstances that prevents in-person learning, St. Peter Catholic School may implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit, password protection, will not be recorded, and only students

assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need further assistance, they should schedule time to talk to the teacher. It is required that students at home wear their school uniforms and that a quiet space is provided to avoid disruptions or distractions to the teacher and other students.

3.5 Mobile Devices Policy

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

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

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

3.6 Personally-Owned Devices Policy

St. Peter Catholic School may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

Students must follow the same code of conduct for use of personally owned devices on St. Peter Catholic School campus or at other functions, whether on or off property, related to the St. Peter Catholic School.

3.7 Security

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

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus. Passwords need to be unique to each student and not shared with other students.

3.8 Downloads

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

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

3.9 Netiquette

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

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

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

3.10 Plagiarism

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

3.11 Artificial Intelligence (AI)

Artificial intelligence can serve as a helpful tool for many processes including brainstorming ideas, gaining insight, dissecting complex texts, and improving writing skills. However, age-appropriate AI tools should not replace a student's own work. Students should actively engage in ethical practices, carefully consider the validity of AI generated content, and ensure their work reflects their original thoughts and understanding. Only under teacher's approval are students allowed to use AI tools for any type of assigned work. Presenting material using AI without proper citation and teacher's approval will be considered academic dishonesty and will result in consequences according to the school's code of conduct. Students must not use AI to create any AI-generated inappropriate images of classmates, teachers, coaches, or administrators.

4.0 Personal Safety

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

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

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Sexting

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined

according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use

I, the student will:

- ✓ Use age-appropriate school technologies for school-related activities at approved times.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) is observed online.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and yourself.
- ✓ Help to protect the security of school resources.

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

8.0 Examples of Irresponsible Use

I, the student will **not**:

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

- ✓ Create, disseminate, or possess any AI-generated inappropriate images of classmates, teachers, coaches, or administrators.

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

9.0 Internet Safety Plan

- ✓ St. Peter Catholic School implements an effective internet filtering and reporting solution, Fortinet, that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA.
- ✓ The internet filtering solution is in place to control access by minors to inappropriate matter on the internet and the World Wide Web and restrict access to materials that may be harmful to minors.
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats.
- ✓ School network is secure with Fortinet to prevent from unauthorized access, including “hacking” and other unlawful activities by minors online.
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying.
- ✓ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and St. Peter Catholic School will hold an informational meeting to address the policy.

10.0 Limitation of Liability

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

11.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of St. Peter Catholic School, according to the Code of Conduct, and including but not limited to:

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

12.0 References

- ✓ Children’s Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> ,
<http://ifea.net/cipa.html>
- ✓ Children’s Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- ✓ Protecting Children in the 21st Century -
http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf
- ✓ Consortium for School Networking – <http://www.cosn.org>

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child’s activity while he/she is not at school.

(Parent/Legal Guardian Printed Name)

(Parent/Legal Guardian Signature)

(Date)



Image Release Form

(Photography and Image Assignment Waiver, and Release)

I _____
for valuable consideration received, and for being allowed access to Diocesan property,
activities, or events, expressly assign to

_____ and
the Diocese of Orlando, and to all of their current, former, and future agents and related
entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my and
my child/ward's image or likeness, including, but not limited to all videotape recordings,
photographs, or audio recordings of, or made by, me and/or my child/ward on Diocesan
property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the
Property"). The Diocese shall have, without my consent, the right to assign its rights in the
Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and
incorporate (alone or together with other materials), in whole or in part, the Property, in any
Diocesan publication, news release, or for any other purpose. Further, I hereby authorize the
reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property
without limitation for any purpose whatsoever, and I further waive all rights to any
compensation for my and/or my child/ward's appearance or participation in the Property. I
understand and have been advised that photographs or videotape of participants may be
used in publications, websites or other materials produced from time to time by the Diocese.
Participants' names would not be identified, however, without specific written consent. I
further understand that the Diocese has no control over the use of photographs or film taken
by media that may be covering the event in which my child(ren)/ward(s) participate(s).

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

This release shall not obligate the Diocese to use the Property or to use any of the rights
granted hereunder, or to exhibit, distribute, or exploit the Property. I acknowledge that the
Diocese cannot control all photographic access to its properties, and that my child/ward's

name may be printed with photos/images in various publications, including non-Diocesan publications.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature

Date

Witness

If applicable, name(s) of minor children/wards:

Image Release Form - updated October 1, 2015



DIGITAL AUDIO AND VISUAL RELEASE FOR PARTICIPATION IN SCHOOL LIVESTREAM EVENTS, RECORDINGS AND LIVE LEARNING SESSIONS

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

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

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in

connection with the Property or the use of the Property for these limited educational purposes.

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

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Student

Name of Student

Name of Student

Name of Student

Updated – January 2021

Code of Conduct for Catholic Schools in the Diocese of Orlando

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

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

Mission Statement:

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

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

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

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

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

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

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care
 - *Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events*
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.

Respect teachers' preparation and assigned supervisory time before, during, and after school Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged

Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school

Respect the decisions made by the administration and faculty, even if you disagree with them

Listen to your child/ren, but remember that a different version of the event may be interpreted by others

Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner

Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home

Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members

Value the school community and its reputation especially when engaging with social media

Do not smoke or use offensive language on school premises

During livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. A quiet space needs to be provided to the student only, to avoid disruptions or distractions to the teacher and other students. If parents/guardians have any concerns with the livestream instruction, they need to schedule time with the teacher outside of class time

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. Therefore, the administrative structure for addressing concerns is as follows:

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

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

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

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.

All students and families enrolled at St. Peter Catholic School are bound by the policies of this handbook as agreed to by receipt of parental signature upon registration. Anything not covered in this handbook will be handled at the discretion of Administration. In addition, Administration reserves the right to amend this handbook at any time.