



Educating for Life...
Spiritually, Academically & Physically

Student Handbook 2026-2027



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PURPOSE AND PHILOSOPHY OF CATHOLIC EDUCATION

At St. Peter Catholic School, we believe that the greatest service we can provide for our students is to instill in them a love of learning and to provide them with the necessary skills to pursue their education in high school and beyond.

The integration of Catholic Christian values underlies all aspects of student learning and behavior. Learning involves a partnership of administration, faculty, staff, students, parents, parishes, and community. Learning integrates all aspects of the total person (spiritual, intellectual, physical, emotional, and social). Every student will be encouraged to be a responsible, active, contributing member of the St. Peter Catholic School community and society as a whole. Each student will be challenged and supported in their learning. Life-long learning demands ongoing evaluation that leads to self-directed learning, creativity, growth, and improvement.

INTRODUCTION TO HANDBOOK

We welcome you 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.

HANDBOOK AMENDMENT

The administration reserves the right to amend this handbook at any time during the school year without prior notice.

GENERAL SCHOOL INFORMATION

SCHOOL HISTORY

Located in DeLand, Florida, St. Peter Catholic School has been a leader in faith-based education for over 73 years, serving students from pre-K4 through 8th grade. St. Peter Catholic School opened with 43 students and two sisters from the Immaculate Heart of Mary. The school served grades one through four. The school expanded by adding four grades in autumn 1955. In 1962, the Immaculate Heart of Mary Sisters returned to their mother house. To continue the work of teaching in St. Peter School were five Irish Sisters of Mercy from Wexford, Ireland. All classes took place in five separate older buildings. A new school was built in 1967, led by Sister Mary Keane for twenty-one years and then Sister Anne Doyle. A kindergarten opened in 1985. In August of 1988 Mrs. Joan Kinsey became the first lay principal after twenty years of teaching at St. Peter Catholic School. Mrs. Kinsey was principal for twenty years and retired in 2005. St. Peter continues for change with the times. There were also 9 new classrooms added to the older section of the school as well as a science lab and computer lab, and the library was updated. All classrooms have computers to enhance the curriculum. Our Family Life Center was constructed in 2016-2017 school year.

St. Peter Catholic School continues to grow with an enrollment of 240 students and 30 faculty and staff members. The staff is committed to providing a high-quality academic education that incorporates Gospel values. Jesus remains the Master Teacher and He is the inspiration and model of our students, faculty, and staff.

ACCREDITATION

St. Peter Catholic School holds accreditation from both the Florida Catholic Conference and Cognia. The school also is a member of the National Catholic Education Association.

MISSION STATEMENT

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

BELIEFS

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 has 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 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.
- 8.

SCHOOL MOTTO - Educating for Life: Academically, Spiritually & Physically

SCHOOL CREST

All materials bearing the St. Peter Catholic School Crest and/or the Athletic logo, including publications, postcards, advertisements, social media posts, websites, all indoor and outdoor building signage, and promotional products (pens, banners, notebooks, apparel, etc.) must be designed and approved by administration.

ATHLETIC SCHOOL MASCOT

St. Peter Catholic School is the owner of all rights, title, and interest in the logo. The logo may not be modified or added to in any way. Our Mascot is a Patriot.

SCHOOL HOURS OF OPERATION

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.

Reasonable care is given to supervise all students during the school day and during school-sponsored activities. 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 designated times.

SOCIAL MEDIA

Facebook: www.facebook.com/stpeterschooldeland
Instagram: www.instagram.com/stpeterpatriots

2025 – 2026 LINEAR CALENDAR

DATE	DAY	EVENT
August 4	Monday	Teachers return
August 8	Friday	Meet the teacher
August 11	Monday	First day of school, 1:50 dismissal
August 29	Friday	No school, professional development for teachers
September 1	Monday	No school, Labor Day
October 13	Monday	No school, teacher in-service day
November 24-28	Monday through Friday	Thanksgiving break
11/24 and 11/25	Monday and Tuesday	Hurricane make-up days
Dec. 22- Jan. 4	Monday to Sunday	Christmas break

January 5
January 19
February 16
April 2- April 12
April 13
May 1
May 25
May 29

Monday
Monday
Monday
Thursday to Monday
Monday
Friday
Monday
Friday

Return to school
No School, Martin Luther King Jr. Day
No school, PD day for teachers
Easter break
Return to school
No school, PD for teachers
No school, Memorial Day
Last Day of School

SCHOOL ADVISORY BOARD MEMBERS

Patricia Andrews (Interim - Principal)
Nicole Furney
Father Gilbert Medina (Pastor)
Matt Haftel
Joan Kinsey
Neil McMinn
Heather Pattison
Richard Peterson (Parish - Director of Operations)
Luis Rodriguez

ADMINISTRATION

Pastor Name Fr. Gilbert Madina
Principal Name Mrs. Patricia Andrews, M.Ed.

CONTACT INFORMATION

Mrs. Mary Baez / Registrar, mbaez@stpeter-deland.org 386-822-6010

FACULTY AND STAFF CONTACT INFORMATION

Please refer to the St. Peter Catholic School website at www.stpeter-deland.org for the most up to date information.

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 an undocumented student.

APPLICATION PROCESS

Incoming Students for Upcoming School Year

December	Applications for upcoming school year are accepted.
On going	Entrance exams for upcoming school year applicants
January - July	Prospective students’ school records reviewed.
January - July	Acceptance package sent out for new students.
January - July 1	Re-enrollment in admissions for current students

St. Peter Catholic School reserves the right to not accept rising 8th grade students that are not moving into the area from out of state or without a bona-fide changed address from Florida, that requires the family to relocate to the Diocese of Orlando or surrounding area.

TRANSFER STUDENTS DURING CURRENT SCHOOL YEAR

St. Peter Catholic School has rolling admissions based on availability. Applications received after the start of the school year are reviewed only until December 1st. Exceptions may be granted for families relocating to the area due to military assignments or government work transfers.

Tours are available upon request through the Admissions Office. Academic, attendance, and discipline records of prospective students are reviewed.

Interviews will take place with prospective students, family, and Admissions.

Transfer students may be placed on an individualized Academic Success contract to ensure student success.

RE-ENROLLMENT FOR CURRENT STUDENTS

- January 10 - FACTS Family Portal opens for enrollment.
- March 1 – Last day to receive discount on Registration Fee for current students.
- March 1 – Enrollment for new students begins.

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. 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. This policy applies regardless of who agreed to pay (non-custodial parent, grandparent etc.) or is required to pay tuition for the student in a divorce settlement.

TUITION & ADDITIONAL FEES

As per Diocesan mandate, all St. Peter Catholic School tuition payments, including annual payments, are made through our tuition management company, FACTS. Each family has a billing account and can choose their preferred payment option: Annual, Semester, or Monthly. FACTS tuition accounts must remain valid and active all year. Catholics must be a verified, active, supporting member of a Catholic parish in the Diocese of Orlando.

Catholic Tuition Rate: \$ 9,250.00*

Non-Catholic Tuition Rate: \$ 9,250.00

VPK Tuition Rate: \$7,500.00

VPK Voucher: \$2,889.00 (for 2025-2026)

Full Day Tuition Balance \$4,611.00

Monthly Payments - 11 months – due on ... 5th or 20th of every month.

Catholic: \$ 840.91

Non-Catholic: \$ 840.91

Semester Payments - Twice per year due on... July 20th and December 20th

Catholic: \$4,625.00

Non-Catholic: \$4,625.00

Annual Payments - Due on or before...July 31st

Catholic: \$ 8,787.50**

Non-Catholic: \$ 8,787.50**

*Catholic discount could be up to \$1000.00 per family dependent on parish tithing.

** Families who self-pay tuition in full by 7/31 receive a 5% discount. This does not apply to scholarship families.

HOLD ON RECORDS

All tuition, fees, and accounts must be in good standing to avoid a hold on systems access, records and transcripts and graduation.

LATE TUITION PAYMENT AND TUITION REFUND POLICY

Questions regarding tuition payments and refunds can be directed to the school office.

ADDITIONAL FEES (APPROXIMATE COST)

- Registration: K-8 Students must register every year. The non-refundable enrollment fee is \$ 410.00.
- Registration Full Day VPK: \$200.00
- FACTS Fees: A one-time FACTS Family Service Fee applies to all tuition accounts: \$46 for a monthly plan, \$20 for a semester and annual payment plans.
- Uniforms: It is expected that uniforms be purchased each year to ensure an appropriate fit for each student.
- Technology fee per student is \$200.00
- Activity fee per student is \$100.00

TUITION ASSISTANCE

- A tuition aid application is completed through our third-party vendor, FACTS. Students must be completely enrolled for the application to be reviewed. [Welcome Grant & Aid Applicant](#)
- Any tuition assistance is calculated after all other discounts, deposits, or state scholarships are applied.
- Tuition assistance application deadline is May 1st.

STATE SCHOLARSHIPS FOR TUITION

To ensure students will receive the full award of a state scholarship, students should be completely enrolled by July 1st of the new school year. Please be advised that state scholarships will not cover the entire cost of tuition or additional fees. Parent/guardian will be responsible for any remaining balance due, or fees incurred. Parents/guardians will also be responsible for completing all necessary steps through SUFS EMA platform to include enrolling their child in the school and approving payments to be sent to the school from SUFS throughout the year. [Step Up For Students: Scholarships For PreK-12 In Florida](#)

PARTNERSHIP WITH PARENTS/GUARDIAN

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.

PARENT CODE OF CONDUCT

The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children. Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies, and procedures. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events. Whether volunteering for a field trip or volunteering on school grounds, all volunteers should dress appropriately. The St. Peter spirit shirts are required for chaperones on field trips and highly encouraged while volunteering at school as well.

In cases of serious or repeated noncompliance by a parent/guardian with the school policies or procedures, the administration reserves the right to withdraw that parent's/guardian's child(ren) from the school. Parent or family members who are convicted and registered sex offenders may not enter the school grounds with the exception of driving and picking up student then immediately leaving property.

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

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 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. While at the school, 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, parents/guardians should 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 always wear their name badges/lanyards in plain sight while on school grounds or at school-related events.
- Support in words and actions the philosophy of Catholic Education. Under no circumstances should a parent/guardian approach/contact another student to address, discuss or reprimand them because of actions towards your own child(ren). These issues should be addressed by the 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 web pages and/or the school's handbook and endeavor to support them in the home.
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.

- Value the school community and its reputation especially when engaging with social media.
- Do not smoke or use offensive language on school premises.

Addressing concerns regarding situations involving your student(s)

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

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person. Follow the chain of command. Do not expect to meet with a teacher/staff member or administration without an appointment.
2. If for some reason this is not possible to address it with the teacher/staff member, 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 with Florida Statutes.

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

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.

STUDENT EDUCATIONAL RECORDS

The school has the right and responsibility to collect and maintain educational records on all students. Parents or eligible students have the right to inspect their child's educational records upon request within 45 days of the request. The right to educational records does not include every written statement or document involving a student.

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document on file in the school which specifically prohibits it. A copy of any court documents relating to custody or like agreements should be provided to the school. When/if updated or changed, a copy must be provided to the school.

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision.

Educational records will not be released without the written consent of the parent or eligible student except:

- To other educational institutions

- At the order of the court or valid subpoena
- The health or safety of the student in an emergency
- To third-party entity under contract to handle school records that is subject to confidentiality requirements

Federal law requires schools to provide Directory Information to military recruiters.

CHANGE OF ADDRESS, NAME, OR CONTACT INFORMATION

To ensure accurate and timely communication with families, students must notify the school in writing, within five days of any change of address, home telephone number, cell phone numbers, email addresses, as well as change of work or emergency numbers. This also applies to name changes for parents and students.

GUARDIANSHIP

St. Peter Catholic School follows the Buckley Amendment concerning custody and parental rights. A notarized copy must be submitted to the Main Office of pertinent court records where there are specific concerns. Students must reside with a parent or legal guardian (even if the student is over 18 years of age).

Parents/Guardians who are going to be out-of-town and who will leave another party responsible for their student must send a notarized statement to the Student Services Office with pertinent names and dates. Absent such a statement, access to the child, student records, and other confidential information shall only be granted to parents and legal guardians unless stated otherwise in court-ordered documents.

PARENT ACCESS TO STUDENT RECORDS

Student grades can be accessed via the FACTS Family Portal and on the Progress Report and Report Card distributed throughout the year. Learner behavior and absences can be found on the Report Card. Absences can be found on the FACTS Family Portal or by calling the school office.

STUDENT WITHDRAWAL

Student withdrawal must be accomplished in written format to the Principal explaining the circumstances and date of the withdrawal. The parents are asked to confer with the school office to ensure that tuition and all fees are paid up as of the date of the withdrawal. School records will be sent when financial responsibilities and student obligations are fulfilled. A student's permanent record will be sent after a request from the new school has been received. Health records may be taken by the parent at the time of withdrawal if all of the above is in order.

OUTSIDE SOLICITATION/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.

PARENT/GUARDIAN CONFERENCES

Parent conferences may be requested by contacting the school office and making an appointment with the appropriate individual (i.e. teacher, counselor, and/or administrator). The school office will schedule a time that is mutually convenient for all stakeholders.

PARENT/GUARDIAN COMMUNICATION

Friday Communication sent out by the principal via email, website, ClassDojo, Renweb communication module, and Week at a Glance.

ELECTRONIC ACKNOWLEDGMENTS

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

CAMPUS MINISTRY

Liturgies are a vital and integral part of the Christian community life at St. Peter Catholic School. Attendance is mandatory for all students. Late arrivals and absences should be avoided on these days. Reverent and respectful behavior is essential. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious education program of the school. Students will attend all religious services and are expected to conduct themselves respectfully and reverently during daily prayer, liturgy, and any religious service. Students are expected to wear dress uniforms for liturgies unless otherwise noted by the principal.

The School Mass is held at St. Peter Catholic Church on Wednesdays at 8:15 a.m.

CLASS RETREATS

Class retreats give our students the opportunity to trust in God’s grace and discover who they are through the teachings of the Catholic church, scripture, and the sacraments. Retreats are scheduled year-round and will be announced by teachers or administration.

RECONCILIATION

Students have the chance to participate in the Sacrament of Reconciliation during Advent and Lent each year. The Sacrament of Reconciliation is one of the most unique and beautiful aspects of Catholicism. Jesus Christ, in His abundant love and mercy, established the Sacrament of Confession, so that we as sinners can obtain forgiveness for our sins and reconcile with God and the Church. The sacrament “washes us clean,” and renews us in Christ.

ATTENDANCE

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. The Diocese of Orlando and its schools require regular school attendance and expect our families to comply with the State of Florida’s attendance mandates. Students must arrive at school on time each day and stay until the final period unless given permission by administration to arrive late or leave early.

A student is considered absent when he/she is not in the school building. Whether or not the absence is excused or unexcused is determined by administration. Students are considered absent when more than 50% of the school day is missed. There is no virtual option for any specific student. Students who are frequently absent or tardy may be considered by the school to be a failure to meet mandatory attendance requirements.

If a pattern of nonattendance is developing for which the reasons are unknown, whether excused or not, OR if a student surpasses 5 unexcused absences in a 30-day period or 10 unexcused absences within a 90-day period, the principal or designee will meet with the parent and the student to identify potential remedies and develop a corrective action plan. The principal or designee will document this meeting to include date, time, attendees, and the corrective action plan decided upon to improve the student's attendance and for academic recovery. Included in this corrective action plan, the student may be subject to a loss of privileges, such as: removal from sports teams, exclusion from extracurricular activities, or other consequences the school administration deems appropriate.

Continued attendance and academic recovery will be closely monitored by the school's administration. At the school administration's discretion, privileges may be reinstated if attendance improves and the student has completed all academic recovery expectations. If a pattern of nonattendance continues, whether excused or not or if a student surpasses 10 absences, whether excused or not per semester may result in academic failure. Students enrolled in certain Florida state scholarships who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

Failure to meet the expectations set forth in the corrective action plan may result in failure and/or administrative withdrawal of the student from the school. All decisions concerning attendance and discipline are at the discretion of the school administration.

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.

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 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.

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 the student in the applicable county public school district for home instruction. Exceptions may be made with the Principal's approval in consultation with the Office of Catholic Schools.

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

If a parent checks a student out early, they must provide a reason so the attendance clerk can record whether the absence is excused.

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. Excessive tardiness will be monitored by the school and a corrective action plan may be put into place by the school administration. Failure to meet the expectations set forth in the corrective action plan may result in failure and/or administrative withdrawal of the student from the school.

MAKE-UP WORK POLICY FOR ABSENCES

Students are required to complete missed assignments.

A student with an absence on the day of a test, quiz, or other in-class assessment must be prepared to make-up the work within the number of excused absence days they were out.

The grade will be entered as incomplete until the work has been submitted.

Other previously announced and posted assessments that involve substantial work outside of class are due on the date assigned, as most work can be submitted electronically. In the event that an assignment is a poster or other 3-D project, the student can take a picture of the work and submit it electronically. The work can then be submitted when the student returns to class.

In exceptional circumstances, such as extensive absences resulting in multiple make-up work assessments and assignments, the teacher, with the permission of an administrator, may extend these deadlines.

PRE-ARRANGED ABSENCES

Requests are reviewed by administration to ensure academics and attendance are in good standing. Pre-arranged absences are strongly discouraged, where possible. Family vacations are not excused absences. Please note that submitting a request for a pre-arranged absence does not guarantee that the absence will be excused; rather, it serves as a way to notify the school in advance. Teachers are not responsible or expected to give work to students with pre-arranged absences. Giving work out in advance is challenging as it puts an undue burden on teachers. It is also challenging to know exactly which content will have been covered during the time the student is absent.

SHORT TERM MEDICAL ABSENCE

If a student is expected to be absent due to an extenuating emergency medical reason up to 30 school days, the family is required to submit a Medical Absence Verification Form. This form must be signed and completed by the student's physician, include supporting medical documentation, and must indicate any potential limitations that would impact the student's ability to attend and/or participate in school regularly. Please contact Ms. Stone (the school nurse) for further information.

EXCESSIVE ABSENCES

- A phone call or letter to parent/guardian will be made when a student has a record of 5 absences.
- 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.
- If a student is absent 10 or more days (excused or unexcused), a student will be placed on an academic improvement plan.
- See Attendance section for further detail.

School sponsored activities and short-term medical absences will not factor into the excessive absence category.

TRUANCY

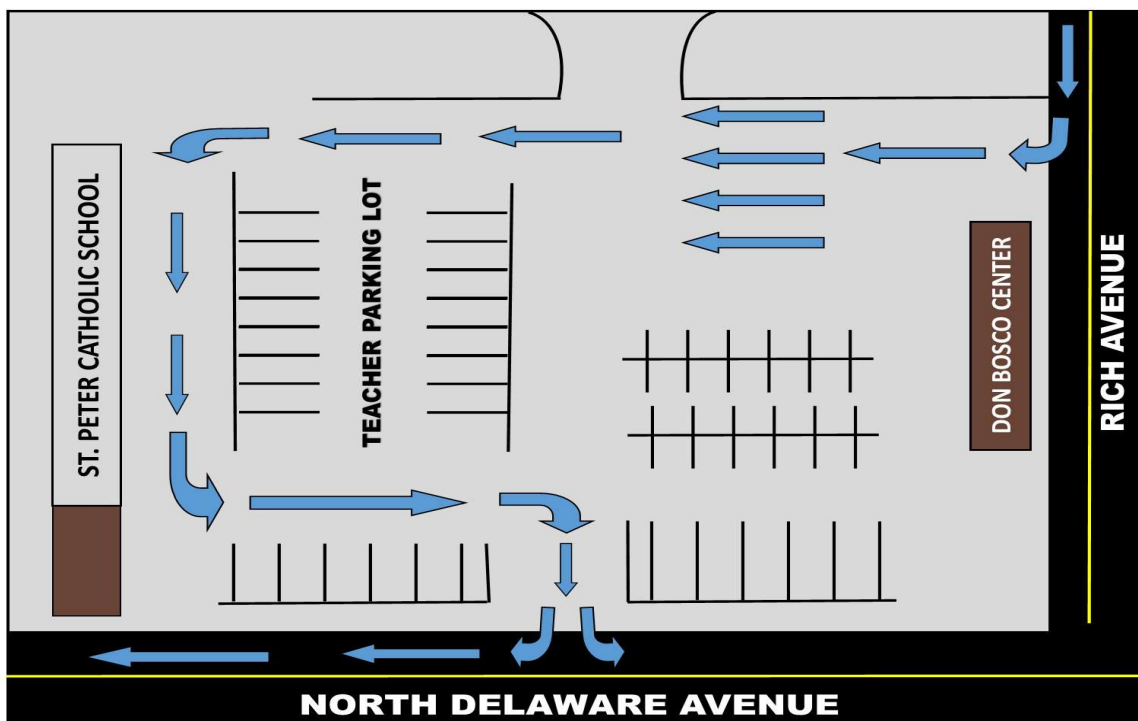
A student who has 15 or more unexcused absences in a rolling period of 90 days is considered truant by the state of Florida. Students who are deemed truant may lose state of Florida driver's license per Florida statute 1003.27 and may be referred to the Department of Children and Families for services per Florida statute 984.15

EXCESSIVE TARDIES/EARLY DISMISSALS

Tardiness or Early Dismissal is sometimes necessary due to illness or doctor appointment. All tardies/early dismissals are recorded on the student's official attendance record whether excused or unexcused. Students with excessive tardies/early dismissals may be subject to disciplinary action from detentions up to and included expulsion.

ARRIVAL AND DISMISSAL

School hours are from 7:30am to 3:15pm. Students should not be dropped off before 7:30am in the morning and they should be picked up immediately at afternoon dismissal or sent to After School Care unless they are staying for a prearranged meeting with a teacher, club, or sport. Students should be in areas that are designated for study such as the cafeteria or student center and that have adult supervision only - not just hanging around the campus. Students involved in after-school activities should report directly to that activity. Early morning care is provided starting at 6:30am.



Extended Care is provided starting at 3:15pm. until 6:00pm. If your student is not picked up at 6:00pm there is a \$5.00 per minute charge.

On occasion due to after-school activities, pick-up or drop-off procedures may be changed. Parents are asked to observe such changes and cooperate with the expectations that will provide the safety of all involved.

WALKERS/BIKE RIDERS

Students may walk or bike to school. The school will make reasonable efforts to provide a space for students to place their bikes safely out of the way during the school day. Parents allowing their child(ren) to walk/ride their bike to/from school must have given written permission to the school office. School administration reserves the right to deny this request on certain days due to weather conditions or for other reasonable causes.

ACADEMICS

GRADING

Pre-K - Grade 2: Standards-based report cards are distributed three times per academic year. This report shows the student level of progress toward attainment of the skills and standards required for each grade level.

Grades 3 – 8: Traditional report card distributed three times per year.

A = 89.5 – 100

B = 79.5 – 89.4

C = 69.5 – 79.4

D = 59.5 – 69.4

F = 59.4 or below

Report Cards are important tools for communication. Parents are encouraged to keep up with student progress by monitoring the FACTS Parent Portal every week.

ACADEMIC PROGRESS

Academic progress may be monitored online by parents and students via the FACTS Parent Portal. Parents are expected to monitor student academic progress regularly as grades are updated every Thursday of each week. If the need arises, parents are asked to contact the teacher and/or the assigned school counselor via email for a teacher/counselor/parent conference.

ACADEMIC PROBATION POLICY

A student is placed on academic probation if any of the following conditions exist:

- The student has failed one or more subjects during the marking term (trimester).
- The student has a cumulative GPA below 2.0 or equivalent in K-8.

Transfer students are automatically placed on probation for a minimum of one trimester.

It is the responsibility of the parent to check FACTS Family Portal and monitor the progress of his/her student. Students placed on academic probation will be required to meet with their designated administrator/teacher at a regularly scheduled time.

The Administration team will evaluate the academic status of students on academic probation to determine whether a student may continue at St. Peter Catholic School.

The Principal may ask for a student to withdraw if it is determined that it is not possible 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 administratively withdraw the student if the terms of the academic probation contract are not met.

It is the responsibility of the parent to check FACTS/Family Portal and monitor the progress of his/her student. Students placed on academic watch will be required to meet with the principal, guidance and teacher.

CLASS PREPARATION

Students are expected to be prepared each day for class. In order to successfully do this, students must have a fully charged device, the required textbooks and other class resources, required apps (updated as required) and any other items identified by the instructor.

Students are expected to devote adequate time to home study each day. It is the responsibility of the student to make up work missed during an absence. (See Attendance for policy details). Students are expected to check the applicable online page (i.e. stpeterdeland.schoology.com) for missed work and work in consultation with their teacher(s) to ensure all work that was missed is adequately completed.

Required apps include:

- Schoology

Students heavily involved in co-curricular activities, including student-athletes, are expected to manage both their academic and athletic/co-curricular commitments without deadline extensions.

ACADEMIC INTEGRITY/CHEATING/PLAGIARISM

Academic integrity is the moral and ethical code for authentic scholarship. This includes the avoidance of plagiarism, cheating, and any representation of work that is not the student's own. Students are expected to have an obligation to intellectual honesty in commitment to the mission of the school. There will be a commitment to honesty, fairness, trust, respect, and responsibility.

As a community that affirms traditions and values of Christianity and the Catholic faith, the school expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life. Personal integrity is essential for building community and promoting social justice. Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed by administration.

Cheating or plagiarism will not be tolerated in any form at St. Peter Catholic School. Should it be determined by the teacher, he/she will write a referral to the appropriate administrator regarding all situations of cheating. Infractions of this policy can prevent a student from being admitted to and or removed from an honor society. Cheating is defined as the act of deceiving. This would include (but is not limited to) any of the following behaviors:

- Copying another person's test answers.
- Allowing someone else to copy test answers.
- Divulging test questions and answers to other students.
- Copying another person's homework.
- Allowing someone else to copy homework.
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments.
- Using "cheat sheets" of any kind.
- Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet/online sources) without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one's work) and then hand in that work as one's own.
- Using artificial intelligence for any part of the assignment unless designated by the teacher.

Consequences may include but are not limited to:

- Student receives a failing grade on the assignment but may still be required to re-do the assignment or an equivalent; credit may be given at the discretion of the teacher
- A note is entered in FACTS/Family Portal for documentation purposes
- Student may complete an activity that is designed to create a reflection on the moral dimensions of violating the integrity policy
- Student may be placed on academic or disciplinary probation
- Student may be suspended or expelled
- Other consequences may apply as deemed appropriate by the Administration
- Suspension from participation in an honor society

ARTIFICIAL INTELLIGENCE

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. Teachers will communicate with students when age-appropriate use of AI tools may be permissible for assignments in certain classes.

HOMEWORK

Homework prepares students for class and allows the teacher to determine whether the students are understanding the material. The way by which homework impacts a student's grade is that completing the homework should correlate to a further understanding and preparation to demonstrate this understanding on assessments. Homework itself is not graded. The amount of homework assigned is based on grade level.

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.

Homework is reinforcement of instruction, research on a particular subject or project, study, or reading for enjoyment. It includes studying as well as writing. It is an important part of developing good study habits. The amount and type of homework given is appropriate to the child's developmental level and/or needs. Homework is not graded, per diocesan policy, but must be completed to earn good grades on assessments and be eligible for privileges such as National Junior Honor Society and Student Government.

Students with missing assignments, including homework, may be held from playing sports or participating in other special events, such as: field trips, class parties, etc. The teacher will review all assignments, either individually or as a whole-group activity; this will allow children to understand how well they performed.

HONOR ROLL

The honor roll lists students in grades 3–8. will be determined by reviewing students' academic grades as well as their Learner Behaviors.

Students may be placed in honors classes if earning at least a 70th percentile or higher on the Terra Nova in both reading and math, display the maturity to manage a tougher workload, and receive the appropriate teacher recommendations. 

MAKE-UP WORK & LATE WORK POLICY, SCHOOL WIDE

The school recognizes the need for students to develop punctuality and responsibility as two life-long skills and stresses the need for all work to be submitted on time.

LATE WORK POLICY

- Homework is not graded but still must be completed as an important part of developing good study habits.

RELIGION CURRICULUM

All students must take formal classes in religion as it is an integral part of the academic program of St. Peter Catholic School. When a student enrolls in a Catholic school, that student automatically commits himself/herself to participate in the school's Religion program. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate fully in the religious education program at the school by attending scheduled liturgies, prayer services, class retreats, reconciliation, weekly mass and other opportunities for faith development. Students are committing to wearing the appropriate uniforms as required for these days, for example, full dress uniform on all mass days. Students will conduct themselves with the proper respect and demeanor when participating in all activities, especially if it is a religious one.

REPORT CARDS

Progress reports are generated at the midpoint of each trimester and provided to families via email through Renweb.

Report cards are generated electronically three times per year and provided to families via email through Renweb.

For students to continue their studies in school to take examinations, receive report cards or have records transferred, regular tuition payments must be made. Where any payment on an account is in arrears for more than 60 days, the schoolboard may require withdrawal unless satisfactory arrangements are made.

PROMOTION/RETENTION

To advance to the next grade in good standing, students must receive a passing mark each trimester in all subjects assigned to them for the year. Students failing ONE or more subjects will be required to meet with their teachers and/or administration to formulate a plan to ensure improvement and understanding of the necessary skills to pass. Students who do not demonstrate the necessary skills to pass may be retained, which will be indicated on the third trimester report card. Catholic schools are not required to provide summer school and thus, alternative options may need to be explored for students to ensure preparedness for high school.

TEXTBOOKS, DEVICES & OTHER INSTRUCTIONAL RESOURCES

Textbooks are provided to every student at the beginning of each school year. Where applicable, students will be given a technological device. Parents may be required to sign an additional contact/document stating the expectations for use, to include that the school is not liable for damage to the device when in the student's possession.

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. The school may approve some vendors to provide afterschool activities or clubs. These activities are optional and not supervised by school personnel. 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 who choose to undertake private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur, do so at their own risk.

SCHOOL COUNSELING SERVICES

School counselors and the school pastor are available to all students, faculty and staff. School counselors act as consultants to school personnel and families in providing information and procedures to promote and achieve greater communication. Due to the school setting, counselors may share information with parents/guardians, teachers, and/or administrators or school personnel within St. Peter Catholic School or the Office of Schools. This communication would be on a need-to-know basis so that we may better assist the student as a team. All staff members on campus are mandated reporters of child abuse, and as such will contact proper authorities as dictated by Florida law.

Some School Counselors' responsibilities are:

- Small group or individual meetings with students.
- General academic & academic probation counseling.
- Coordination with academic support teachers for identified students.
- Appropriate in-service to faculty and staff.
- Support during Parent-Teacher conferences.

SCHOOL COUNSELOR

Information disclosed to a counselor by you or your student is normally kept confidential. Below are some exceptions to confidentiality when you or your student speaks to a counselor at St. Peter Catholic School.

6. Because services are provided in a school setting, pertinent information may be shared with parents/guardians, teachers, and/or administrators or school personnel within St. Peter Catholic School or the Office of Schools.
7. If the student threatens harm or death to himself/herself or another person, the counselor is legally, ethically, and morally required to take action to protect the safety of the threatened person. Actions could include: informing the intended victim, arranging for hospitalization, notifying family or support system, or alerting law enforcement.
8. When a student reports suicidal/homicidal/dangerous thoughts, tendencies, or behaviors that are life threatening, the school has the discretion to inform parents/legal guardians and send the student home for an evaluation by a community mental health professional. The student may return to school upon confirmation from the mental health professional that the student is under the professional's care and the student is not a threat to themselves or others.
9. If abuse or neglect of a child, an aged person, or disabled person is known or suspected, school personnel are required by Florida law to report concerns to the Department of Children and Family Services.

Counselors are available during school hours and will not be on campus during school holidays. Messages can be left with the school office. Should the counselor be absent for any reason; the counselor will return your call as soon as possible.

If you have a life-threatening emergency, immediately call 911 or go to an emergency room. Electronic communication is not a guarantee that the counselor has received notice of a crisis situation, please secure confirmation from the counselor that your notice has been received.

PARENT/GUARDIAN CONFERENCES

Parent conferences may be requested by contacting the student's school office. The school office will schedule a time that is mutually convenient for all stakeholders.

If the school requests a parent conference, the parents must attend.

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. If at any time during the school year the school determines it cannot meet the needs of the student given the limited resources of the school or that parental cooperation is lacking, the school may require the parents to withdraw the student. If a voluntary withdrawal does not take place, the school reserves the right to expel the student.

STUDENT 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.

RATIONALE

All students are expected to model self-discipline and responsible behavior in keeping with our Catholic tradition. The following Code of Conduct helps outline the expectations of honesty, integrity, self-discipline, and personal honor.

In light of these beliefs, St. Peter Catholic School will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose appropriate sanctions. Since discipline has such a profound effect on academic performance, all students must adhere to the St. Peter Catholic School Code of Conduct. School Administration will impose appropriate disciplinary action befitting the severity of the violation of the Code. Any conduct, in or out of school, which is determined to be detrimental to the St. Peter Catholic School community may result in expulsion. The expectation exists that the behavior of students on campus and at school-related events be consistent with the Catholic code of moral conduct.

The following offenses could lead to immediate expulsion or required withdrawal from the school:

- Immoral behavior which is profane, vulgar, obscene, or contrary to Catholic tenets.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substances.
- 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.
- Significant violation of the attendance and tardiness policy.
- Assault with, or possession of, a lethal instrument or weapon.
- Theft.
- Outrageous, scandalous, or serious disruptive behavior.
- Habitual lack of effort leading to academic failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the St. Peter Catholic School and the Church.
- Consistent disrespect for other students such as sexual harassment of another student.
- Violation of Student Technology Responsible Use Policy.

These standards are not all-inclusive, and the administration reserves the right to declare a member in violation of the code for any conduct that is inconsistent with Christian morals. Self-dignity and self-control are expected of each member. Violation of this code jeopardizes membership in the honor societies.

Discipline up to or including expulsion may be administered for violation of this code and will result in administrative action, which includes but is not limited to:

- Parent/Student/Dean/Administrator conference
- Online Modules
- Detention
- Saturday School
- Disciplinary Probation
- Expulsion/required withdrawal

Any of the above may be warranted (even for a first offense).

Please note that St. Peter Catholic School is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration and may be encouraged to contact outside authorities depending on the nature of the issue. Off-campus activities may impact student's standing at school.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school campus without appropriate permission from their parent/guardian who has also notified the appropriate school personnel.

EXTRACURRICULAR ACTIVITIES

- Any student with two (or more) F's at the first quarter progress report and/or by subsequent quarter report cards may be ineligible to participate in extracurricular activities. Student MAY be granted formal approval to participate in extracurricular activities by Administration via specific additional requirements to assist the student getting back into good standing academically.
- Any student with two (or more) F's on an end of semester report card is ineligible to participate in extracurricular activities.
- Any student with less than 2.0 overall GPA or K-8 equivalent, is ineligible to participate in extracurricular activities.
- Any student who is on Academic Probation, Disciplinary Probation, and/or Attendance Contract is ineligible to participate in extracurricular activities unless granted formal approval by Administration.
- Students must continuously maintain a strong attendance record (including a record of arriving to school on time) in order to participate in extracurricular activities. Unexcused tardies/absences impact students' ability to participate in extracurricular activities.
- A student who is representing St. Peter Catholic School in an extracurricular activity (including but not limited to athletic events, performances, etc) must be in compliance with all school grooming guidelines to participate.
- Non-Participation in Extracurricular Activities - Student action that is not consistent with the philosophy/objectives of St. Peter Catholic School or violates the Code of Conduct to a degree warranting administration intervention may not be allowed to participate in extracurricular activities as determined by the administration.

If a student is deemed ineligible to participate in extracurricular activities, the teacher will inform administration and the parent/guardian.

DISCIPLINARY REGULATIONS

The following list of regulations is not intended to be all-inclusive, but rather a guideline for student conduct.

The following areas on campus are off limits to students unless supervised by designated faculty members:

After school students are not permitted to roam campus and must be in a designated location with supervision by school personnel or a cleared volunteer who has signed in at the school office.

No student may be on campus during evening hours unless they are involved in an authorized school activity.

- The administration of St. Peter Catholic School reserves the right to discipline any student whose actions are deemed detrimental to the name and/or reputation of the school. This includes all actions which fall under the Code of Conduct, and any other actions detrimental to the institution.
- Students are expected to make a conscious effort to maintain a clean, safe campus. The consumption of food and drink is prohibited in classrooms.
- Chewing gum on campus is prohibited, students in violation of this rule will have a detention issued.
- Students are to attend school daily and be dressed properly in school uniform the entire school day. Exceptions are allowed only with administrative approval.
- No sporting equipment of any kind is to be carried to classes. All sporting equipment must be stored in the Athletic Department, locker rooms, or Student Center closet.
- Students may not gamble on campus or possess items related to gambling.
- Teachers and administrators have the right to confiscate any item deemed inappropriate, detrimental or distracting to the learning environment. Possession of the above will result in disciplinary action. Confiscated items must be reclaimed in the school office by a parent. St. Peter Catholic School will not be responsible for the loss of or possible damage to any confiscated item.
- A false alarm of any type is a criminal offense and will be treated as such. Any such action may warrant immediate expulsion and criminal prosecution.
- Any student in the company of a student violating the Code of Conduct will assume responsibility for being in violation of the Code and will be subject to the appropriate penalty.
- Student pranks are unacceptable and may result in expulsion and criminal prosecution.
- The administration has the authority to regulate any conduct or action it deems inappropriate and does not meet the standard of moral teachings of the church.

OFF-CAMPUS BEHAVIOR

St. Peter Catholic School reserves the right to discipline students for on and off-campus conduct that is not consistent with behavior expectations of students during the school day. Conduct, whether inside or outside of the school community, that reflects negatively on the Church or Catholic school, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its faculty and staff, or students are impacted by the behavior of the student.

PUBLIC DISPLAY OF AFFECTION (PDA)

In keeping with our Catholic morals, values and standards, public displays of affection are not permitted on campus. It is inappropriate for students to engage in public displays of affection anywhere on school property or at any off-campus school sponsored event.

CLASSROOM DISCIPLINE

Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations. Classroom teachers are responsible for discipline within their own rooms. Students are expected to comply with all class rules set forth by that teacher, as well as whatever disciplinary actions are imposed for noncompliance.

RESTROOM/LOCKER ROOM 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.

PERSONAL PROPERTY

Students should take particular care in safely storing personal property. St. Peter Catholic School will not be held responsible for any lost, missing, or damaged articles. If a student finds personal property that does not belong to him/her. He or she should turn the found items into Student Services immediately.

PROFANITY AND VULGARITY

Students are expected to keep verbal, physical, and written communication free from profane and vulgar language. Communication is expected to be in line with the teachings of the Catholic church.

DRUG AND ALCOHOL POLICY

I. Policy

- A. It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances on campus or at any school-sponsored event.
- B. A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal. The Diocese also considers its pastoral obligations to students with a goal of rehabilitation.
- C. The definition of terms for this policy is as follows:
 - 1. "Controlled Substances" are defined as, but not limited to, illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber.
 - 2. "Abuse" or "Substance Abuse" means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of Controlled Substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premises, in school buildings, or at school-sanctioned events.

II. Procedures/Guidelines

- A. If a student is found to be in possession of Controlled Substances at school, on school property, or at a school-sponsored event, or if a student is found to be selling or distributing Controlled Substances at school, the following steps should take place:
 - 1. Law enforcement must be called, and the student would then be turned over to law enforcement.
 - 2. Parents/guardians should be contacted and informed of the situation.
 - 3. The parents should be informed orally and in writing that the student has been suspended pending further investigation by school and law enforcement.
 - 4. Complete cooperation with law enforcement must be provided.

5. The Superintendent must be notified immediately and will work with the school administrator to develop appropriate actions to be taken.
6. An incident report must be filed within 24 hours and sent to Office of Catholic Schools.
7. After the situation has been thoroughly investigated, the student may be expelled or otherwise disciplined.
8. Substance abuse counseling must be offered and/or required whether or not the student remains in school.

SMOKING/VAPING

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

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.

HARASSMENT & 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, or veteran 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, sex-ting, 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.

BULLYING

Includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing or Name Calling
- Social Exclusion, Slurs, Rumors, Jokes
- Threat
- Intimidation, False Accusations
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours.
- During any school function, extracurricular activity or other school-sponsored event or activity.

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, recording, sound, data of any nature transmitted in whole or in part via an electronic device, electronic mail, Internet communications, instant messages etc. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages; also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Cyberbullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

REPORTING INCIDENTS

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent learns of) any incident of bullying, the incident must be promptly reported to an Administrator, Counselor or Teacher. Complaints filed anonymously may limit the school's ability to investigate and respond to the alleged violations.

DISCIPLINARY ACTION

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, required 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 discretion of the school administration.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

LEGAL ACTIONS REGARDING STUDENTS

Parents are required to notify the school administration of any legal actions that impact one of our students. Issues like restraining orders, custody agreements, or any information impacting the safety, health, or welfare of a St. Peter Catholic School student or of the St. Peter Catholic School community must be shared with the school and when updated or changed, must also notify the school of this change by providing an updated copy of the order/agreement.

STUDENT TECHNOLOGY/COMPUTER POLICY

The technology/computer policy exists to maximize the benefits of its computer resources and minimize potential liability. These rules apply to the school network, school internet access, and any school or personnel devices (i.e. iPads, tablets, laptops) connected to the school network. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully. Students are given access to the St. Peter Catholic School computer network to assist them in performing their school-related activities. Students should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The school network and other devices belong to the school and may only be used for educational and professional purposes. Without prior notice, the school may review any material created, stored, sent, or received on its network or through the Internet or any other computer network associated and or sponsored by St. Peter Catholic School. The school holds the right to place a filtering software/program (i.e. Go Guardian) on school-owned devices to monitor/filter student behavior online and Internet searches, ensuring alignment and compliance with diocesan policies.

Using a VPN to circumvent the Internet while on campus is prohibited.

Students and parents should have the Diocesan Digital Audio and Visual release form signed and on file in FACTS/Family Portal.

Students and parents must have the Student Technology Responsible Use Policy signed and on file in FACTS/Family Portal.

Use of technology resources for any of these activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political information, or any other unauthorized material
- Wasting technology/electronic/computer resources by, among other things, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic
- Using or copying software in violation of a license agreement or copyright

- Violating any state, federal, or international law. If you become aware of someone using computer resources for any of these activities, you are obligated to report the incident immediately to the administration
- Students may not download files from the Internet that are not related to schoolwork while on campus
- Anyone misusing the campus hardware/software will be prohibited from all network access and be required to repair and/or replace any damaged items
- Personal laptop computers are prohibited on campus

The use of technology for educational purposes provides students with tools for fantastic opportunities in the present and in the future. However, as with all tools, technology for education can be misused. Therefore, the administration has put the following guidelines in place.

All electronic devices will be subject to search at any time. All electronic devices must be free of pornography, media that promotes hate speech and or violence, media that promotes bullying or degrading behavior of other people at all times. The administration reserves the right to make the final interpretation on what “appropriate media entails.”

STUDENT USE OF ELECTRONIC DEVICES ON CAMPUS

Cell phones are banned on campus unless special permission is granted by the principal (for students who walk or bike). Approved students must leave their phone at the front office before homeroom.

- Students may not take electronic devices into restrooms.
- Student wireless access is allowed on approved devices only.
- Smart watches (i.e. Apple Watch) or any other electronic device are prohibited to be worn on campus. A watch used for telling time only is permitted unless the Administration approves otherwise.
- Cell phones and/or headphones and earbuds will be confiscated if they are being used inappropriately on campus. Confiscated items will be turned into the school office for parent / student to retrieve at the end of the day
- Cell phones and other electronic devices may be subject to a search. This search includes but is not limited to text messages, contact list, call history, and photos.
- Students using their technology device for other purposes will be subject to disciplinary consequences.
- Students may not utilize cellular connectivity while on the St. Peter Catholic School campus as students are required to utilize the Wi-Fi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
- Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor.
- Personal Safety – In using the network and Internet, users should not reveal personal information such as home address or telephone number.

PORNOGRAPHY

Pornography is not allowed on campus or at school-sponsored events in physical or digital form. Appropriate disciplinary action will be taken if a student is found in violation.

SEXTING

The electronic transmission or receipt from one student 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.

HAZING

Hazing refers to any activity expected of someone joining a group, club, or athletic team (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

All such behaviors are a direct violation of school policies and will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

WEAPONS

The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the 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, but are not limited to, 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).

VIOLENCE/FIGHTING

Physical violence in any form will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

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 or expulsion 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 must 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.

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.

SEARCH & 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.

DISCIPLINARY VIOLATIONS AND SANCTIONS

- Any administrator, counselor, faculty or staff member may refer disciplinary action. Notification of the due date and time is emailed to the parent/guardian when the infraction is processed.
- Students assigned detention must report no later than the date indicated by administration or designee (i.e. teacher).
- Students must be in complete school uniform when serving a detention.
- Students that anticipate missing a detention must provide a doctor's note or official note of appointment for re-schedule.
- Detentions will not be rescheduled for sporting events, practices, or extracurricular activities.
- Students will not be allowed to use any electronic devices during detention.
- During detention there will be no sleeping, eating, or drawing/doodling of any kind.
- Students may not work on school assignments in detention.
- Detentions always have priority over all extracurricular activities and job obligations.

DETENTION

Detentions are served on Tuesday or Thursday afternoons for one hour after dismissal.

REFERRAL

A referral will be issued for serious infractions of the rules. Referrals will remain in the student's disciplinary file. Three (3) referrals in one school year may result in an administrative review and/or withdrawal. The consequences for receiving a referral may include one or more of the following: suspension, community service, counseling, attendance/disciplinary probation, and a conference with the student's parent/guardian. Offenses that make the student liable for consequences include, but are not limited to, the following:

- Excessive tardies and/or dress code infractions
- Disrespect to school personnel, students, or property
- Presence in an unauthorized area
- Plagiarism, cheating on quizzes, tests, homework or any other assignment (Refer to Academic Dishonesty for examples and consequences)
- Possession of tobacco or tobacco like products (e.g. electronic cigarette and personal vaporizer)
- Unauthorized leaving of campus/truancy
- Smoking on or near campus
- Lying or forgery
- Gambling
- Defacing property
- Hazing

- Fighting
- Theft
- Other actions deemed unsatisfactory behavior of a St. Peter Catholic School student

SUSPENSION

- If a student is suspended, parents will immediately be notified by telephone in order to have the student picked up from school.
- Suspension prohibits students from participating in extracurricular activities and school-related functions during the suspension period. This includes team practices, contests, dances, club meetings and any other school function.
- Suspended students may not be on campus during the suspension until notified.
- Suspensions will be assigned at the discretion of the administration for conduct and or actions that are deemed inappropriate.
- Students may be assigned a suspension for a first-time offense.
- Students must turn in any missed work upon return to school.

Suspension may be given for the following offenses:

- Fighting/Assault - may be referred for administrative review to continue enrollment
- Use of racial slurs or sexist comments
- Inappropriate use of technology
- Attempted truancy
- Stealing/Theft
- Inappropriate behavior during off-campus activities as well as traveling to and from school
- Bullying/cyber bullying
- Unauthorized recording of others
- Construction and use of websites, apps, and/or social media that defame students, school personnel, or other entities as deemed inappropriate by St. Peter Catholic School administration
- Violation of Internet, Technology, and/or iPad Responsible Use Policy/Agreement
- Major disregard of student regulations
- Chronic failure to complete assigned consequence(s)
- Defiance
- Threatening to fight or harm a person

WITHDRAWAL

Withdrawal 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 withdrawal.

The following offenses could lead to immediate required withdrawal:

- 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 or tardiness in excess or greater than 20 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.

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.

MISCELLANEOUS

- Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted.
- The school assumes no responsibility for unapproved activities including but not limited to pre- or post- dance parties, personal parties, or any other activities before or after school, a school event or graduation.
- Student action that is not consistent with the philosophy/objectives of the school is subject to the review of the administration and may lead to withdrawal or dismissal from school.

ATHLETIC PROGRAMS

ATHLETIC PROGRAMS OFFERED

For the most up-to-date information regarding athletic programs offered via email flyers sent home from the Coach.

St. Peter Catholic School offers students a wide variety of sports through the Catholic Youth Sports program (CYS).

All students who are academically eligible may register and/or try out for membership on CYS sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director or club moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions unless the decision is arbitrary and capricious.

SPORTSMANSHIP

Sportsmanship is respect for the game and for those who play it. We remind you to take on the responsibility of good sportsmanship. Play strong. Play hard. Play fair. Good sportsmanship is expected by players and fans at all sporting events. Support our players with all your might and respect all opponents as your neighbor.

It is expected that all student-athletes and their parents adhere to all CYS documented policies and procedures.

Parents are required to show good sportsmanship and not interfere in games.

CYS REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

1. A student within St. Peter Catholic School in good academic and behavior standing.
2. Parents must register their child(ren) through the CYS website made available by the school's Athletic Director and complete all requirements asked for on the website (i.e. CYS Consent and Release from Liability Certificate, or similar documentation).

Students must register for CYS offerings within the registration window. Late registrations will not be accepted.

St. Peter Catholic School encourages student athletes to participate in as many sports as possible. It is recognized that some athletes participate in non-school affiliated teams during the school sports seasons. The attendance policy states that all student-athletes must attend/ prioritize all practices, games and team activities.

STUDENT ATHLETE RESPONSIBILITIES

- Students must continuously maintain a strong attendance record in order to participate in extracurricular activities. Unexcused tardies/absences impact students' ability to participate in extracurricular activities.
- A student who is representing St. Peter Catholic School in an extracurricular activity (including but not limited to athletic events, performances, etc.) must be in compliance with school grooming guidelines to participate.
- Athletes who drop out of a sport during the season will be ineligible to participate in another sport until the sport they dropped is over for the season.
- Student action that is not consistent with the philosophy/objectives of St. Peter Catholic School or violates the Code of Conduct to a degree warranting administration intervention may not be allowed to participate in extracurricular activities as determined by the administration.
- Students who begin to perform poorly in their academics and/or have behavior infractions may not be eligible to register. If academics are not prioritized or a behavior infraction occurs during a sports season, a student may be required to miss practice and/or games until grades improve and receive administrative approval or until the disciplinary consequence has been satisfied.
- St. Peter Catholic School reserves the right to discipline students for on and off-campus conduct that is not consistent with behavior expectations of students during the school day. Conduct, whether inside or outside of the school community, that reflects negatively on the Church or Catholic schools, maybe subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its faculty and staff, or students are impacted by the behavior of the student.

Throughout the course of the season, Athletic Directors and/or individual coaches will make announcements on practice/team event dates and times.

CLUB TEAMS

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.

NIL POLICY

The Diocese of Orlando's Office of Schools has a policy addressing Name Image and Likeness (NIL) agreements between student athletes and third parties. The policy contains important rules implemented by the FHSAA Violation of this policy by students or parents may result in the student's removal from athletics or expulsion. Please note a middle school student can violate the FHSAA NIL Policy, which may effect the students future high school athletics participation in Florida.

SAFETY

Safety is the first priority at St. Peter Catholic School. Recorded camera surveillance in various public areas throughout the campus is employed as well. An evaluation is conducted annually to evaluate buildings and sites to identify potential hazards and develop plans to mitigate risks. An Emergency Operations Plan is in place that regulates response to emergencies that maximizes safety and minimizes disruptions. The Emergency Operations Plan is updated annually with local law enforcement. Faculty, staff, and students will be provided with training and will participate in routine emergency preparedness drills and exercises.

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.

PROHIBITED COMMUNICATIONS

All staff, administration and clergy are prohibited from communicating with students via email unless the parent is copied on the email. All staff, administration, and clergy are prohibited from communicating with students via text or social media. The exception is a closed email system. If the school's email system is a "closed" system for student emails it is not necessary to copy the parent on emails that are general non-specific in nature. A "closed" system means that the student is only able to send and receive emails to those within the school using their school email account. Please confirm with your school's Technology Coordinator to verify you have a "closed system".

Emails and phone calls should be answered within 24 hours.

When communicating with students via email, text, or other electronic communication, always copy/include the parent in the conversation. Use your St. Peter Catholic School email address on email communication. This also applies to Clergy.

No personal emails or personal phone calls are to be made to students. All communication should be of a strictly professional nature. Failure to follow this policy may result in an administrative response. This also applies to Clergy.

No staff or clergy are permitted to text students.

No staff or clergy are permitted to call, email, text, or communicate via social media with any former students.

SAFE ENVIRONMENT TRAINING AND FINGERPRINTING POLICY FOR VOLUNTEERS

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines regarding 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.

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 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 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.

SCHOOL SUPERVISION PROVISIONS

Reasonable care is given to supervise all children during the school day and during school-sponsored activities. 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 or aftercare, specific arrangements must be made for drop-off and/or pick-up at the designated times.

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.

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.

CUSTODY AGREEMENTS

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the registrar. 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 and will honor all rights set forth in the most recent court order and current parenting plan. 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.

If the school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of the parent. Volunteering of parents may be denied at the discretion of a school administrator at any time if issues arise from such volunteering.

In the absence of a court order, the school will provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

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 issuing the subpoena.

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.

SEX OFFENDER REGISTRY

Registered sex offenders may not volunteer for school events and are only allowed on campus to pick up/drop off their student(s) only.

FIRE ALARMS & EXTINGUISHERS

St. Peter Catholic School is equipped with accessible fire alarms and extinguishers that are inspected regularly.

HEALTH

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

AEDs are located throughout campus to assist in emergency situations.

ASBESTOS NOTICE

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed by Law Engineering is available without restriction, for your inspection at the school's administrative office. We ask that you make an appointment if you wish to review the plan.

IMMUNIZATION REQUIREMENTS AND HEALTH EXAM

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.

HEALTH RECORDS AND PROOF OF STUDENT INSURANCE

Student health records may be submitted during enrollment or to the school nurse during the school year. Proof of student insurance is submitted during enrollment and if changes during the school year, contact the School Registrar to update. Health records and proof of insurance is loaded into FACTS and is only accessible by approved personnel such as the school nurse, administration, and registrar.

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.

ACCIDENTS AND BLOOD BORNE PATHOGENS

All accidents and health emergencies are reported to the school nurse. If warranted, parents are notified to come pick up their student. If there is a serious, life-threatening emergency, the school will call 911 and parents will be contacted. It is imperative to keep email addresses and phone numbers current in FACTS.

Faculty and staff follow procedures set forth by annual Blood Borne Pathogen training.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day should ask permission from the supervising adult to report to the nurse's office and/or school office. The clinic assistant will, at his/her discretion, allow the student to contact a parent. All students must call a parent or guardian to be granted permission to be picked up. Should a student need to go home, a parent or person on the approved contact list must pick up the child within one hour of being notified. If this is not possible, arrangements must be made with the Principal as to when the child will be picked up. If no communication is received from the parent or designated person on the student's clinic card within the hour, a call may be placed to DCF.

Students will only be released to people in the contact list to pick up the student. Identification will be asked for before the student is released.

During the regular school day, no student is to ever leave campus without permission from the school office. Students who may be too ill to report to the clinic will report to the nearest administrative office for assistance.

Students who are to be picked up must be signed out by their parent/guardian or those authorized on the student emergency contact form in the school office/FACTS SIS.

In the event of a serious illness or emergency, every attempt will be made to notify the parents. If these efforts are not successful, the student will be transported by ambulance to the hospital if deemed necessary. It is critical to keep email addresses and phone numbers current.

INJURIES

If a student sustains an injury at school or off campus and treatment(s) and/or accommodations are required to be put in place medical documentation is required. This documentation must include the type of treatment(s), accommodations as well as the anticipated length of time treatment(s) and/or accommodations need to be in place. This documentation must come from a licensed healthcare provider, physician, athletic trainer, or physical therapist.

CONCUSSIONS

A concussion is a type of traumatic brain injury that interferes with the normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What appears to be only a mild jolt or blow to the head or body can result in a concussion. Any suspected concussion must be taken seriously.

Students need to be evaluated by a physician in order to return to school and/or receive accommodations.

The teachers in collaboration with the school counselor and the student will develop a schedule for the student to submit classwork, homework, tests, and take assessments in a way that is congruent with the concussion protocol as ordered by the physician. Students will not be allowed to participate in any athletic event until cleared by a physician with a note provided to the school office declaring this clearance.

MEDICATION

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.

- 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), 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
- 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.

ADMINISTRATION BY SCHOOL PERSONNEL

3. No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form signed by the parent/guardian who gives written permission to the school for medication dispensation. A new form must be completed at the start of each school year.
4. 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.
5. The staff will 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.

SELF-ADMINISTRATION

6. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. A new form must be completed at the start of each school year.
7. 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 Medication Authorization Form permitting self-administration as well as an action plan completed by their healthcare provider. A new action plan must be submitted at the beginning of each school year.
8. Certain medications must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the Clinic Assistant or appropriate school staff.
9. In appropriate circumstances, a school may refuse to allow a student to self-administer medications.

APPROPRIATE CONTAINERS

It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:

1. Prescription labeled by a pharmacy or licensed prescriber.
2. Manufacturer labeled for non-prescription over-the-counter medication.

Non-prescription over the counter medication must be in a new unopened container.

STORAGE OF MEDICATION

Medication received by the school in accordance with a completed Medication Authorization Form.

Any student taking medication of any kind must bring it, in its original container with a completed Medication Authorization Form, to the clinic/school office before the school day begins. Students must return to the clinic/school office at the prescribed time to take their medication. The administration, faculty, and staff of the school are prohibited from dispensing any form of medication to students, including common over-the-counter drugs without a completed Medication Authorization Form.

COMMUNICABLE DISEASE

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. Despite 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.

SCHOOL 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 Risse Bros. 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: All required school uniform attire must be purchased through the official uniform company:

Risse Brothers, 555 FL-436 Suite 1002, Casselberry, FL 32730, 407-339-1486

<https://www.rissebrothers.com/shop.cfm>

RATIONALE

Catholic School, in its attempt to educate the whole person, established a dress policy for the following reasons:

- To honor the charism of our Catholic school.
- To maintain a proper academic tone within the school community.
- To reduce superficial competitiveness in dress among students.
- To support the dignity of the individual based on character rather than appearances.

Students who do not comply with the established uniform guidelines established in this handbook will be subject to disciplinary consequences.

	Girls Uniform	Boys Uniform
Preschool	Uniforms are optional	Uniforms are optional
K-7	Everyday Uniform: Plaid jumper** Navy dress with shorts under it (K-5 only) Khaki skort** Plaid skirt Navy polo Uniform navy cardigan, sweatshirt, or fleece jacket Sperry brown boat shoes with white soles or solid black shoes Any sneakers for PE PE shirt with logo and navy shorts Solid white socks no lower than 1" over the ankle Solid navy sweats PE on cold days must have the school logo on them. Bows or headbands from Risse Uniform or PTA Mass Uniform for grades K-5: White uniform peter-pan colored shirt and jumper Mass Uniform for grades 6-8: Short-sleeve sleeve uniform shirt Khaki skort	Everyday Uniform: Khaki shorts* Khaki pants* Navy polo Uniform navy cardigan, sweatshirt, or fleece jacket Uniform navy cardigan, sweatshirt, or fleece jacket Sperry brown boat shoes with white soles or solid black shoes Any sneaker for PE PE shirt with logo and navy shorts Solid white socks no lower than 1" over the ankle Solid navy sweats PE on cold days must have the school logo on them. Mass uniform for grades K-5: Navy uniform polo shirt Khaki pants Mass Uniform for grade 6-7: Long-sleeved uniform shirt Khaki pants Uniform tie
	Everyday Uniform	Everyday Uniform
8 th Gr.	All of the above Burgandy polo Black socks Mass Uniform: Three quarter length sleeve oxford uniform shirt Khaki skort	All of the above Burgandy polo Black socks Mass Uniform: Long-sleeved uniform shirt Khaki pants Uniform Tie

*Outerwear is not permitted to be worn during school liturgies, unless it is an administration-approved cold weather day.

* 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.

UNIFORM GUIDELINES & PERSONAL APPEARANCE EXPECTATIONS

- St. Peter Catholic School uniforms are not to be altered in any way, and the logo(s) may not be used without the express written permission of use from the Administration.
- Uniforms should be clean, in good repair, free of stains, and free of wrinkles at all times.
- Repeated violations of the dress code will result in disciplinary action and loss of privileges, probation, or other consequences.
- No uniform substitutions are permitted without written approval by the principal.
- Dress at all St. Peter Catholic School activities must be appropriate and in conformity with the outlined dress expectations for the event. Uniforms are not interchangeable; girls and boys must wear their designated uniform pieces.
- Leggings, trench coats, denim, army fatigues are not appropriate and permitted to be worn to school. Blankets, sweaters, sweatshirts, and jackets are never worn tied around the waist. Hats/head coverings may not be worn or carried on campus.
- Shoes must be worn completely on the foot covering the heels.
- Students should never wear boots, high-tops, slippers, sandals, flip flops, crocs, or shoes without backs. Shoes must not have heels higher than 2 inches.
- Socks - On regular uniform days, all black or all white with no markings of any kind.
- If a clothing article is not listed, it is not acceptable to wear to school, as it is not considered a part of the dress code.

DRESS DOWN DAYS

The school uniform plays a vital role in maintaining a structured and respectful learning environment. For that reason, dress-down days are rare and held to clear standards.

When dress-down days are announced, all clothing must be modest. For bottoms, this means loose-fitting garments. For tops, sleeves are required, and neither midribs nor backs may be visible.

PERMITTED CLOTHING

- Jeans
- Sneakers or tennis shoes
- Loose-fitting shorts no shorter than three inches above the knee
- Skirts (females) no shorter than three inches above the knee, with shorts underneath
- Skorts (females)
- Sweatshirts
- Dresses (females)
- Slacks

NOT PERMITTED

- Tight-fitting bottoms (including skin-tight sweatpants, leggings, or tights under short skirts/long sweaters)

- Boots with heels
- High-top sneakers
- Flip-flops or open-back shoes
- Tank tops
- Low-cut tops or any shirt exposing the midriff or shoulders
- Torn or frayed jeans
- Any skin-tight clothing
- T-shirts with inappropriate language or graphics
- Shoes with wheels or lights
- Costumes
- Bike shorts
- Nail polish
- Pajama pants
- Make-up
- Hats or Hoodies

Students and parents/guardians should review clothing choices on dress-down days to ensure appropriate attire has been selected to be worn to school. The administration holds the right to contact families to send a child home and/or ask the parent to bring an appropriate change of clothes.

COLD WEATHER UNIFORM DAYS

The Principal will announce cold weather wear when the weather consistently drops into the 40’s.

Any time a cold weather uniform day is permitted, students must follow the guidelines stated below:

Boys	Girls
Full Zip Fleece Jacket with Logo Crewneck Pullover Sweatshirt with Logo V-Neck Cardigan Sweater with Logo, Jogger Sweatpant with Logo, Flat Front Performance Trousers with Logo	Girls Flat Front Slacks Full-Zip Performance Jacket with Logo Full Zip Fleece Jacket with Logo V-Neck Cardigan Sweater with Logo

PERSONAL APPEARANCE GUIDELINES

Boys	Girls	Boys/Girls
• A conservative, traditional haircut where hair is tapered and not kept long or tied back. • Hair must be kept short and properly trimmed to ensure that hair is not touching the ears and is an appropriate length on top. • Trimming only around the ears and/or neck is not considered a haircut. Haircuts should ensure your child looks their best without hair looking shaggy or unkempt. • The length should not appear ragged, unkempt, uncombed, or extreme. • Hair should be short enough that it is not tied back. • Hair should be neatly combed at all times. It should not fall over the ears or touch the eyebrows when combed down. • Sideburns will not be longer than halfway down the ear. • Any facial hair must be shaved. • Hair must be a natural hair color. • The administration holds the right to determine whether a student must receive a haircut.	• Make-up is not permitted. Fingernails and nail polish should be natural or neutral in color, if permitted by the school. • Undergarments may not be visible and must blend in with the clothing color or your skin tone. The color of the dress and the undergarment must match to avoid noticeable undergarments. • Hair must not cover the eyes. • Hair must be a natural hair color. • Hair must be well-kempt, carefully combed, neatly styled	• Boy: no piercings • Girl: may have up to 2 ear piercings • Earrings must not be hoop earrings or a bar earring for the safety of the student and to ensure the earrings are not a distraction.
• Body piercing, tattoos, ear gauges and bars, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are never permitted. Drawings on arms and legs will not be permitted. • Earrings are limited to the lower lobe of the ear and not extend throughout the ear.		•
• Temporary or henna tattoos are prohibited. Hats/head coverings may not be worn or carried on campus. Drawings on arms and/or legs are not permitted.		•
• Hair - Dying, bleaching, or tinting hair to an unnatural color or having contrasting unnatural colors to the student is not permitted. Dramatic color streaks are not acceptable. Extreme styles and cuts are not permitted, this includes but is not limited to shaved heads, and/or razor cut styles, regardless of gender.		•
• Nails - Need to look natural, length and color. No nail polish for boys.		•
• Jewelry - All jewelry should be modest and conservative. Girls' earrings should be modest and appropriate for school. No bars, gauges or earrings past the lower ear lobe are permitted. Boys are never permitted to wear earrings.		•

UNIFORM VIOLATIONS

Students that are not in proper uniform may be sent home at the discretion of the school administration.

- Violations to the dress code and other expectations may result in disciplinary action which is normally an after-school detention.
- Failure to wear dress uniform when required may result in an automatic detention and/or loss of privileges.

Students with medical issues (i.e. dye/color) and to judge the acceptability of a student's appearance. The administration reserves the right to judge outlandish or fad styles will not be accepted for either boys or girls.

If appearance is judged unacceptable, the student may be sent home immediately. The student may not be allowed on campus until the problem is corrected to the satisfaction of the administration. All time out of class will be unexcused.

SCHOOL SPONSORED EVENT BEHAVIOR AND DRESS

St. Peter Catholic School students should dress appropriately, modestly and tastefully at all school sponsored events. Students that are deemed inappropriately dressed will be denied entry or asked to leave in addition to possible disciplinary action.

FIELD TRIP DRESS CODE

Unless otherwise specified, students are to wear their school uniform on field trips.

EMERGENCY COMMUNICATION AND PROCEDURE

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 site 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 the event of an emergency situation.

STANDARD RESPONSE PROTOCOLS

In the event of the campus being alerted to a threat, St. Peter Catholic School follows Diocese of Orlando response protocols as outlined below. Text messaging will be sent to parents' phone numbers on file when these occur.

- 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.
- Evacuate 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 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 FACTS SIS text messaging and email, an automated phone and email messaging system, and/or 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 phone for a text message, voicemail, email or listen to the TV or radio for updates.

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.

INCLEMENT WEATHER DURING SCHOOL HOURS

During inclement weather, for the safety and well-being of all, if necessary, students will be advised over the PA if they should remain in their classrooms. A second announcement will be made to release the class to travel to the next period.

CAMPUS PROCEDURES AND DIOCESAN POLICIE

LOST AND FOUND

To claim a lost item report to the school office. St. Peter Catholic School is not responsible for any items - personal or otherwise - which are lost, stolen or damaged on school property. Items remaining at school one week after the end of the school year will be donated to charity.

CAFETERIA

St. Peter Catholic School provides cafeteria service for all students. The cafeteria is only open during lunch times.

It is imperative that each student shares the responsibility of maintaining the cafeteria. Students are expected to:

- Pick up and properly dispose of all litter
- Keep floor clean and free of spills
- Restrict consumption of food and/or drink to the cafeteria
- Not share their cards or account number with others or ask for credit from Aramark

Lunch Payment – is provided through Maschio's

DELIVERIES

St. Peter Catholic School does NOT accept flowers, candy, balloons, pizza, or any other items to be delivered to students, including Uber Eats, Amazon Prime, etc. These deliveries will be refused, and the school will not be held responsible for any expense incurred as a result. Students must bring lunch or purchase lunch each day.

If lunch has been forgotten at home, the parent will be allowed to bring the student's lunch to the school office. However, repeated deliveries of lunch, whether forgotten by the student or not, will not be allowed.

NON-PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Student action that is not consistent with the philosophy/objectives of St. Peter Catholic School or violates the Code of Conduct to a degree warranting administration intervention may not be allowed to participate in extracurricular activities as determined by the administration.

FIELD TRIPS

Official parental permission forms for field trips must be completed and turned into the appropriate teacher at least 5 days before a trip. No student will be permitted to attend any trip without a signed permission form. Field trips are part of the official school day and the St. Peter Catholic School Code of Conduct applies. Students must wear the appropriate dress announced. All adults who attend field trips must have cleared fingerprints through the Diocese and on file in the school office. All chaperones are required to follow all rules and regulations as determined by the school handbook and the School and Diocesan policies. Students who are academic, discipline probation and/or attendance contract may not attend field trips.

Students who do not participate in a field trip are not allowed on campus and will be considered absent.

POSTERS & SIGNS

Any club, organization or fund-raising operation on campus seeking student participation must be approved by the Administration. Posting signs and posters on campus is allowed under the following guidelines:

The signs or posters:

- Are for a St. Peter Catholic School sanctioned club, team, organization, or event.
- Are approved by the administration.
- May be placed on brick areas, bulletin boards, and cork strip areas ONLY.
- Taken down the day after the event has occurred by a member of the organization sponsoring event.

TECHNOLOGY ON CAMPUS

Students are forbidden to instant message (IM) or engage in web chat that promotes racism, sexism, homophobia, violent and or bullying behavior. Chat that also seeks to degrade or maliciously embarrass another person is expressly forbidden. Students will not be allowed to post racist, homophobic, ethnically insensitive, sexist, and or malicious comments on any social media platform (i.e. Facebook, Twitter, Instagram, Snapchat, etc.)

Students are never allowed to use any device to film or photograph any person within the St. Peter Catholic School community without his or her clear consent. Furthermore, if any unsanctioned video or photo(s) are posted to any form of social media without the subject's clear consent, students will be directed to remove the posts in question and be subject to disciplinary action, dismissal, and possible legal prosecution.

Students must disable AirDrop while on campus.

Apps used for entertainment purposes (games, videos, social media) should not be installed on iPads.

Many subjects have moved to digital textbooks and course materials (wherever possible) to increase interactive classroom environments. Assessments can now be given on school devices as well as presentations, video lectures and other interactive modes of learning. The device used is considered an educational tool. It is the expectation of the school that students will use their devices for various assignments including e-readers, production tools, and content specific applications.

- Teachers will use the devices in various and different ways to enhance instruction.
- Students using their device for other purposes may be referred to the Administration for appropriate disciplinary consequences.
- Students may not utilize cellular connectivity while on the school campus as students are required to utilize the Wi-Fi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
- Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor.
- Personal Safety – In using the network and Internet, users should not reveal personal information such as home address or telephone number.

CONFIDENTIALITY OF USER INFORMATION

- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian.
- Users should never give out private or confidential information about themselves or others on the Internet.

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Diocese of Orlando / Office of Catholic Schools

Student Technology Responsible Use Policy

2025-2026

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.

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 age-appropriate 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 a threatening, inappropriate, or harmful content (images, messages, posts) is observed 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 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.

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, 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 cover category blocking, automated weekly reports on internet activity, and identification of emerging threats.
- ✓ School network is secure 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 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:



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

I _____ (name of parent/legal guardian), by having my child(ren) receive religious education at _____ Parish, and for being allowed access to digital recordings of _____ Parish's digital learning live sessions and my child/ward's participation in

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

Date

Name of Children/Wards _____,
_____ (additional names may be added)

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 maybe 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. If anyone has a **current complaint, criticism, or concern**, it is expected the following steps be followed in the first instance:

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

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

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

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

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.