

Parent/Student Handbook 2026-2027

SAINT PAUL CATHOLIC SCHOOL



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The Florida Catholic Conference

Member of the

**National Catholic Education
Association**

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PURPOSE AND PHILOSOPHY OF CATHOLIC EDUCATION

At Saint Paul 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 Saint Paul Catholic 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 Saint Paul 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 school reserves the right to amend this handbook and change policies. This is a living document, and it will reflect the date of the most recent updates. This handbook does not create a right of your student to attend Saint Paul Catholic School. Saint Paul Catholic School has the right to control enrollment and can remove a student based on either the student's or parent's conduct in its sole discretion. It also has the right to remove a student due to failure to timely pay tuition.

GENERAL SCHOOL INFORMATION

**1322 Sunshine Avenue
Leesburg, FL 34748**

**www.saintpaulschoolleesburg.org
Phone (352) 787-4657
Fax: (352) 787-0324**

SCHOOL HISTORY

With two grades, St. Paul Catholic School opened its doors in September 1961 under the leadership of Fr. Bentivoglio. The faculty consisted of two lay teachers, teaching 1st and 2nd grades. Within two years three nuns from Ireland joined the staff and each year more grades were added. Sadly, the school closed in 1969.

The parish re-opened the school in 1981 with an enrollment of 24 students with combined grades. One teacher taught 1st and 2nd grades, and 3rd and 4th were taught by another teacher. With the arrival of Fr. John Giel in 1992, the school had 52 students and started growing. Fr. Giel was committed to Catholic education, and he added one grade each year until 8th grade status was achieved. The first 8th grade graduating class was in May 1994. The school currently offers enrollment in classes from PreK through 8th with a formal middle school.

By 2005, the increasing population of the school warranted further expansion. The parish started a capital campaign to add on to the school. By 2008, we had raised enough funds to start one of our two phase projects. We decided to begin our school expansion first based on the fact that we were competing for students with other private, charter, and public schools with newer and more state of the art facilities.

The \$3.2 million addition connected the existing social hall with a two story building and expanded the kitchen and food preparation/storage area so that we can provide our own food service for school hot lunch. This expansion also included a cafeteria and a place where the school could hold assemblies. Above the cafeteria, a new media/library center was constructed allowing for seating of at least 40 students and providing space for reading, storytelling and a computer lab. The old administration building was renovated to house the fine arts center providing space for an expanded music room and art studio. In addition, the parish purchased a private house located next door to the school and renovated it for the new administrative offices for the school.

In 2006, a track and soccer field was built. The school grounds also include a ball field and a sports pavilion for basketball, volleyball and PE classes.

In November 2020, the parish and school started renovating the social hall into the new administrative offices and classrooms for PreK, Kindergarten, music, art and STEM. The renovation was completed and classes moved in for the 2021 school year.

Today, St. Paul School facilities encompass four school buildings and over 14 acres of parish land.

Since the beginning, St. Paul Catholic School has continued the commitment to develop the minds and values of their students and to provide a superior academic education based on gospel values.

ACCREDITATION

Saint Paul Catholic School is accredited by Florida Catholic Conference and Cognia. The school also is a member of the National Catholic Education Association.

MISSION STATEMENT

St. Paul Catholic School is a Eucharistic community that embodies the Gospel message by educating each student in faith, knowledge, and service.

VISION STATEMENT

To further the mission of Saint Paul Catholic School, eight value statements have been developed to define expectations and to establish standards for students, faculty, and staff.

At Saint Paul Catholic School, each student

- is a unique child of God, loved and valued.
- will deepen his or her relationship with Jesus Christ.
- will learn and grow in grace and in knowledge.
- will become a lifelong learner.
- will be the Face of Christ to others and serve in the world today.
- will respect diverse cultures.
- will be a responsible citizen.
- will faithfully care for creation.

BELIEFS

Saint Paul Catholic School is dedicated to excellence in education within a Catholic Christian environment. We provide a quality education based on gospel values to children of all races, cultures, and backgrounds. We strive to instill in every student the desire to excel and to reach his/her full potential. The realization of this philosophy is the joint responsibility of faculty, staff, parents, and the Saint Paul Catholic Community, working together in mutual support of the Mission Statement of this school. In this way the Christ-centered philosophy of our school will be a meaningful part of your and your child's lives.

- We believe that Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship and to serve others without distraction.
- We believe that each student should be recognized and valued as a unique child of God in his/her social, emotional, and academic needs.
- We believe that parents are the primary educators of their children.
- We believe it is a joint responsibility to provide a safe, healthy, educational environment in order to promote learning and success.
- We believe that mutual respect among and between the students and staff creates a wholesome learning environment.
- We believe that the school's programs should reflect the integration of Catholic faith and values in everyday life.

SCHOOL CREST

All materials bearing the Saint Paul Catholic School, 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

Saint Paul 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.

SCHOOL HOURS OF OPERATION

Monday, Tuesday, Thursday, Friday 7:30 AM – 3:30 PM

Wednesday 7:30 AM – 2:30 PM

Before Care 6:30 AM – 7:30 AM

After Care 2:30 PM – 6:00 PM (Wednesday) 3:30 PM – 6:00PM (Mon, Tues, Thurs, Fri)

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: @ St. Paul Catholic School

Instagram: @stpaulschoolleesburg

2026 – 2027 CALENDAR

August 5	6 th Grade Student Orientation: 9:00-11:30 am
August 7	Meet and Greet: 1:00-2:30 pm / New Family Orientation: 6:00-Cafeteria
August 10	First Day of School
August 18	School Board: 4:00 pm
August 20	Dinner Fundraiser TBT
August 25	Back to School Night: 6:00-7:30 pm – cafeteria
August 28	Dress Down Day
September 4	No School/ELC Data Day
September 7	No School/Labor Day
September 11	St. Mark's Commemoration of 9/11: 10:00 am (Middle School)
September 15	School Board: 4:00 pm
September 18	Breakfast with Grandparents: 8:00-10:00 am
September 23	Picture Day
September 25	Dress Down Day/Family Fun Night: 6:00-8:00 pm

October 2	Progress Reports (3 rd – 8 th grade)
October 9	Movie Night: 6:00-8:30 pm
October 12-16	Fall Book Fair
October 20	School Board: 4:00 pm
October 21	Picture Retakes
October 23	Dress Down Day / Trunk or Treat 4:00 pm
October 30	No School/ Staff Service Day/End of 1st Trimester
November 6	Terrific Kid
November 8	Parish Picnic
November 13	Harvest Dance: 6:30-8:30 pm (Middle School)
November 17	School Board: 4:00 pm
November 20	Dress Down Day
November 23-27	No School/Thanksgiving Break
December 2	Advent Penance Service: 10:00
December 4	Movie Night: 6:00-8:00 pm
December 8	Holy Day – Feast of the Immaculate Conception
December 10	Christmas Concert: SPCC- 6:00-8:00 pm
December 11	Our Lady of Guadalupe: 1:30-3:00
December 14	Setup for Santa’s Workshop
December 15	Santa’s Workshop (All day)
December 18	Dress Down Day/ Noon Dismissal / Prog Rep (3– 8) / Christmas Party 1:00
Dec 21-Jan 4 2027	No School/Christmas Break
January 4	No School/Teacher Work Day
January 5	Classes Resume
January 15	Muffins with Mom
January 18	No School/Dr. Martin Luther King, Jr.
January 19	Focus 11 - 6th grade / School Board: 4:00 pm
January 29	Dress Down Day/ Father Daughter Dance: 6:00-8:00 pm
January 31-Feb 5	Catholic Schools Week
February 5	Field Day
February 10	Ash Wednesday
February 12	Career Day/End of 2 nd Trimester
February 15	No School – President’s Day – Hurricane Day
February 16	School Board: 4:00 pm
February 17	Class & Club Pictures
February 19	Dress Down Day/Terrific Kid
February 22-26	Terra Nova Testing
March 1-5	Terra Nova Make-up
March 3	Lenten Penance Service: 10:00
March 6	Mother and Son Fun Day: 9:00-1:00 pm
March 9	8 th Grade Cap & Gown Portraits
March 12	Dress Down Day

March 15-19	Spring Break
March 22	Chrism Mass - BETA Students
March 23	School Board: 4:00 pm
March 25	Holy Thursday – Noon Dismissal
March 26	No School – Good Friday
March 29	No School – Monday after Easter – Hurricane Day
April 9	STEM Day
April 11	Confirmation Day: 11:00
April 16	Donuts with Dad/Progress Reports (3 rd – 8 th grade)
April 20	School Board: 4:00 pm
April 22	Spring School Concert - St Vincent de Paul 6:30 pm-8:00 pm
April 23	Dress Down Day
April 30	No School – All Staff Retreat Day/Data Day
May 3-7	Teacher Appreciation Week/Spring Book Fair
May 14	Graduation Dance 6:00-8:00 pm (Middle School)
May 18	School Board: 4:00 pm
May 20	8th Grade Grad Trip
May 21	Terrific Kid Awards
May 27	Graduation Mass and Awards: 6:00 - 8:30 pm
May 28	Last Day of School – Noon Dismissal

SCHOOL ADVISORY BOARD MEMBERS

George Schlutermann, Chair
 Sr. Barbara Gould, Vice Chair
 Molly Santry, Secretary
 Fr. Joseph Tran, Pastor
 Cecelia Emmett, Director of Operations
 Monica Matthews, Principal
 Melissa Sanchez Staff Representative
 , Non-parent
 Brittany Czekaj, Parent
 , Parent
 Vacant, Parent
 Miranda Tempel, Blessed Sacrament Catholic Church representative
 Vacant, St. Mary of the Lakes
 Malu Marigomen, St. Vincent de Paul representative
 Brittany Czekaj, St. Mark the Evangelist representative
 Kathleen Acton, St. Timothy Catholic Church representative
 Vacant, St. Patrick Catholic Church representative

ADMINISTRATION

Fr. Joseph Tran, Pastor
 Monica Matthews, Principal

CONTACT INFORMATION

Saint Paul Catholic School (352) 787-4657
Rebecca Ryan, receptionist
Vicky Cabriaes, registrar

FACULTY AND STAFF CONTACT INFORMATION

Please refer to the Saint Paul Catholic School website at <https://stpaulschoolleesburg.org/> for the most up to date information.

STAFF QUALIFICATIONS

All teachers meet or exceed the Florida Department of Children and Families (DCF) licensing requirements. Every year, the director, teachers, and assistant teachers must complete the required number of continued training hours. In addition, our staff members genuinely love and understand child development and our play-based philosophy and promote and incorporate the Catholic faith in the classroom.

ADMISSIONS

Saint Paul Catholic School's 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 of disabled students if, accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of any individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. Admission of a disabled student does not create a right to continued enrollment. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

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

January – Reenrollment for current families

Catholic Schools Week (last week of January) – Open House

March – Applications for new families open for new school Year

April – June – Record requests and student interviews/placement tests

Saint Paul 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

Saint Paul Catholic School has rolling admissions based on availability. Applications submitted after the school year begins will only be reviewed up to December 1st. Exceptions may be made for a family moving into the area because of military placement or government work transfer.

Tours are available upon request through the Admissions Office. Prospective student's academic, attendance, discipline records 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, kick off during Catholic Schools Week

February 28 – Registrations completed prior to this date will receive \$50 discount per student

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 Saint Paul 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: \$9,120

Non-Catholic Tuition Rate: \$9,600

Monthly Payments - 10 months – due on 1st of every month starting in August

Catholic: \$912

Non-Catholic: \$960

Semester Payments - Twice per year due on...

Catholic: \$4,560

Non-Catholic: \$4,800

HOLD ON RECORDS

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

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: Students must register every year. The **non-refundable** enrollment fee is \$250 (K-5th) and \$300 (6th-8th). An early discount is given if paid by February 28. New student **non-refundable** enrollment fee is \$350 (K-5th) and \$400 (6th-8th).
- 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. New sets of uniforms typically run \$125 per child and are purchased exclusively through Read's Uniforms.
- VPK full day program \$500 monthly tuition and \$175 **non-refundable** enrollment fee.

TUITION ASSISTANCE

- A tuition aid application is completed through our third-party vendor, FACTS. Students must be completely enrolled in order for the application to be reviewed.
- Any tuition assistance is calculated after all other discounts, deposits, or state scholarships are applied.
- Tuition assistance application deadline is July 31st each year.

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.

STATE SCHOLARSHIP COMPLIANCE

Schools will provide 30 days' notice to the School Choice Office if school changes ownership in order to maintain compliance.

PARTNERSHIP WITH PARENTS/GUARDIANS

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.

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. Please note that harassing teachers or administration over disciplinary decisions, threatening civil legal action over disciplinary decisions, and initiating civil legal actions against other students are considered to be an irretrievably broken school/parent relationship. This in no way prevents a parent from notifying law enforcement if they believe a crime has been committed. 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 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. This does not mean that school staff can always respond within 24 hours.
- To have confidentiality over sensitive issues respected by faculty/staff. This does not limit staff's ability to conduct investigations into disciplinary issues.

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 individual
- Respect the reputation of teachers, coaches, and administrators 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 school administration. This includes the use of digital/social media to address or air grievances or talk negatively about another student.
- 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. Continued demands to re-visit administration and faculty decisions is not acceptable.
- 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
- Respect the decisions made by the administration on how to comply with court ordered custody and parenting plans for separated parents.

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.

The school complies with the Family and Educational Rights and Privacy Act (“FERPA”). You have a right to inspect and review your students’ Education Records within 45 days of receiving the request. For copies of Education Records, the school may charge a fee. Education Records are records, files, documents, and other materials that: contain information directly related to a student; and are maintained by the school.

Education Records do not include:

- Records or notes kept in the sole possession of instructional, supervisory, or administrative personnel, not accessible or revealed to others (except temporary substitutes);
- Records that are created for law enforcement purposes; and
- Employment records relating exclusively to an individual’s capacity as an employee and not used for any other purpose.
- 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 and will include the written request in the student’s file.

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.

STUDENT RECOMMENDATIONS, REFERENCES, AND REFERRALS

Catholic schools within the Diocese of Orlando do not provide student references for transfer purposes. The only student references provided are for high school students seeking higher education admission, scholarships, awards, or participation in recognized programs such as Boys State, Girls State, or elementary award applications.

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

Saint Paul 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

Saint Paul Catholic School will communicate through FACTS family portal (ex. email, text). Each grade level teacher will send a weekly newsletter for important information about the class. The principal will send out a Friday newsletter with all general school information and events.

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 Saint Paul 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.

School Mass is offered at the church on Wednesday mornings at 8:30 am. Unless a holy day of obligation falls during the week, the Mass day will be observed on the holy day of obligation.

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 planned throughout the year and will be communicated by the teacher(s) and/or administration.

RECONCILIATION

Twice a year, during Advent and Lent, students are offered an opportunity to receive the Sacrament of Reconciliation. 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 are expected to arrive to school at the designated start time each school day and must remain on campus until the end of the last period of each school day unless the administration grants specific permission 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 a hospitalization;
- Has been under a doctor's care for a significant illness; or
- Is returning to school after being excluded because of a communicable disease.

Students with either excused or unexcused absences are expected to make-up missed work.

Excused absences include the following:

- Illness or injury to the student;
- Serious illness or death in the student's family;
- Scheduled medical appointment;
- Required court appearance or supervised visitation;
- Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies;
- Approved school-sponsored events, school athletic events, retreats;

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 office can record whether the absence is excused. Students who check out early from school (attendance less than 50% of the day) or do not attend school for the day will not be permitted to participate in after school activities (ex. sports, dance, movie night, etc.)

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 Miss Vicky (vcabriales@stpaulschoolleesburg.org) 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 7:30 am – 3:30 pm. Students dropped off before 7:30 am can attend before care in the cafeteria (6:30-7:30 am) Students should be picked up immediately at afternoon dismissal or sent to After School Care unless 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.

Students are expected to arrive at school in time to be in their homerooms by 7:55 a.m., which is the first bell. Morning Assembly begins at 8:00 a.m. It is the responsibility of the parent to ensure that the student is punctual. **The gates will be locked at 7:55 a.m. and students who arrive after that time will be required to check in at the office prior to going to class.**

Students who arrive late are required to go first to the school office to be signed in by parent/guardian before reporting to class. In the event of a valid emergency or unexpected situation, a student who arrives late must have an explanatory note from the parent stating the reason for being late. If the reason is accepted as valid, the tardy will be excused. Otherwise, the tardy will be unexcused.

Dismissal time is 3:15p.m. on Monday, Tuesday, Thursday and Friday unless you are otherwise informed. Wednesday dismissal is at 2:15p.m. We encourage you to pick up your child no later than 3:30pm or 2:30pm depending on the day. After that time, students will be sent to After School Care and there will be a weekly charge. Should you have an emergency situation, please call the school office.

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 are permitted to walk or ride their bike to and from school. Schools 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 complete the form required for all students who walk/ride their bike or electronic bike or scooter to/from school. School administration reserves the right to deny this request on certain days due to weather conditions or for other reasonable causes. **E-bikes and E-scooters are not permitted in elementary schools.**

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 Saint Paul 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 .

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. Google Classroom) for missed work and work in consultation with their teacher(s) to ensure all work that was missed is adequately completed.

Required apps include:

- Clever – all school apps are accessible through Clever

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 Saint Paul 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

Note: Students may be required to submit their work through a platform like Turnitin.

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 permitted, 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.

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 is reported for students in grades 6-8. Eligibility will be determined by reviewing students' academic grades as well as their Learner Behaviors.

Report Card Standard	Eligibility for High Honors	Eligibility for Honors
Academic Average	Grade of A- or higher in every subject	Grade of B- or higher in every subject
Responsibility	Must have a Behavior Scale score of 1	Must have a Behavior Scale score of 1 or 2
Participation	Must have a Behavior Scale score of 1	Must have a Behavior Scale score of 1 or 2
Assignment Completion	Must have a Behavior Scale score of 1	Must have a Behavior Scale score of 1 or 2

Interpersonal Skills

Must have a Behavior Scale score of 1

Must have a Behavior Scale score of 1 or 2

6th-8th Grade Honor Roll Criteria

	Responsibility	Participation	Assignment Completion	Interpersonal Skills
1	- Student consistently successfully adapts to classroom practices and routines. - Student consistently and regularly has appropriate materials and resources for class and/or - Student has no more than one discipline infraction related to responsibility within the trimester.	Student consistently actively participates in classroom discussions, small groups and activities.	- Student consistently completes assigned tasks within the assigned time limits. - Student has no more than one missing assignment within the trimester.	- Student consistently displays respect for others; interacts appropriately in cooperative group, classroom. And school settings. - Student has no discipline infractions for disrespecting a student, teacher or other person within the trimester.
2	- Student sometimes successfully adapts to classroom practices and routines. - Student is unprepared for class and without class materials multiple times throughout the trimester and/or - Student has between 1 and 4 discipline infraction related to responsibility within the trimester.	Student sometimes actively participates in classroom discussions, small groups and activities.	- Student sometimes completes assigned tasks within the assigned time limits. - Student has multiple missing assignments within the trimester.	- Student sometimes displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. - Student has between 1 and 4 discipline infractions for disrespecting a student, teacher or other person within the trimester.

3	• Student seldom successfully adapts to classroom practices and routines. • Student is unprepared for class and without class materials multiple times each week and/or • Student has 4 or more discipline infraction related to responsibility within the trimester.	• Student seldom actively participates in classroom discussions, small groups and activities.	• Student seldom completes assigned tasks within the assigned time limits. • Student has multiple missing assignments weekly.	• Student seldom displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has 4 or more discipline infractions for disrespecting a student, teacher or other person within the trimester.
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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 Saint Paul 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.

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

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 contract/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

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

Please note that while our school counselors may be licensed therapists, they are not serving as therapists in their role as school counselor. Instead, they are providing emotional support for students.

- Because services are provided in a school setting, pertinent information may be shared with parents/guardians, teachers, and/or administrators or school personnel within Saint Paul Catholic School or the Office of Schools.
- 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.
- When a student reports suicidal/homicidal/dangerous thoughts, tendencies, or behaviors that are life threatening, the school has the discretion to inform law enforcement, the Department of Children and Families, parents/legal guardians and send the student home for an evaluation by a licensed 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. The school reserves the right to not allow the student to return after making a threat to others regardless of the mental health professional's determination.
- 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. It also is possible that the school will notify law enforcement. This information may not be shared with you if the alleged abuse or neglect is by parents.
- 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 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 accommodation required to address individual student need. Admission may be denied if accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of an individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

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, Saint Paul 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 SAINT PAUL 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 Saint Paul 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 Catholic school and the Church.
- Consistent disrespect for other students such as sexual harassment of another student.
- Violation of Student Technology Responsible Use Policy.
- Bringing a weapon to school or a school activity.
- Making threats of violence against another person.

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 Saint Paul 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 Saint Paul 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 Saint Paul 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 Saint Paul 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. Saint Paul 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.

EXPULSION

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted. On occasion, a first offense or violation, if deemed severe enough may warrant immediate expulsion. Students whose behavior harms or threatens to harm other students, staff or property may lead to expulsion and notification of law enforcement. Bringing a weapon of any kind to school or a school event will result in expulsion. Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences. The ELC Director or Principal may ask for a voluntary withdrawal of a student for disciplinary issues. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student. Students who are expelled or administratively withdrawn from a Diocesan school cannot transfer or matriculate to another Diocesan school.

OFF-CAMPUS BEHAVIOR

Saint Paul 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

Saint Paul 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 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. Saint Paul 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 the school office 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 Saint Paul Catholic School student or of the Saint Paul 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 Saint Paul

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 Saint Paul Catholic School. The school holds the right to place a filtering software/program (i.e. Securly) 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 should be turned into the Principal every morning if student must have it at school.
- Students may not take cell phones and other 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 Saint Paul 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.

CELL PHONES

The administration reserves the right to confiscate and search any cell phone and require the student to unlock the cell phone. This policy also applies to tablets, smart watches or other smart devices. Recording audio or video of students and/or teachers at any time without their expressed permission is prohibited.

META OR SMART GLASSES

As a school, the use of smart glasses is prohibited on campus to ensure student privacy, safety, and an appropriate learning environment. Students should not wear smart glasses that can record audio and/or video, display information or data from the internet or other sources, or allow for texting or phone calling, while on campus or during off-campus extracurricular events. Students must also ensure that smart glasses are not the only pair of eyeglasses they possess for daily use at school. We appreciate your cooperation with this policy.

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. Bringing a weapon of any kind to school or a school event will result in expulsion. **Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences.**

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 statements, gestures, verbal or written comments, including email or social media messages, that threaten serious bodily harm or sexual violence to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- Immediate suspension or expulsion from the school;
- Referral to law enforcement;
- 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 or expelled 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.
- 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 or expelled from school;
- The school must inform the Office of Catholic Schools of these cases.
- The school administration will cooperate fully with all law enforcement agencies in matters related to safety whether on or off campus.
- The school takes all threats to oneself or others seriously. Threats communicated by gestures, 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, unlock a smart device, lift up his or her shirt just enough to reveal the waistband of pants or skirts; lift up pants legs to knee length, 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. These rules are for the safety of the other students and staff. You consent to these searches of your student and his or her possessions by enrolling your student at the school.

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 held on Tuesday or Thursday, 3:30 – 4:30 pm.

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 Saint Paul 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 Saint Paul 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
- A student may be placed on “Temporary Leave Pending Investigation” into inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

WITHDRAWAL

Withdrawal or expulsion are the final disciplinary actions taken against a student. On occasion, a first offense or violation, if deemed severe enough may warrant immediate withdrawal.

The following offenses could lead to immediate required withdrawal. This is not an exhaustive list:

- 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.
- Threatening to fight or harm a person

- 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.

A student may be placed on “Temporary Leave Pending Investigation” while investigating inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

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, please see Coach Mauro's email or newsletter.

Saint Paul 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.

COACH FINANCIAL SUPPORT

Saint Paul Catholic School prohibits coaches from providing financial support to student athletes unless they are their child. Financial support for students is handled by the Saint Paul Catholic School. We recognize that the state has issued guidelines allowing head coaches to provide financial support to students on their team, but Saint Paul Catholic School has decided not to allow our coaches to do so.

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

A student within Saint Paul Catholic School in good academic and behavior standing.

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.

Saint Paul 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 Saint Paul 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 Saint Paul 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.
- Saint Paul 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 Saint Paul Catholic School. Security personnel are on campus 24/7. 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 Saint Paul 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 from 6:30 am – 6:00 pm to follow the times stipulated when dropping off or picking up students. 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 certain limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal should not accept the volunteer services of the parent. For limited visitation rights, please notify the Office of Schools for direction on this issue.

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

Saint Paul 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 or the Diocese of Orlando. Catholic tenets support the immunization of students for the protection of all children and, as such, may require immunizations beyond that required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) and Diocese form 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.

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

- 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.
- 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.
- 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

- 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.
- 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.
- 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.

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

All required school uniform attire must be purchased through the official uniform company:

Read's Uniform

705 N 14th St #103, Leesburg, FL 34748

[\(352\) 326-8200](tel:(352)326-8200)

Minuteman Press

949 E Main St, Leesburg, FL 34748

[\(352\) 728-6333](tel:(352)728-6333)

RATIONALE

Saint Paul 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
Grades Kindergarten – 4th grade White blouse, Peter Pan collar with plaid jumper Plaid skirt or skort Monogrammed white oxford shirt Plain white visible socks Black or brown dress shoes St. Paul jacket or fleece, V-neck sweater or sweatshirt Navy slacks or black, white or navy-blue tights, no prints or patterns , for cold weather Grades 5-8 Light blue, monogrammed, oxford, short sleeved shirt Navy skirt or skort Plain black or brown belt Plain white visible socks Black or brown dress shoes St. Paul jacket or fleece, V-neck sweater, or sweatshirt	Grades Kindergarten – 4th grade White, monogrammed, oxford, short sleeved shirt Navy shorts or long pants Plain black or brown belt Plain white visible socks Black or brown dress shoes (PK through 2 nd grade may wear black athletic shoes) St. Paul jacket or fleece, V-neck sweater or sweatshirt Grades 5-8 Light blue, monogrammed, oxford, short sleeved shirt Navy walking shorts or long pants Plain black or brown belt Plain white visible socks Black or brown dress shoes- athletic shoes may not be worn to school St. Paul jacket, fleece, V-neck sweater or sweatshirt
Girls PE Uniform	Boys PE Uniform
Gray SPCS Athletic shirt Navy walking shorts Navy sweatpants for cold weather - below 50 degrees Black, white or black and white athletic shoes Plain, white visible socks	Gray SPCS Athletic shirt Navy walking shorts Navy sweatpants for cold weather - below 50 degrees Black, white or black and white athletic shoes Plain, white visible sock
Girls Mass Uniform	Boys Mass Uniform
¾ sleeve blue blouse Navy skirt Brown or black dress shoes	Blue Oxford shirt Navy long pants Striped uniform tie Brown or black dress shoes

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

UNIFORM GUIDELINES & PERSONAL APPEARANCE EXPECTATIONS

- Saint Paul 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 Saint Paul 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, slippers, sandals, flip flops, crocs, or shoes without backs. Shoes must not have heels higher than 2 inches.
- Socks - On regular uniform days 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 midriffs 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 skirts/long sweaters)
- Boots with heels
- 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 (other than white, pink, or beige)
 - Pajama pants
 - Make-up
-
- Hats

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:

- Students make wear warmer clothing from home. Jeans, sweatpants, sweaters, jackets. Only school jackets or sweaters will be allowed to be worn in the classroom, but heavy jackets/sweaters can be worn when outdoors.

PERSONAL APPEARANCE GUIDELINES

Boys	Girls	Boys/Girls
• Must be clean-shaven. • Students who have a medical condition relating to shaving must present a note from a physician stating the condition and reasonable timeline for resolution on or before the first day of school.	• Make-up is not permitted. Fingernails and nail polish should be natural or neutral in color, if permitted by the school. (pink, white, or beige only)	• 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.

• 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.	• 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	
• Body piercing, tattoos, ear gauges and bars, beads, link chains, extreme hairstyles, and all other symbols of a counterculture 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 through the ear.		
• Temporary or henna tattoos are prohibited. Drawings on arms and/or legs are not permitted.		
• Hats/head coverings may not be worn or carried on campus.		
• 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 artificial nails of any kind. 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. style/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 EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residence. 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. It is the Parents' responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family's enrollment. Parents may not imply in any way that any private social event is a school event. Parents, by executing the acknowledgement of receipt of this Handbook, HERBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

SCHOOL SPONSORED EVENT BEHAVIOR AND DRESS

Saint Paul 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.

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. It is the Parents' responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family's enrollment. Parents may not imply in any way that any private social event is a school event. . Parents, by executing the acknowledgement of receipt of this Handbook, HERBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

FIELD TRIP DRESS CODE

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

EMERGENCY COMMUNICATION AND PROCEDURES

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

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

- Each school will conduct an annual evaluation of school buildings and 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, Saint Paul 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, lockdown, 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. Saint Paul 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 given to charity.

CAFETERIA

Saint Paul Catholic School provides cafeteria service for all students. The cafeteria is generally open throughout the school day. Lunch Times: VPK Monday-Friday 11:30-12:15

K-2nd grade 11:25-11:55 Wednesday – 10:40-11:10

3rd-5th grade 12:00-12:30 11:15-11:45

Middle School 12:35-1:05 11:52-12:22

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 through Maschio's

- Register for an online payment account at payschoolscentral.com

DELIVERIES

Saint Paul 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 Saint Paul 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 Saint Paul 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 Saint Paul 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 Saint Paul 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.
- Personal 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.

FORMS

Forms can be found at the front office with Miss Rebecca or Miss Vicky.

DIOCESAN POLICIES

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Diocese of Orlando / Office of Catholic Schools

Student Technology Responsible Use Policy

2025-2026

1.0 Introduction

[Saint Paul 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 [Saint Paul 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.
- [Saint Paul 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 [Saint Paul Catholic School](#).
- **Faculty/Staff:** any person who is employed by [Saint Paul 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 [Saint Paul Catholic School](#).

2.4 Technologies Covered: [Saint Paul 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, [Saint Paul Catholic School](#) may allow students to bring their personal devices which will also be covered by this policy.



As new technologies emerge, [Saint Paul 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, [Saint Paul 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

[Saint Paul 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

[Saint Paul 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, [Saint Paul 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 [Saint Paul Catholic School](#) is unable to provide in-person learning due to a weather emergency or other circumstances that prevents in-person learning, [Saint Paul 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

[Saint Paul 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

[Saint Paul 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 [Saint Paul Catholic School](#) campus or at other functions, whether on or off property, related to the [Saint Paul 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

- ✓ [Saint Paul 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 covers 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 [Saint Paul Catholic School](#) will hold an informational meeting to address the policy.

10.0 Limitation of Liability

- ✓ [Saint Paul 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 [Saint Paul 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.



- ✓ Saint Paul 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 may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises
- During livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. A quiet space needs to be provided to the student only, to avoid disruptions or distractions to the teacher and other students. If parents/guardians have any concerns with the livestream instruction, they need to schedule time with the teacher outside of class time.

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. 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.