



Student & Family Handbook

2023-2024

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MISSION STATEMENT

St. Petersburg Catholic High School is a Christ-centered, college preparatory school, rooted in a firm foundation of Catholic faith, family, tradition, and excellence. As a diverse teaching and learning community, we are committed to forming young men and women in spirit, mind, and body for future leadership and compassionate service.

VISION FOR STUDENT LEARNING

St. Petersburg Catholic High School's mission is to educate and inspire all students to become life-long learners seeking holiness and virtue while seeking opportunities to discover God's purpose and plan in lives of service to others.

PHILOSOPHY

St. Petersburg Catholic High School, Inc., operating under the auspices of the Diocese of St. Petersburg, serves the needs of the lower Pinellas Deanery. Drawing on all available resources, it views the student as an individual and as a member of the Church and of society. The school seeks to provide each student with the spiritual, intellectual, emotional and physical aids needed to live a healthy and productive adult life in an ever-changing, diverse and multicultural world. It attempts to develop within its student body, parents/guardians, and faculty a strong sense of unity, not only for their mutual help, but as a foundation in the sense of Catholic witness and service to all. In short, St. Petersburg Catholic High School, Inc. "strives to relate all human culture eventually to the news of salvation, so that the light of faith will illuminate the knowledge which students gradually gain of the world, of life and of mankind." (Vatican II. Christian Education, 9.)

ACCREDITATION

St. Petersburg Catholic High School, Inc. is accredited by the Southern Association of Colleges and Schools through Florida Catholic Conference and Cognia Global Commission.

AFFILIATIONS

Membership is maintained in the National Catholic Educational Association, Florida High School Athletic Association, Southern Association of Colleges and Schools, the Association for Supervision and Curriculum Development, National Federation of Catholic Youth Ministers, National Association of Secondary School Principals and other local, regional and national affiliations through the academic departments.

NON-DISCRIMINATION POLICY

St. Petersburg Catholic High School, Inc. admits students of any race, color, racial and ethnic origin and does not discriminate against any applicant for employment because of sex, race, age, color or ethnic origin.

Teacher as Minister

By choosing to teach in a Catholic School, each teacher assumes the responsibility to teach as Jesus did. The teacher models himself/herself after Christ the Teacher and daily imitates His words and actions in our school community.

As one who models the words of Christ the Teacher, the teacher must:

1. carry out all responsibilities and conduct oneself in a manner consistent with the religious, moral, and ethical principles of the Catholic Church both on and off school premises;
2. conduct oneself at all times according to the Diocesan “Code of Conduct for Employees and Volunteers Working with Children and Young People;”
3. grow in one’s own relationship with God and sharing the richness of it with others in the school community;
4. speak respectfully to all in the school community, i.e. administrators, teachers, parents, and students;
5. engage in appropriate conversations with all staff members in both formal and informal settings;
6. share words of comfort, compassion and hope to all those in our school community in need of our support;
 - a. be present and punctual to meet the daily needs of our students;
 - b. collaborate professionally with colleagues to build and maintain high academic and spiritual standards for the school community;
 - c. meet all professional responsibilities completely, in a timely manner, and in a spirit of service and sacrifice;
 - d. be present to supervise/instruct students at all times indicated in the daily schedule and during emergencies.

The conduct of those working for Catholic schools and affiliate agencies and volunteering in our programs must reflect the mission of the Church to teach Christ’s truth and extend His love and care to all. In addition, there is a heightened concern that those working with children and young people recognize the importance of legal, professional, and responsible conduct.

Finally, the Catholic school teacher is a privileged witness of Christ’s love for his children, seeking to hand on the content and practices of the Catholic faith while fulfilling his/her Christian vocation and thus sharing directly in the mission of the Church which receives its call from Jesus who said, “Go therefore, and teach all nations.”



Bell Schedules

<p><u>A & B Days</u> <i>90 Min Classes</i></p> <p>7:45 -7:55 AM - Convocation 8:00 - 9:30 AM - A1/B5 9:30 - 9:45 AM - Break 9:49 - 11:19 AM - A2/B6 11:19 - 11:49 AM - Lunch 11:53 - 1:23 PM - A3/B7 1:23 PM - 1:32 PM - Afternoon Break 1:32 - 3:02 PM - A4/B8</p>	<p><u>CA & CB Days</u> <i>78 Min Classes</i></p> <p>7:45 -8:49 AM - Mass or Activity Block 8:53 - 10:11 AM - A1/B5 10:11 - 10:26 AM - Break 10:30 - 11:48 AM - A2/B6 11:48 - 12:18 PM - Lunch 12:22 - 1:40 PM - A3/B7 1:44 - 3:02 PM - A4/B8</p>
<p><u>DA & DB Days</u> <i>78 Min Classes</i></p> <p>7:45 - 9:08 AM - A1/B5 9:08 - 9:23 AM - Break 9:27 - 10:45 AM - A2/B6 10:49 - 12:07 PM - A3/B7 12:07 - 12:37 PM - Lunch 12:41 - 2:02 PM - A4/B8 *2:02 PM* <i>Dismissal</i> OR 2:07- 3:02 PM - <i>Assembly</i></p>	<p><u>Skinny Days (SK)</u> <i>46 Min Classes</i></p> <p>7:45 - 8:31 AM - A1 8:35 - 9:21 AM - A2 9:21 - 9:36 AM- Break 9:40 - 10:26 AM - A3 10:30- 11:16 AM - A4 11:16 - 11:46 PM - Lunch 11:50 -12:36 PM - B5 12:40 - 1:26 PM - B6 1:30 - 2:16 PM - B7 2:20 - 3:06 PM - B8</p>

ACADEMICS / CURRICULUM

For additional information about the academic program at St. Petersburg Catholic High School, Inc., please refer to the Program of Studies located on the school's website, www.spchs.org, under Academics.

COURSE SELECTION AND SCHEDULING

Course planning and selection is a process that merits careful thought and investigation. During the second semester of each year, students will choose their classes for the following year. In an effort to guide students and assist them in reaching their highest potential, the faculty members in all departments assign pre-requisites to most courses. Students should seek the advice of parents, teachers, and guidance counselors in selecting classes which will best prepare them for their next step in and beyond secondary education. Students who would like to take courses that are not offered at SPCHS may make a request through their Guidance Counselor to take the courses on FLVS.

Once the school year begins, students will have only three (3) school days to request a schedule change. These requests will be allowed on a very limited basis and for academic reasons only. In addition, they will require teacher and parent permission. Administrative approval will be required for all requested schedule changes.

COURSE SYLLABUS

Each teacher provides a course syllabus, which becomes the required standard and policy for that class. This syllabus can be found on the student's Showbie page for each given course.

DUAL ENROLLMENT COURSES

Dual enrollment courses allow students to obtain college credit from St. Petersburg College while simultaneously obtaining high school graduation credits. Select courses, taught by qualified St. Petersburg Catholic faculty members, are offered on our campus each year. Students must be juniors or seniors and have a minimum unweighted cumulative GPA of 3.0. The college will also require placement testing prior to enrollment. Students may also take courses on the St. Pete College Campus under the Dual Enrollment Program at no cost to the student. All students must obtain approval from their guidance counselor prior to registering for dual enrollment courses. For more information on Dual Enrollment, please refer to the Program of Studies under the ACADEMICS tab of the web page.

EXAMS

All students must be in attendance for their semester exams. Students **WILL NOT** be allowed to sit for their exams if they have outstanding obligations to any department. In addition, students will not be allowed to return the following semester until all obligations have been met and exams have been completed.

EXEMPTION POLICY FOR SEMESTER EXAMS

This is a privilege that can be requested through an Application for Exemption to the principal. There are specific criteria in place that must be met in order to earn the exemption from the principal.

Students are eligible for the privilege if they meet **ALL** of the following criteria:

1. The class is not Advanced Placement or Dual Enrollment
 2. The student earns a 90 or higher grade, up to and including the exemption date.
 3. The student has no referrals or suspensions.
 4. All financial obligations are met.
 5. The student's service hours are complete (May only).
 6. Student has no more than five (5) **UNEXCUSED** absences per semester (per class requested as well as school day absences).
 7. Student has no more than three (3) **UNEXCUSED** total tardies per semester (per class requested as well as school day tardies).
- ***Absences require medical documentation to be marked excused. Sick days at home without medical documentation are unexcused.***
 - ***Medical documentation is required within 1 week of absence for exemption eligibility.***
 - ***Students guilty of serious or repeated disregard for school policy will be denied the exam exemption privilege by the Administration.***

For students that meet the criteria in any given class, they may apply by grade level:

- Freshmen may exempt one course per semester.
- Sophomores may exempt two courses per semester.
- Juniors may exempt three courses per semester.
- Seniors may exempt four Semester 1 exams and any Semester 2 exam.

FAILURES / ACADEMIC PROBATION

A student who fails a course for any semester does not receive the 0.5 credit for the class. In this event, the student must make up the class on Florida Virtual School or at another accredited school. Approval is required by the school counselors prior to registering for a class. The original 'F' and the earned make-up grade will both be recorded on the student's transcript and used to calculate the cumulative GPA. Students will be limited to a maximum of eight semesters of FLVS course credit.

All students attending SPCHS must be on target for graduation based on accumulated credits. Students must have accumulated the number of credits listed below at the conclusion of that year.

Freshman	8	Junior	24
Sophomore	16	Senior	31

Any student whose cumulative GPA falls below 2.0 will be placed on Academic Probation until the cumulative GPA increases to 2.0 or higher. A plan for academic improvement will be developed between the guidance counselor, student, and parents. Probation may also jeopardize a student's privileges and/or participation in athletics and extra-curricular activities. ***Students who remain on Academic Probation for two consecutive semesters will have their status reviewed by Administration and may be asked to consider other educational options out of a concern for academic progress.***

In cases of *multiple* semester failures, the administration may decide to forgo Academic Probation and instead ask the student to withdraw from St. Petersburg Catholic High School, Inc.

Official retake grades from freshman, sophomore, and junior year must be received by SPCHS no later than the first day of the next school year. Senior retakes from semester one must be completed, with official grades submitted to SPCHS, no later than April 1st of that same school year.

GRADING / REPORT CARDS

St. Petersburg Catholic High School, Inc. utilizes a web-based student information system. It is the responsibility of both students and parents to use this software to monitor academic progress. This system can be accessed through the St. Petersburg Catholic High School, Inc. website, www.spchs.org.

The school operates on a semester basis. Report cards can be viewed on the student information system at the end of each semester. Semester grades are calculated as follows: 80% formative and summative assessments, and 20% for the semester examination. Any questionable errors in a marking period must be rectified within two (2) weeks from the end of that marking period.



Best Grading Practices (9-12) Office of Catholic Schools and Centers Diocese of St. Petersburg

Philosophy

We believe...

1. Students should have a clear understanding of the learning objectives.
2. Our system of grading should be timely, specific, fair and accurate.
3. Grades should be based on a well-defined set of standards.
4. Grades should be an accurate measure of a student's ability to demonstrate understanding.
5. Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade.
6. Assessments are critical to the teaching and learning process.

Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

- To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
- To provide information to teachers on the individual student's level of mastery of the content/skill.
- To allow teachers to use assessment data to plan instruction that will meet the needs of students.
- To communicate information to parents about student achievement and performance in school.

Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories:

Formative

Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

Summative

After a student has had instruction and practice on a topic, it is then necessary to evaluate student learning relative to content standards. Summative assessments are the tool used to glean this information. Examples of summative assessments are chapter tests, project, semester exams, etc.

Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents about student achievement and performance in school.
4. To document student performance for transcripts.

The Grade Composition

In order to represent an accurate measure of student performance, the academic semester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the semester grade. They will account for no less than 70% of the semester grade. Formative assessments will account for no more than 30% of the semester grade.

- All grading is done using the 100-point scale.
- The lowest "earned" grade is 50.
- An "earned" grade is derived from any assessment that is attempted and handed in.
- An attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment. This includes semester exams.
- Assessments not attempted or not handed in will receive zero points.

Completed student work will be assessed and is a direct measure of student learning. High Schools will report grades by semester. Non-academic attributes will be reported separately.

Grading Scale

Letter Grade	% Score
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Other Matters on Assessment and Grades (9-12)

Honor Roll

Honor Roll is awarded to students who encompass merit and integrity that results in academic success.

Eligibility requirements:

- Principal's Honors: *No grade lower than an A*
- Honors: *All grades are a B or higher*

Make-Up of Academic Work

Missing work

Meeting with a teacher to make up missed work, for any reason, is the student's responsibility. The student will be given a deadline by the teacher to complete and turn in these assignments. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a zero.

Missed work due to Absence

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a zero. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Make-Up of a Scheduled Summative Assessment during Absence

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up after his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (Ex. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of extended absences, the teacher and student will coordinate when all assessments will be taken.

Retakes of Summative Assessments

*The focus of our Catholic schools is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative. **

The following retake policy is designed to encourage relearning on the part of the student:

- The retake process must be initiated by the student.
- A student may retake a summative once.
- The Retake Application should be completed by the student within 2 school days of the posted grade.
- Students may be required to complete remedial activities in order to qualify for a retake.

Limitations and Deadlines

1. The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
2. Semester exams do not qualify for retakes. Essay, research papers, labs, projects, or alternative assessments do not qualify for retakes.
3. Student no-shows for a scheduled retake forfeit the opportunity. *Extenuating circumstances at teacher discretion.*
4. **ALL** unit formative assessments must be completed.

Teacher Facilitations

1. Teachers will group summative assessments around content standards to help both parties identify deficiencies in case a retake is necessary.
2. The retake form is based on teacher design and will focus on deficient standards.
3. Retake dates are set by the teacher.
4. The higher grade will be recorded for credit in the grade book.

**At teacher discretion, circumstances may not allow for individual student retake. This may include, but is not limited to, situations that involve academic dishonesty or honor code violations.*

GRADUATION REQUIREMENTS

St. Petersburg Catholic High School, Inc., the Diocesan Office of Catholic Schools and Centers, and the State of Florida determine graduation requirements for SPCHS. In order to receive a St. Petersburg Catholic High School, Inc. diploma, students must have earned 30 credits in the areas shown below **and** have a cumulative Grade Point Average (GPA) of 2.0. Students whose cumulative GPA is less than 2.0 will receive a certificate of completion.

If deemed necessary by the Administration, credit requirements may be adjusted for transfer & international students.

Religious Studies	4
English	4
Fine Arts	1
Mathematics	4
Science	3
Social Studies	4
World Languages	2
Personal Fitness / PE Elective	1

**Electives vary by individual student*

Service Hours Yearly Requirement of 25 Hours

Class of 2024 TOTAL 31 Credits + 100 Service Hours

- Students must earn eight (8) credits per year.*
 - * *Additional credits earned in Dual Enrollment courses are not included in this number.*
- Two (2) sequential years of the same world language are required. Exceptions to the world language requirement may be made on an individual basis for students on accommodations.

INCOMPLETE GRADES

An incomplete grade (“I”) will be given only when necessary due to illness or unusual circumstances. Upon receiving an incomplete grade, the student is required to meet with the teacher and receive a schedule for completion of all missing work. All work must be completed and a grade turned in to the Registrar within ten (10) calendar days after the end of the grading period. If the student fails to meet the required time schedule a failure will be recorded as the course grade. *An incomplete (“I”) will be calculated as a failure for athletic eligibility.*

INTEGRITY OF ACHIEVEMENT

St. Petersburg Catholic High School, Inc. strives to form students who perform well academically, but who do so with honesty and integrity. Students should understand that no academic achievement should come at the cost of one’s personal integrity.

Cheating in any form is prohibited and is a serious violation, which can be found in the Code of Conduct section of this Handbook.

VALEDICTORIAN & SALUTATORIAN DETERMINATION

Designations for Valedictorian and Salutatorian awards and Top 5 Recognition will be based on the following criteria:

- 1) Grades as of the last Friday of April.
- 2) Ties will be broken by grade % from senior year in core, common classes. Rigor of course schedule from final semester of Senior year will be taken into account.
- 3) Students must have attended SPCHS all four years. Consideration will be provided for students who relocated to the area from another Catholic High School.
- 4) Recognition will be determined based on performance in approved SPCHS classes or other Catholic High Schools only.

ATTENDANCE

Success at St. Petersburg Catholic High School, Inc. begins with consistent daily attendance. Therefore, students are expected to be in school on time every day that school is in session. A regular school day begins at 7:45 a.m. and ends at 3:05 p.m. All school days are clearly noted on the official school calendar located on the school’s website. All holidays and days of non-attendance are also noted in the Academic Calendar.

Students and parents/guardians are asked to check the school calendar for special schedules and exam dates before making any appointments or holiday/summer plans.

ABSENCES

- On each day of a student’s absence, it is the responsibility of the parents/guardians to call the school by 8:30 a.m. (727-344-4065). Students contacting the school will **not** be considered appropriate notification. If a student is absent and the office has not been notified, the school will attempt to contact the student’s parent/guardian to confirm the absence.
 - Absences require medical documentation **to be marked excused**. Sick days at home without medical documentation are unexcused.
 - Medical documentation is required **within 1 week of absence** for exam exemption eligibility.

- ***Students absent from school may not attend or participate in any athletic or extracurricular activity on the day of the absence.*** A student must attend two full classes on a regular schedule day or four full classes on a shortened schedule day.
 - Students are expected to be in full attendance when special schedules are in effect (e.g. Masses, Anniversary Week, school-wide Penance services, class retreats, assemblies, pep rallies, standardized testing, etc.). *See section 11, Special Day Schedules.*

Making up work following an absence: Students returning to school following an absence will be granted one day of make-up time for each day absent. Tests or assignments that were due the day the student missed must be made up/turned in the day the student returns to school. However, if a student arrives on campus for even a portion of the day, he/she is responsible for the assignments, tests, or projects due that day. It is the student’s responsibility to contact each of his/her teachers for missing assignments and arrange a schedule for the make-up work. Teachers are not obligated to take extra time for tutorial help when students are making up missed work. Additional policies regarding the make-up of work following an absence may be established by individual teachers and stated in course syllabi.

PRE-ARRANGED ABSENCES

- When a student anticipates an absence from school, parents are required to notify the front office in writing or email no fewer than two days in advance of the expected absence.
- It is the student’s responsibility to notify his/her teachers and to obtain all assignments prior to his/her absence.
- If a student wishes to prearrange an absence during exams week with prior approval from the Assistant Principal, he/she may be required to make up the exams before the pre-arranged absence.
- These pre-arranged absences, whether excused or unexcused, are counted as part of the ten (10) day limit for the semester (see section 7, *Excessive Absence*).

COLLEGE VISITATION VISITS (Juniors & Seniors Only)

Juniors and seniors are allowed a maximum of three (3) college visitation days per year. However, SPCHS encourages students to schedule these visits during school holidays. ***College visits may NOT take place during the last week of the semester, exam weeks or after May 1st.***

- College visits are considered a prearranged absence. (*Please see criteria for pre-arranged absences above.*)
- Require documentation from the visited college or university’s Admissions Office verifying the dates and purpose of the visit.
 - Submit this documentation to the SPCHS Administrative Office upon return to school.
- Must be taken prior to May 2024
 - Count as part of the ten (10) day limit for the semester (see section 7, *Excessive Absence*)

EARLY DISMISSAL

Students are expected to be present in school for the entire school day. An early dismissal from school is considered an exception made for a serious reason. Parents/guardians must submit a written or emailed request if a student needs to leave before the scheduled dismissal. The student must present this written request to the Administration Office upon arrival at school in the morning. The student will receive an early dismissal pass, but still must sign out in the office prior to leaving campus. Non-driving students must be signed out in the office by their parent/guardian. Also see section “*Out of Town Parent/Guardian*” under General Information.

1. Parent/guardian permission will not be accepted over the phone. Should a last-minute need arise to have a student dismissed, a parent/guardian must call the school **AND** email a picture of written permission before the student will be permitted to leave campus.
 2. As students leave from or return to campus, they must sign the attendance logbook located in the Administration Office. Failure to do so may be considered truancy.
 3. Upon returning to school from an early dismissal due to an appointment, students must submit a note from their physician or other office visited. ***Notes must be received within one week of appointment to count as an excused absence.***
- ***Students not present in two full classes on a regular schedule day or four full classes on a shortened schedule day or leaving school for an unexcused absence prior to the close of the school day will not be allowed to attend or participate in any athletic or extracurricular activity that day.*** This includes but is not limited to competitions and practices, rehearsals, performances, etc.
 - Students are expected to be in full attendance when special schedules are in effect (e.g. Masses, Anniversary Week, school-wide Penance services, class retreats, assemblies, pep rallies, standardized testing, etc.). *See section 11, Special Day Schedules.*

SICKNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she will obtain a pass from his/her classroom teacher to report to the Administration Office. Within 15 minutes of reporting to the office, an administrator or his/her designee will decide if the student is to be sent home.

1. **Driving Students:** If the student is to be sent home, the parent/guardian will be notified of the situation. Parent/Guardian permission will be accepted over the phone only if accompanied by an email. The student will be required to sign out prior to leaving campus. Where a driving student is thought to be too sick to drive home, the parent or guardian will be notified of our assessment and requested to pick him/her up.
2. **Non-driving Students:** If the student is to be sent home, the parent/guardian will be notified of the situation. The student must be signed out in the office by his or her parent/guardian or the parent's designee. The school will not release a student to anyone other than individual(s) named in the parent/guardian note or on the emergency contact information.
3. If the student contacts the parents during the school day to request an early dismissal, ***the parent must notify the school office prior to picking up their child.***

Parents/guardians must inform the school of any medical problem and medications that have to be or have been administered. See *Medications* in the "General Information" section of this handbook.

Students who become ill at school and go home sick may not return to school or attend or participate in any athletic or extracurricular activity later that day. This includes but is not limited to competitions and practices, rehearsals, performances, etc.

- *The Administration reserves the right to implement special guidelines regulating attendance for extra-curricular events held on weekends.*
- *Exceptions to all of the above regarding attendance policies may only be granted by the Administration.*

EXCESSIVE ABSENCE

A student missing 10 or more days in a semester may be denied credit for the semester. Once a student misses 10 days during the semester in any class, a mandatory meeting with the parent, Principal and the Assistant Principal of Student Formation will be held. At this time, the parent may present any medical excuses or other documentation to explain the student's absences. The administration will determine whether the student will receive credit or other consequences. Excessive absences may jeopardize a student's privileges and/or participation in athletics and extra-curricular activities. Administration will determine if the student will earn a consequence including but not limited to:

- Restriction from all campus privileges for one calendar week. Students will only be allowed to attend school from 7:30 a.m.-3:05 p.m.
- Denial of credit for period in question.
- In-school suspension
- Denial of credit for the semester

SCHOOL SPONSORED ACTIVITIES

Cases where a student is not present in class or school because of official school activities (approved field trips, athletic events, retreats, etc.) constitute absences, which are neither excused nor unexcused. Rather, these are categorized as *school business*. They do not count toward the 10-absence limit. It is the student's responsibility to inform teacher(s) whose classes will be missed and to make *prior* arrangements regarding assignments and/or tests, which will also be missed.

Students attending off campus school events must have submitted a completed SPCHS permission form. The sponsoring teacher will have provided the student with this form and set a deadline for its return. Parent/guardian permission to attend off-campus school events will *not* be accepted over the telephone or via e-mail.

TRUANCY

Truancy is defined as a student being absent from school or class when a parent/guardian has the expectation that the student is in attendance. Any student truant is subject to disciplinary actions as set forth by the administration of St. Petersburg Catholic High School, Inc. At a second offense of truancy, the student will be placed on probation and may jeopardize his/her enrollment at SPCHS.

EXCESSIVE ABSENCES DUE TO MEDICAL REASONS

St. Petersburg Catholic High School, Inc. does not operate a homebound program. If a student is unable to attend school on a regular basis due to medical reasons or physical restrictions the school may ask the student to withdraw and enroll in the Pinellas County School system homebound program. The student may re-enroll when the student's doctor(s) and the administration of St. Petersburg Catholic High School, Inc. determine that the student is able to return to school on a regular basis. Such action is planned to assist the students in receiving the full benefits of their educational experience.

SPECIAL DAY SCHEDULES

Being aware that education consists of more than formal academic instruction, students are expected to be in full attendance when special schedules are in effect (e.g. Masses, Anniversary

Week school-wide Penance services, class retreats, assemblies, pep rallies, standardized testing, etc.). These are educational experiences necessary for the full formation of the high school student. Absence on these days deprives the student of these important experiences and will be considered an unexcused absence. ***The school reserves the right to implement special guidelines regulating attendance, tardies and early dismissals on days of special events and on days prior to or immediately following holidays.***

TARDINESS TO SCHOOL

All students must be in their first period class prior to 7:45 a.m. Students arriving after 7:45 a.m. must report to the office and sign the register noting the time they arrived and the reason for their tardiness. A tardy student will then receive a pass to his or her class and the tardy will appear on the student's attendance record.

A student who arrives after 8:30 a.m. will be considered absent from first period. Additionally, any student arriving after 8:30 a.m. must arrive with a signed note from the parent. Normally, a tardy will be considered unexcused unless excused by the Assistant Principal of Student Formation. Phone calls and/or notes from parents/guardians informing the school of tardiness are appreciated but do not excuse the tardy. ***Tardiness due to appointments requires a note from the doctor's office or other office in which the appointment occurred and must be submitted upon the student's arrival at school. Even then, these tardies may not be considered excused.***

Students not present in school for two full classes on a regular schedule or four full classes on a shortened scheduled day ***or*** leaving school prior to the close of the school day for an unexcused absence will not be allowed to attend or participate in any athletic or extracurricular activity that day. This includes but is not limited to competitions and practices, rehearsals, performances, etc. Students absent on the last day of the week may not participate in school-sponsored activities over the weekend.

Students are expected to be in full attendance when special schedules are in effect (e.g. Masses, Anniversary Week, school-wide Penance services, class retreats, assemblies, pep rallies, standardized testing, etc.). *See section 11, Special Day Schedules.*

Excessive tardiness (excused or unexcused) may jeopardize a student's privileges and/or participation in athletics and extra-curricular activities.

Students with excessive UNEXCUSED tardies will be subject to the following consequences on a ***semester basis:***

3 tardies - Warning

6 tardies - Detention and phone conference with the parent

9 tardies - In-school Suspension

12 tardies - Once a student accumulates 12 tardies, a review will be processed by the Student Formation Team and a disciplinary hearing with that committee requiring parent and student participation will be scheduled. At this time the parent may present any medical excuses or documentation to explain the student's tardiness. ***The committee will determine if the student will earn a consequence including but not limited to:***

- Restriction from all campus privileges for one calendar week. Students may only attend school from 7:30 a.m.- 3:05 p.m.
- Additional detentions
- In-school suspension
- Dismissal from the school

Any appeals with regard to student tardiness must be made directly to the Principal.

TARDINESS TO CLASS (except for Period 1)

Students are expected to be in class on time. Once students are in class, they are expected to remain in the classroom. Students may only leave the classroom with the teacher's permission and with a pass signed by the teacher. Students in the hallway without a pass may be assigned a detention hall.

Unexcused tardiness to class is defined as arriving to class after the late bell without a pass. Unexcused tardiness to class will be handled by the classroom teacher according to the following table of consequences.

Students with excessive unexcused tardies will be subject to the following consequences on a *semester basis*:

- 3 Tardies** - Detention
- 4 Tardies** - Detention
- 5 Tardies** - Detention
- 6 tardies** - Referral by teacher to the Assistant Principal of Student Formation and mandatory one-day of in-school suspension
- 9 tardies** - Referral by teacher to the Assistant Principal of Student Formation. Mandatory student/parent/guardian meeting with the Assistant Principal of Student Formation and a one-day in-school suspension.
- 12 tardies** - *Referral by teacher to the Assistant Principal of Student Formation
*3 day in-school suspension and Disciplinary Committee Hearing – student subject to expulsion

Excessive tardiness (excused or unexcused) may jeopardize privileges and/or participation in athletics and extra-curricular activities.



Attendance Policy and Recommended Procedures
Office of Catholic Schools and Centers
Diocese of St. Petersburg

6/20/17

Attendance (9-12)

Success in any field requires a continuous daily effort. Nowhere is this truer than in education. The quality of learning for any student reflects the regularity with which he/she attends classes. Our attendance regulations have been formulated as a means of helping our students develop habits which will serve them best while in school and in later years.

Florida State law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

School calendars are distributed to families to aid them in planning family vacations. Schools strongly encourage families to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

Parents/guardians must notify the school office of a child's absence at 727- 344-4065 prior to 8:30 a.m. As a safety procedure, if a child is absent and the parents have not called, the school will attempt to contact the parents. When a student is absent, the school must receive communication from parents/guardians explaining the reason for the absence, either voice message or electronic. The communication must include 1) the child's full name, 2) dates of absence, and 3) the nature of illness or reason for absence.

In the case of prolonged medical absence, three or more days, students should contact their teachers for missed work. Due to teaching schedules, it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Ten (10) tardies in a semester are considered excessive. Please refer to the discipline section of the handbook for more details.

Ten (10) absences in a semester are considered excessive. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance. Please refer to the discipline section of the handbook for more details.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) periods of the school day to be considered present that day. In order to participate in any after school activities, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from St. Petersburg Catholic High School.

It is the student's responsibility to speak with his/her teacher regarding missed assignments/make up work. In the event of multiple-day absences, the teacher will determine when all missed assignments are due and when all assessments will be taken. The student may log on to the portal to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed will be recorded as a failed attempt for zero points earned.

Long-term assignments with due dates are expected to be submitted on the original due date unless prior permission has been authorized by teacher.

Students who miss a given review for a scheduled assessment must contact the teacher to schedule a review session upon their return to school. Students will be expected to take the assessment the day following the review. If the student attended all review sessions prior to the absence, the summative must be made up on the day the student returns to school. If no formal assessment review is given, student is then expected to immediately take assessment upon their return.

CAMPUS MINISTRY

This spirituality centers on:

Spirituality of Ordinary Daily Life

- Daily life inspired by Jesus of Nazareth is the setting in which the young person recognizes the presence of God who is at work, and lives out his/her personal realization of the fact.

Spirituality of Joy and Optimism

- Daily life is lived in joy and optimism, without prejudice to commitment and responsibility.

Spirituality of Friendship with The Lord Jesus

- Daily life is re-created by the Risen Christ who gives reasons for hope and leads to a life that finds its fullest sense in Him.

Spirituality of Communion in The Church

- Daily life is experienced in the Church as the natural setting for growth in faith through the sacraments. In the Church, we find Mary who goes in front, accompanies and inspires.

Spirituality of Responsible Service

- Daily life is presented to the young as a setting for service both ordinary and extraordinary.

Therefore, our objective is to offer the best opportunity to understand, live and share the message of Jesus Christ. Concentration on the formation of the whole person involves the integration of faith, life, culture, human knowledge, service and the communication of attitudes and values. As a praying community, the nurturing of the faith, life and developing a relationship with Jesus are priorities.

This is made possible through:

- Prayer, both formal and informal, group and private prayer
- Meaningful liturgical and other worship experiences
- Meaningful preparation for and reception of the sacraments
- Studying and praying the scriptures
- Service to others

The Office of Campus Ministry offers various opportunities for students to deepen their faith and become more involved in the life of the Church.

SCHOOL COMMUNITY MASSES / DAILY MASS

School Community Masses are celebrated in the school auditorium. Daily Mass is offered in the chapel 15 minutes after dismissal.

MASS EXPECTATIONS

All students are expected to actively and reverently participate in Mass and other liturgical celebrations. Students are invited to serve as altar servers, Praise Band members, readers of the Word, presenters of offertory gifts, and be involved in the planning of liturgical celebrations.

SACRAMENT OF PENANCE

The sacrament of Penance, scheduled at designated times, is available to all students during the school year. The sacrament of Penance is also available at any time by appointment. Students are encouraged to receive this sacrament on a regular basis.

RETREAT DAYS

Students are encouraged to spend some time in prayer and reflect on their relationship with Christ and one another. Each student will participate in at least one retreat during the school year to foster this goal. Junior students will attend a **mandatory** three-day, two-night retreat. Objectives of these retreats include:

- A) To gain insight into the person that “I am and the one I want to become”
- B) To spend quiet time with the Lord
- C) To foster personal scriptural renewal

A retreat is both the duty and yet a luxury of being a Christian. At St. Petersburg Catholic High School, we place great emphasis on our retreat days and require students to attend.

SPIRITUAL COUNSELING

Students with any needs and/or questions concerning their spiritual development are encouraged to contact the Chaplain or the Office of Campus Ministry.

STUDENT CODE OF CONDUCT

PHILOSOPHY OF DISCIPLINE WITHIN STUDENT FORMATION

The purpose of student formation in any school community is to allow students to deepen an understanding of positive interactions within their community. In a school setting, good discipline creates and fosters favorable conditions necessary for learning and individual growth within a safe, comfortable, and secure environment. Discipline, in and of itself, is the very basis for learning. Students at St. Petersburg Catholic High School are to conduct themselves at all times as Christian men and women.

When disciplinary issues arise, each student will be judged on his/her own merit. Every effort will be made to treat each student as an individual. We seek to work and teach as Jesus did, with love, compassion, and understanding. However, we strive to have each individual understand that making choices requires responsibility, and part of that responsibility is to understand that there is accountability and consequences for one's choices. If a student ends up in the disciplinary system, it is because he/she has made that choice.

St. Petersburg Catholic High School reserves the right to discipline any student(s) violating this code of conduct. **This includes on and off campus events (official and unofficial), as well as any behavior at any after hour, weekend, or vacation gatherings, social events, or other individual actions after hours or off campus that jeopardize the reputation of St. Petersburg Catholic High School or otherwise adversely affect the school community or any of its members.** The school reserves the right to take disciplinary action against students whose behavior is disrespectful, recalcitrant, immoral, illegal, or is in any way at odds with the mission of the school. In cases where violations involve illegal activity, St. Petersburg Catholic High School reserves the right to contact the legal authorities. Any student in the company of a student violating the code of conduct may be judged to be in violation as well, and therefore subject to disciplinary action.

It is the charge of all members of the faculty and staff to address and enforce disciplinary issues when observed. St. Petersburg Catholic High School retains the right to amend the school handbook for just cause.

MINOR VIOLATIONS

Detention may be issued for the following violations:

School Policy:

1. Uniform violations
2. Out of classroom without a pass
3. Inappropriate language
4. Public display of affection (minor)

Behavior:

1. Defiance
2. Disrespect
3. Disruption

MAJOR VIOLATIONS

Major violations merit more severe consequences and will result in a referral to Administration. Major violations may incur behavior contracts, suspension, disciplinary probation, or expulsion. These violations include but are not limited to:

- A. Bullying
- B. Behavior escalation
- C. Cheating or Plagiarism
- D. Computer / Internet / Technology Violations
- E. Driving Offenses
- F. Failure to serve detention
- G. Failure to comply with terms of a behavior contract or disciplinary probation
- H. False alarms – activating a false emergency alarm
- I. Harassment
- J. Insubordination (major defiance / disrespect)
- K. In parking lot without permission
- L. Lying or forging documents
- M. Possession, use, or display of any weapon or object designed to look like a weapon
- N. Possession, use, sale, or distribution of alcohol or illegal substances
- O. Possession or use of tobacco/vaping products
- P. Possession of unregistered medicine
- Q. Possession of prohibited items or devices
- R. Physical violence
- S. Inappropriate sexual behavior
- T. Repeated minor violations
- U. Theft
- V. Vandalism/destruction of property
- W. Conduct that is un-Christian or contrary to the school's mission
- X. Conduct involving police or affecting the good name of the school
- Y. Any other offense deemed severe by the administration

BULLYING/HARASSMENT

St. Petersburg Catholic High School strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with fulfilling the school's mission. We, at St. Petersburg Catholic High School condemn any form of harassment. Concerns should be reported directly to any school administrator. All credible allegations will be addressed according to the Diocesan policy.

Harassment on the basis of an individual's race, color, religion, sex, sexual orientation, age, national or ethnic origin, political beliefs, family marital status, disability, physical attributes, personal attributes or social and family background or that of his/her relatives, friends, or associates, constitutes discrimination in the terms, conditions and privileges of education or employment. St. Petersburg Catholic High School, Inc. provides a working and educational environment free from discriminatory intimidation, insult, and ridicule, and takes action to eliminate such practices or remedy their effects. Parents and guardians are expected to adhere to these same guidelines in any of their relations with administration, faculty and staff of St. Petersburg Catholic High School.

Definition of Bullying, Harassment, Sexual Harassment

Harassment is verbal or physical contact that denigrates or shows hostility toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national or ethnic origin, political beliefs, family's marital status, disability, physical attributes, personal attributes, or social and family background or that of his/her relatives, friends or associates, and that:

- a) Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
 - b) Has the purpose or effect of unreasonably interfering with an individual's performance;
 - c) Otherwise adversely affects an individual's education or employment.
- "Bullying is a **repeated** physical, psychological, emotional, and/or sexual attacks committed by a student or students against a target or target group of students regardless of gender. Attacks may occur face to face, publicly or privately, or through the use of technology (i.e., text messaging, social networking sites, etc.)" (*US Dept of Education*)
 - a) Bullying may involve but is not limited to: teasing, name calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, verbal and written conduct.
 - b) Cyber bullying is any type of bullying that uses a computer or other electronic media to send mean, hurtful or threatening messages or images about another person, to post sensitive, private information about another person for the purpose of hurting or embarrassing the person, to pretend to be someone else in order to make that person look bad and/or to intentionally exclude someone from an online group.
 - Sexual harassment may be defined as any unwelcome word or action, which in any way makes a distinction because of one's sex or implicitly or explicitly invites or suggests sexual activity.

Actions and words that may be considered harassment are:

 - a) jokes that have sexual connotations either explicit or implied;
 - b) remarks that demean a person based on gender;
 - c) any touching of the private areas of the body of others;
 - d) any unwanted touching prompted by gender; and
 - e) any verbal contact prompted by gender.
 - Harassing, bullying and hazing conduct includes, but is not limited to the following:

Epithets, slurs, negative stereotyping, threatening, intimidating hostile acts or spreading gossip that relates to his/her race, color, religion, sex, sexual orientation, age, national or ethnic origin, political beliefs, family's marital status, disability, physical attributes, personal attributes or social and family background or that of his/her relatives, friends or associates. Written or graphic materials that denigrate or show hostility toward an individual or group because of his/her race, color, religion, sex, sexual orientation, age, National or ethnic origin, political beliefs, family marital status, disability, physical attributes, personal attributes or social and family background or that of his/her relatives, friends or associates and that is placed on walls, bulletin boards, electronically mailed (to the home or school) or circulated in school or departments.

These lists are not exhaustive, but primarily a guideline. The administration will not view or be concerned whether the offender thought the words or actions were offensive. Rather, the administration views it from the point of view of the person being harassed or annoyed. St. Petersburg Catholic High School, Inc. will take immediate and appropriate action in cases involving sexual harassment.

Reporting of Harassment, Bullying and Hazing

- Students who are victims of harassment by another student should report the situation to the teacher, school counselor or member of the Administration. Students who are victims of harassment by employees or volunteers should immediately report the situation to a member of Administration.
- Any staff member who becomes aware of the harassment of a student shall immediately report it to a member of Administration.
- Complaints of harassment will be investigated in a fair and adequate manner. No retaliation against individual(s) who file complaints in good faith will be tolerated. When a student is found to be in violation of harassment, the administration will take appropriate disciplinary action.

Safety in Private Spaces - Students

The school complies with the requirements of §553.865, Florida Statutes, “The Safety in Private Spaces Act”, which is consistent with the teaching and tenets of the Catholic Faith. Except where facilities are specifically designated as unisex, the school’s bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

CHEATING AND PLAGIARISM

St. Petersburg Catholic High School, Inc. strives to form students who perform well academically, but who do so with honesty and integrity. Students should understand that no academic achievement should come at the cost of one’s personal integrity.

Being a person of integrity requires one to be honest and upright in everything that one does. Cheating, by its nature, is dishonest. Actions that are considered cheating include but are not limited, to the following:

- copying work or allowing work to be copied.
- unacceptable assessment behavior, such as:
 - completing or copying another’s work
 - looking at another student’s work
 - allowing another student to copy from one’s work
 - talking during a test
 - using unauthorized crib-sheets or other notes written on paper, body parts, etc.
 - sharing information with another student
 - talking with students from previous class periods in order to obtain information
 - exchange of verbal or nonverbal signals
 - using electronic devices to transfer information to others for use on an assessment
 - using electronic devices to store information for use on an assessment
 - leaving books or notebooks open during an assessment
- Intentionally missing a class in order to avoid taking an assessment or turning in an assignment will result in a referral to the Assistant Principal of Student Formation.

- Any other action deemed dishonest by the teacher and which gives the student an undue advantage.
- It is important to know that when working together (when allowed) each student is responsible for arriving at the answers. To simply copy a partner's work, or to do so with minor changes, is dishonest, and is therefore cheating.

Cheating in any form is prohibited and is a serious violation of the Student Code of Conduct

According to the *MLA Handbook for Writers of Research Papers, 3rd ed.*, plagiarism is defined in the words of Alexander Lindey in *Plagiarism and Originality* (New York: Harper, 1952) as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own.” (MLA, 21). The MLA Handbook goes on to say that “to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone or something else” (MLA, 21).

St. Petersburg Catholic High School, Inc. considers all forms of plagiarism as cheating. Actions that are considered plagiarism include, but are not limited to the following:

- submitting someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)
- copying material you have previously produced and passing it off as a new production.
- Using AI, such as ChatGPT, or any other AI format/tool.

Students are reminded that plagiarism may be unintentional, but that even cases of unintentional plagiarism may be subject to academic and disciplinary consequences. Students must make every effort to not plagiarize. "What Is Plagiarism?" *Plagiarism.org*. Write Check Beta, 2014. Web. 28 June 2015.

Works Cited: Achtert, Walter S. and Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: The Modern Language Association of America, 1988.

CONSEQUENCES FOR CHEATING OR PLAGIARISM

Disciplinary actions for cheating/plagiarism will be cumulative from a student's freshman year until he/she graduates.

The student will follow any disciplinary action that may be assigned by the administration.

- **First Offense:** The teacher shall provide verbal and written notification (disciplinary referral) to the parent/guardian and the Assistant Principal of Academics. Students may be subject to additional disciplinary consequences.
 - The student will receive a 0 on the assignment.

- **Second Offense:** The teacher shall provide verbal and written notification (disciplinary referral) to the parent/guardian and the Assistant Principal of Academics. A mandatory parent/guardian/ Assistant Principal of Academics meeting shall be held. The student will be placed on disciplinary probation. Students may be subject to additional disciplinary consequences.
 - The student will receive a 0 on the assignment.
 - The student will be required to relinquish all leadership roles (e.g., class club officer, team captain) for the remainder of the school year.
 - The student may also be subject to additional testing and/or assignment requirements to ensure academic honesty in the future. Such requirements may include (but are not limited to) writing assignments out by hand, assignments required to be done during tutoring after school rather than as homework, loss of iPad privileges during class time, and special seating during testing.

- **Third Offense:** The student will be required to attend a mandatory Disciplinary Hearing which may result in the student being asked to withdraw or be expelled from SPCHS.

CLASSROOM DISCIPLINE

Each student is expected to behave appropriately at all times, to respect the rights of others, and to adhere to all classroom and school rules and regulations. Since every teacher has authority in his/her own classroom, students must comply with all class rules as established and set forth by the teacher. A teacher has the right to impose disciplinary actions for noncompliance of these rules. If a discipline problem persists, the teacher may refer students to the Assistant Principal of Student Formation.

DISCIPLINARY ACTIONS

The administration reserves the right to apply any or a combination of the following disciplinary actions or any other disciplinary actions deemed appropriate:

A) Behavioral Observation Form

Teachers use behavioral observation form to document continuous behavioral issues in the classroom, including but not limited to classroom disturbances, disrespect to or infringing on the rights of other students or teachers, or any behavior deemed detrimental to the teaching/learning process by the teacher. When three (3) incidents have been documented on the behavioral observation form, it may be submitted as a referral to the Assistant Principal of Student Formation.

Detentions

Detentions are issued for infractions of the Student Code of Conduct. Any administrator, faculty, or staff member may issue detentions. Detentions issued take one of three forms:

1. Teacher Detention

When behavioral issues arise, a teacher may begin a behavioral observation form (see Behavioral Observation Form, above) and/or he or she may detain a student for a 20-minute detention, which will begin within 10 minutes following dismissal - Monday through Friday. These detentions will be served the same day that the offense is committed. Failure to serve a teacher detention may result in a disciplinary referral.

2. Detention Hall

Detention is assigned for minor policy violations and behavior violations. The receipt of a detention notification results in detention to be held Tuesdays at 3:15 p.m. or Thursdays at 2:15 p.m. Students who have been assigned detention must serve detentions during the week in which they receive the detention or during the following week. Students arriving late may not be admitted to detention. Failure to serve your detention will result in a one-day of in-school suspension for each detention not served.

During detention, students are responsible for work assigned by the designated detention moderator.

Detentions have priority over all extracurricular activities and all out-of-school obligations. Scheduling conflicts are the student's responsibility and may be avoided by not receiving detentions. Administration may make exceptions with respect to rescheduling detentions.

A student receiving excessive detentions will be subject to the following consequences per semester:

3 detentions - Mandatory student/parent/guardian meeting with the Assistant Principal of Student Formation and one (1) day in-school suspension

5 detentions - Three (3) day in-school suspension

8 detentions - Disciplinary committee hearing – student subject to expulsion

B) Disciplinary Referral

Major offenses merit more severe consequences, including but not limited to loss of privileges, suspension, or a student being asked to withdraw, and will result in a disciplinary referral to the Assistant Principal of Student Formation. Referrals are formal documentations of student behavior and become a permanent part of a student's file. Referrals are issued to a student who is a continuous disturbance in the classroom or in the school, whereby his/her conduct is detrimental to the teaching/learning process and is infringing on the right of the other students to learn. It may also be issued for any behavioral incident deemed severe enough by the issuing faculty member. A referral will be followed by additional disciplinary action as deemed appropriate by the Administration.

A student who receives two (2) referrals in one semester will be placed on disciplinary probation (see policy on disciplinary probation).

C) Student Behavior Contract

Students may be placed on a student behavior contract for major violations. The conditions and length of the contract will be set by the administration at the time of issuance. Failure to improve behavior while on a student contract will result in further disciplinary actions.

D) Suspension

The administration issues suspensions due to severe/excessive behaviors, which jeopardize a student's privilege of being part of the school community. When a suspension is issued, parents/guardians will receive both written and verbal notification.

When a student is placed on out-of-school suspension, he/she is prohibited from taking part in any school sponsored activities and/or function on or off campus the day(s) of the suspension and the first day he/she returns to school. This includes but is not limited to athletic competitions and practices, school performances and rehearsals, club meetings or activities, field trips, dances, etc.

When a student is placed on in-school suspension, he/she may not participate in any school activity that falls on the day of the suspension.

The student on in- or out-of-school suspension must complete all missed class work/homework while on suspension. Work completed during suspension must be submitted on the first school day following the suspension.

Students who fail to comply with his/her suspension may be subject to additional consequences including but not limited to being asked to withdraw.

A student who is suspended for multiple days will in all likelihood be placed on disciplinary probation. The above suspension guidelines apply to any/all students placed on suspension.

E) Loss of Privileges

The administration of St. Petersburg Catholic High School reserves the right to revoke privileges including, but not limited to attending class, senior privileges, parking privileges, school dances, co-curricular and extracurricular activities, participation in athletic practices and competitions, graduation ceremonies, etc.

F) Disciplinary Probation

Students may be placed on disciplinary probation by the administration for repeated or severe violations of the Student Code of Conduct. The conditions and length of the probation will be set by the administration at the time of issuance. A meeting with the administration, the student, and the parents/guardians will take place. Refusal to accept the terms of the probation, failure to improve behavior while on probation, or any violation of the terms of probation will in all likelihood result in the student being asked to withdraw.

G) Expulsion

The principal retains the right of expulsion. Expulsion is the final disciplinary step that the school may take. Expelled students, or students who are asked to withdraw, may not attend St. Petersburg Catholic High School, Inc. sponsored events. This includes, but is not limited to, athletic competitions and practices, school performances and rehearsals, club meetings and activities, field trips, dances, Senior Farewell Mass, Senior Luncheon, Baccalaureate Mass and Commencement. Expulsion is a very serious step for St. Petersburg Catholic High School, Inc. to take.

Expulsion Review and Appeal Procedures

St. Petersburg Catholic High School, Inc. retains the right to expel students or request them to willingly withdraw. Expelled students may not attend SPCHS sponsored events. Before a student is expelled or asked to withdraw, the Principal will call together a committee to conduct a disciplinary review to examine the reasons leading up to an expulsion or request to withdraw.

The committee will be comprised of the Assistant Principal of Student Formation, School Chaplain, the Assistant Principal, the student's School Counselor, a teacher of the student's choice and a teacher of the administration's choice. The student and his/her parents may speak in front of the committee. The committee will make a recommendation to the Principal who makes the final approval of the decision. The Principal communicates the decision in writing to parents / guardians.

The student and his/her parents/guardians have the right to appeal the decision. This request must be made in writing to the Principal within five business days of the date of the Principal's letter. Parents / guardians forfeit the right to an appeal if the written appeal is not made within this time frame.

The Appeals Committee is convened within five business days of receipt of the parents/guardians written request. The appeals team is comprised of the Assistant Principal of Student Formation, the Athletic Director, Campus Minister, a member of the administrative team, and the Student Life & Leadership Skills Coordinator. Their purpose is to review the decision that resulted in expulsion or make a request for the student to withdraw. The student and his/her parent may not be present or speak in front of the appeals team. If the student and his/her parent wish to present additional information for consideration, this must be sent in writing to the Assistant Principal of Student Formation and will be distributed to all members of the committee for consideration.

The decision of the appeals team and the action taken will be communicated to the Principal by the Assistant Principal of Student Formation. The Principal of the school retains the right to accept or decline the decision. In the event of a split vote by appeals team, the Principal will have the final vote. The action will be documented and placed in the student's file with copies emailed to the parents/guardians and the Superintendent of Catholic Schools and Centers of the Diocese of St. Petersburg.

A final appeal of the decision of the administration, based on the recommendation of the Appeals Committee, may be made to the Superintendent of Catholic Schools and Centers of the Diocese of

St. Petersburg. This appeal must be made in writing by the student and his/her parents/guardians within ten business days of receipt of the decision of the school. The decision of the Superintendent is limited to the procedural review of St. Petersburg Catholic High School's enforcement of school policies. The decision of the Superintendent will be rendered in writing to the student and his/her parents/guardians with a copy sent to the Principal. The decision of the Superintendent of Catholic Schools and Centers of the Diocese of St. Petersburg in the appeal process is final.

DRUG AND ALCOHOL POLICY

Substance Abuse Philosophy

St. Petersburg Catholic High School, Inc. strives to provide a safe, healthy and secure school environment. As a Catholic school we are committed to educating our students to the present dangers of drug and alcohol use. The administration, faculty and staff seek to communicate knowledge, information and expectations to better serve our students so they are able to make positive and proactive choices when faced with these ever-present peer and social pressures. Part of our mission is to call on our students to become responsible members of the community. Therefore, we instill the understanding that there will be serious accountability and consequences when poor choices are made.

St. Petersburg Catholic High School, Inc. is an alcohol and drug free school/campus. Intoxicants or other controlled substances in any form including illicit drugs, beer, wine, or any other form of alcohol products, shall not be brought onto, consumed on, or used prior to coming on campus or at any official/unofficial sanctioned student event or activity.

Possession or use of any substance or paraphernalia associated with the above is a violation of this policy. Violators will be subject to immediate disciplinary action and will in all likelihood be asked to withdraw or be expelled from SPCHS.

1. The administration reserves the right to initiate and carry out searches on any part of SPCHS property. Searches may be carried out by the school's administration, and/or by law enforcement or emergency officials. This includes the use of police K-9 units.
2. When reasonable suspicion exists, St. Petersburg Catholic High School, Inc. reserves the right to initiate and conduct screening/testing for illegal drug or alcohol use (see below.)
3. The school reserves the right to report suspected involvement with illegal substances to the local police authorities. Possession, use, sale, distribution or attempted sale or distribution of any illegal substances anywhere, including off the school grounds and at home, is a major offense because of the harm it does to the student and to the image of our school. Violators will be subject to immediate disciplinary action and may be asked to withdraw or be expelled from SPCHS.
4. The administration reserves the right to initiate or carry out drug testing using oral fluid or hair analysis testing in cases where drug use or abuse may be suspected, or as part of any disciplinary probation or diversion program.

Drug Testing Program

1. St. Petersburg Catholic High School reserves the right to institute random and/or mandatory drug-testing. Parents/guardians/students are required to sign the SPCHS handbook acknowledgment form indicating that they understand and agree to participate in all aspects of the "Random Drug Testing Program." The acknowledgment form to the SPCHS handbook is on the school website and will be effective year-round, and will include all school sponsored summer activities. This acknowledgement form must be turned in to SPCHS on the first day of school.

2. Random and/or mandatory drug testing is in conjunction with the existing drug and alcohol policy stated in the SPCHS handbook under the Student Code of Conduct.
3. All St. Petersburg Catholic High School students will be included in the “random” drug testing process. If implemented, this process would randomly select members of the student body over the course of the school year for drug testing. A refusal to submit to or an attempt to falsify a drug test may be grounds for immediate withdrawal or expulsion from SPCHS.
4. Student’s random drug test results will be kept confidential and will be retained in the principal’s office, separate from educational and disciplinary records.
5. **FIRST POSITIVE TEST RESULT:** Upon the first positive result of a drug test, the student and his/her parents/guardians shall be required to meet with the administration. The administration will determine an appropriate course of action. Such a student will be required to receive an immediate assessment by a substance abuse professional approved by the administration. The first assessment must be completed and the administration must receive written/verbal communication from the substance abuse professional before the student may return to school.

The student and his/her parents/guardians must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding a plan of treatment, as well as follow any disciplinary action that may be assigned to the student by the administration. Parents/guardians must agree to sign a release of confidential information between the substance abuse counselor and the school administration. The administration will consider whether any student engaged in extra-curricular activities will be allowed to continue to be engaged in or attend extra-curricular activities and what, if any, limitations will be placed upon such activities.

The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be asked to withdraw or be expelled. Upon completion of necessary treatment, the student shall submit to follow-up testing which shall consist of mandatory regular random testing for one calendar year from the date of the positive test. All costs associated with further treatments and all follow-up testing and/or retesting shall be borne by the student, or student’s parents/guardians. In the case the student fails to complete the regular random testing, the student will be asked to withdraw or be expelled.

6. **SECOND POSITIVE TEST RESULT:** Upon a second positive result of a drug test student will be required to attend a mandatory disciplinary hearing and may be subject to mandatory withdrawal or expulsion from SPCHS.
7. SPCHS will make reasonable attempts to keep information regarding random drug tests and any disciplinary actions of the high school confidential. However, the school cannot maintain as confidential information that must be shared (for example, information given to a coach that the student must limit participation in an extra-curricular activity, or to inform his/her teachers concerning disciplinary action), or as required by law, or information that is shared with others by the student or the parents/guardians.

Reasonable suspicion testing for drugs and/or alcohol use:

1. When there is a “reasonable suspicion” that a student is present on SPCHS facilities or at an SPCHS sponsored event or activity while drugs and/or alcohol remain in his/her body the administration, faculty or staff member shall escort the student to the administration office or an appropriate location. The student shall consent to being escorted to the administrative office or appropriate location.

2. In determining “reasonable suspicion,” when a student may have drugs and/or alcohol in his/her body, the administrator, faculty or staff member may consider the student’s conduct, his/her physical appearance (including eye abnormalities such as whether they are red, glassy or blood-shot), odor, physical coordination or any other factor that would reasonably lead the administrator, faculty or staff member in making such a determination.
3. “Reasonable suspicion” may also include information deemed credible by the administration that a student has used drugs and/or alcohol while enrolled in St. Petersburg Catholic High School.
4. In the event that the principal/designee determines that a “reasonable suspicion test” is required, the student shall consent to providing one or more testing samples. It is possible that the student may be required to be tested for drugs and/or alcohol. In this case, testing protocols for both drugs and alcohol shall be utilized. (Oral fluid drug test/hair analysis test or alcohol test by breathalyzer.) A refusal to submit to or an attempt to falsify a drug/alcohol test may be grounds for immediate withdrawal or expulsion from SPCHS.

RESPECT AND MODESTY

All students are expected to treat administrators, faculty, staff, fellow students, and visitors with respect. That same respect will be afforded to each student in return. Students are expected to conduct themselves in a respectful manner at all times, especially during Mass, prayer, assemblies, the National Anthem, and the Pledge of Allegiance. Respect for one’s self and for others also calls students to be modest in appearance and in interactions with other students. Kissing, clinging, and other displays of romantic affection are not appropriate in the academic setting and may result in disciplinary action. School personnel reserve the right to determine inappropriate public displays of affection (PDA).

PERSONAL ELECTRONIC DEVICES

All personal electronic devices brought on campus are the sole responsibility of the person who brings that device onto campus. St. Petersburg Catholic High School, Inc. and its employees are not responsible for the loss, theft, or damage to any electronic device brought on campus. *Personal electronic devices include but are not limited to:* Cell phones, student owned iPads, laptops, notebook computers, laser pointers, headphones (airpods etc), tablets, walkie-talkies, smart watches and any other electronic device. The only acceptable electronic device approved for *school use* is the iPad issued by the school to the student. Students may not use personal electronic devices in the classroom or during school related gatherings (Mass, Convocation, Assemblies, etc.).

If a personal electronic device has been confiscated, it will be released back to the student according to the following consequences on a semester basis:

- First offense: \$10 fine
- Second offense: \$20, parent must pick up device after school.
- Third offense: Detention, parent must pick up device
- Fourth offense: \$30, in school suspension

A student who refuses or fails to hand over his/her device when requested by the administration, faculty, or staff member will receive a referral to the Assistant Principal of Student Formation. All confiscated items will be held by the Administration.

PROHIBITED ITEMS

Students are prohibited to carry, use, or possess weapons or other dangerous objects on campus at any time. Prohibited items include, but are not limited to: imitation weapons such as toys that may appear to be real, lighters, matches, guns, knives, chains, clubs, mace, pepper spray, explosives, and fireworks. Students violating this policy will be subject to immediate disciplinary action, possibly including expulsion.

SEARCHES

The Administration of St. Petersburg Catholic High School, Inc. (Administrator or his/her designee) reserves and retains the right to search all lockers, desks, student and non-student automobiles, persons, and persons personal property on campus or at school sponsored events. These searches may be carried out by the school administrations or by local law enforcement agencies, which may include the use of police K-9 units. All prohibited items may be turned over to the police for examination and may be subject to criminal or juvenile court prosecution and/or school disciplinary proceedings. In certain cases the administration must, by law, contact local authorities.

TRUANCY – *see Attendance in this Handbook*

UNIFORM / DRESS CODE

2023-24 SCHOOL YEAR

It is impossible to encompass every eventuality of dress and appearance in this policy; therefore, the judgment of the Administration is final in all matters of dress and uniform. Students who are not in conformity with the Uniform/Dress Code may not be permitted to attend classes, and may also face disciplinary consequences for failure to follow the school uniform guidelines.

All uniform items listed below, except belts, shoes, and sportswear are to be purchased through Risse Brothers Website <https://rissebrother.com> their store located at:

11701 S. Belcher Rd., Suite 128-130
Largo, FL 33773
Telephone: 727-330-1881

DRESS REQUIREMENTS

The dress and grooming of all students shall reflect modesty and good taste and shall not be disruptive of the classroom atmosphere or educational program of the school. Final judgment on any questions of appearance and the interpretation of the dress requirements will be made by the administration. At the discretion of the administration a student who is in violation of the dress requirements may not attend class and may be sent home or a parent or guardian may be called to bring proper attire. Students may also face disciplinary consequences for failure to follow the school uniform guidelines. No refund will be given to any student who is asked to leave an SPCHS function due to violation of dress code.

UNIFORMS MUST BE WORN EVERY SCHOOL DAY UNLESS OTHERWISE SPECIFIED.

Occasionally the administration permits *Dress Down Days*. These days will be announced and posted on the school website. It is the responsibility of the parent/guardian and student to check the website for acceptable dress down items.

THE FOLLOWING ARE NEVER ACCEPTABLE as part of the everyday uniform or on dress down days:

1. Anything that does not uphold the values of St. Petersburg Catholic High School, Inc.
2. Open toe or open back shoes
3. Slippers, slides, crocs
4. Shorts other than the uniform shorts
5. Tank tops or sleeveless shirts
6. Pajama bottoms

IN ALL MATTERS OF DRESS, THE SPCHS ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATENESS OF ALL ATTIRE AND ALL ACCESSORIES. THIS INCLUDES ALL SCHOOL RELATED EVENTS OR ACTIVITIES ON OR OFF CAMPUS.

FEMALE DRESSCODE

Everyday School Uniform:

All uniform items must be purchased at Risse Brothers. Non-Risse Brothers uniform items may not be worn.

- Black/khaki colored uniform shorts, skort or pants with SPCHS logo
 - Uniform shorts, skort or pants are **not** permitted to be rolled at the waist or at the cuff, and must be worn at the natural waist at all times.
 - Uniform shorts/skort shall not be shorter than finger-tip length, with arms lying flat at sides. It is strictly forbidden to alter the length of shorts/skorts without express permission of the administration. **As with all uniform items, the proper fit of shorts and pants is ultimately determined at the discretion of the administration.** Tights, leggings, or any article of clothing meant to cover the legs should **not** be worn underneath shorts or skorts.
- Black/white shirt with SPCHS logo purchased through Risse Brothers. Available options are:
 - Long sleeve Oxford Shirt
 - Long/short Sleeve Solid Performance Polo Shirt
 - Long/short Sleeve Solid Mesh Polo Shirt
 - Uniform shirts must be appropriately sized.
- Students may wear any of the following items with SPCHS logo ***over any of the uniform shirts***. Available options are:
 - Girls' Cardigan Sweater
 - Girls' Vest
 - Girls' Fleece Jacket
 - SPCHS approved athletic outerwear. ***Hoods cannot cover the head at any time.*** If a student wears his hood during the school day, the hoodie will be confiscated for a period of one week. If needed, the student will be provided a loaner crew neck sweatshirt.
- Shoes can be dress or athletic. ***Shoes that are not permitted on any school day:***
 - flip-flops, mules, crocs, slides, slippers, moccasins, boots of any kind, and any other non-approved shoe. Folding the heel of a shoe is not permitted.
- A black, white, or gray t-style undershirt may be worn (tucked in) under the uniform shirt. Visible writing or graphics on undershirts is not permitted
- At no time should undergarments be visible.
- Girl's hair must be well groomed at all times and not disruptive to the educational process. Outlandish hairstyles and unnatural hair colors are not permitted.
 - When a student is instructed by the SPCHS administration to remediate a hair issue they have 72 hours to comply; however, the administration reserves the right in certain cases to require more immediate action.
- Jewelry and hair accessories must be in good taste and in moderation. Earrings and a single stud nose piercing are permitted. Other visible body piercings are not permitted. Students may not have tattoos that are visible outside of the uniform. This applies to all school co-curricular activities, athletic events, and athletic participation.
- Head coverings, other than a hair band, of any kind are **not** permitted.

Mass Day Uniform

- Black uniform pants.
- White long sleeve oxford shirt or $\frac{3}{4}$ sleeve blouse with SPCHS logo.
- Black cardigan sweater with SPCHS logo (**Optional**)
- *Hoodies are not permitted during Mass.*

Spirit Day Dress Code (Fridays)

- Regular uniform bottoms (pants or shorts)
- An official SPCHS T-shirt or polo (obtained through a sports team, club, or other organization on campus)
- Regular dress code shoes and outerwear are required.
- Any socks worn at or below mid-calf.

Athletic Game Day Dress Code

- Regular school uniform bottoms (pants or shorts)
- Athletic team uniform top or game day team shirt approved by the administration
- No headwear

SENIORS ONLY

All seniors may wear the senior class polo and the senior class sweatshirt, which are ordered through the senior class at the beginning of the school year.

Outerwear

All outerwear items must be purchased through Risse Brothers **OR** school approved team/activity outerwear. *A uniform shirt must be worn under the uniform outerwear.* Outerwear must display the official SPCHS logo.

MALE DRESSCODE

Everyday School Uniform:

All uniform items must be purchased at Risse Brothers. Non-Risse Brothers uniform items may not be worn.

- Black/khaki colored uniform shorts or pants with SPCHS logo.
- Black or white shirt with SPCHS logo purchased through Risse Brothers. Available options are:
 - Long sleeve Oxford Shirt
 - Long/short Sleeve Solid Performance Polo Shirt
 - Long/short Sleeve Solid Mesh Polo Shirt
- Students may wear any of the following items with SPCHS logo ***over any of the uniform shirts***. Available options are:
 - Boys' Cardigan Sweater
 - Boys' Vest
 - Boys' Fleece Jacket
 - SPCHS approved athletic outerwear. ***Hoods cannot cover the head at any time.*** If a student wears his hood during the school day, the hoodie will be confiscated for a period of one week. If needed, the student will be provided a loaner crew neck sweatshirt.
- Uniform bottoms must be appropriately sized and must be worn at the natural waist at all times. **As with all uniform items, the proper fit of shorts and pants is ultimately determined at the discretion of the administration.**
- Shoes can be dress or athletic. ***Shoes that are not permitted on any school day:***
 - flip-flops, mules, crocs, slides, slippers, moccasins, boots of any kind, and any other non-approved shoe. Folding the heel of a shoe is not permitted.
- A plain black, white, or gray t-style undershirt may be worn (tucked in) under the uniform shirt. At no time should undergarments be visible.
- Jewelry must be in good taste and in moderation: One small stud or hooped earring per ear. Any other jewelry/decorations/piercings are ***not*** permitted.
- Students may not have tattoos that are visible outside of the uniform. This applies to all school co-curricular activities, athletic events, and athletic participation.
- Boy's hair must be well groomed at all times and not disrupting the learning environment. Hair may not be below the eyebrows or past the collar. Outlandish hairstyles and unnatural hair colors are ***not*** permitted.
 - When a student is instructed by the SPCHS administration to remediate the hair issue he has 72 hours to comply; however, the administration reserves the right in certain cases to require more immediate action.
- Boys must be clean-shaven during the school day.
- Head coverings of any kind are ***not*** permitted.

Mass Day Uniform

- Black uniform pants.
- White long sleeve oxford shirt with SPCHS logo (must be tucked in with belt)
- SPCHS necktie or bowtie purchased from Risse Bros.
- Black cardigan sweater with SPCHS logo (**Optional**)
- ***Hoodies are not permitted during Mass.***



Spirit Day Dress Code (Fridays)

- Regular uniform bottoms (pants or shorts)
- An official SPCHS T-shirt or polo (obtained through a sports team, club, or other organization on campus)
- Regular dress code shoes and outerwear are required.
- Any socks worn at or below mid-calf.

Athletic Game Day Dress Code

- Regular school uniform bottoms (pants or shorts)
- Athletic team uniform top or game day team shirt approved by the administration
- No headwear

SENIORS ONLY

All seniors may wear the senior class polo and the senior class sweatshirt, which are ordered through the senior class at the beginning of the school year.

Outerwear

All outerwear items must be purchased through Risse Brothers or school approved team/activity outerwear. *A uniform shirt must be worn under the uniform outerwear.* Outerwear must display the official SPCHS logo.

“In Unity We are One in the Lord”



*A Code of Conduct
for
Parents, Guardians, Caregivers, Volunteers, and Visitors
of Catholic Schools
in the
Diocese of St. Petersburg*

*“Search Me, O God, and Know My Heart”
-Psalm 139*

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. 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 St. Petersburg.

**Code of Conduct for
Catholic Schools in the Diocese of St. Petersburg**

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. “All rights have to be balanced by responsibilities because we are in relationship” (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school

sponsored activities or when the school can be involved in any social or professional media. “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).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models within your child's life. “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators” (*Gravissimum Educationis*, 1965, para. 3).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Diocese of St. Petersburg. *The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.*

The Gospel and Our Values:

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: **Love** (1 John 4:7-19); **Promoting Life in Abundance** (John 10:10); **Inclusion** (Luke 19: 1-10); **Reconciliation** (Luke 15: 11-32); **Compassion** (Luke 10: 30-37); **Justice** (Matthew 25: 31-46); **Liberation** (Luke 4: 16-21); **Community** (John 15); and **Hope** (Luke 24: 13-35).

In living out these Gospel values, we strive to develop the following:

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

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

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.

- Help your child/ren to understand that ‘giving of your very best’ is what matters rather than always comparing yourself against the capabilities or achievements of others
- 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
- Validate that both parents and teachers work together for the benefit of the child/ren
- 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
- Support the school in its efforts to maintain a positive teaching and learning environment
- Castoff gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

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, regarding your child/ren’s education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

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 and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- 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
- Respect teachers’ preparation 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
- To protect our children do not discuss any grievances or perceived failings in front them regarding the school
- On excursions, helping in class or on campus, 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 or special events including athletics, concerts, academic and cultural events.

Grievance Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:

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, you may complete the online form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

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

Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers 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.

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 St. Petersburg Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.

FINANCIAL INFORMATION

Tuition accounts

Tuition is paid through the FACTS Tuition management system. All families are required to have an account upon enrollment each year. Families with existing accounts should review their accounts to be certain financial information is current.

If a family elects to pay-in-full, the payment is due in full by July 31st. Pay-in-full payments can receive a \$200 per student discount. Installment payments are allowed only through FACTS Tuition Management. Default monthly payments begin in July and end in April. If payment in full or payment arrangements through FACTS are not made, the student will not be allowed to begin the first day of school.

Only those students whose financial accounts are up to date will be allowed to continue to attend classes, participate in extracurricular activities, access grades and sit for semester exams.

Tuition

Tuition is non-refundable. Parents/Guardians are obligated for payment of tuition for a full semester, if the family voluntarily withdraws the student during the semester or is asked to withdraw by Administration. Transcripts and transfer records will not be released until all financial obligations are met.

Tuition assistance may be available for those families who financially qualify. The application for assistance is available through FACTS Grant & Aid in November each year for the upcoming school year. These applications are due on March 31st. Late submissions are not guaranteed to be funded and are subject to available funds. Tuition assistance is not available for extracurricular activities or field trips.

Fees

All fees are non-refundable and must be paid in their entirety for each student every year. If a student withdraws or leaves St. Petersburg Catholic High School for any reason, all fees must be paid in full.

A Registration Fee of \$400 will be assessed each year. A \$100 deposit is due at the time of registration. A registration is considered incomplete and will not be processed until the \$100 deposit is received and all paperwork is complete. The \$100 registration deposit is non-refundable.

A Parent Association membership fee of \$30 will be charged per family each year.

A Technology Fee will be assessed each year. The fee is \$500 per student. The technology fee is for iPad use during the school year for instructional use only. Information Technologies Acceptable Use Policy applies. The technology fee is non-refundable. This fee is for 1:1 device lease, iPad accessories, e-books, educational apps, textbooks and iPad insurance. The school retains ownership of the iPad. When students graduate or transfer from SPC, the iPad, case, charging brick, and cord must be returned to the school. If the iPad is returned damaged, a fee of \$50 will be assessed. If charging accessories are not returned, a \$40 will be assessed. If the iPad is not returned, a \$350 fee will be assessed. Transcripts are withheld until all financial obligations are met.

A Student Activity fee of \$100 will be assessed each year. This fee covers student admission to all home regular season athletic events, dramatic events on campus, and the school yearbook.

- A Graduation fee of \$250 will be charged for senior year.
- A Kairos Retreat fee of \$200 is charged to all junior students.
- Advanced Placement Exam fees will be billed and collected at the beginning of the second semester. This amount is not included in the tuition for the year.
- Other classes, athletics teams, and student clubs may have materials, dues, or other expenses throughout the year. Charges depend on the activities in which the student participates.

FUNDRAISING GUIDELINES / GOOD STEWARDSHIP

Recognizing that all members of St. Petersburg Catholic High School's extended community are called to work together for the good of the school in support of its mission and ministry, the following guidelines have been established and approved as the school's fundraising policy.

1. All fundraising done in the name of St. Petersburg Catholic High School, Inc. and/or its student clubs, athletic teams, or other organizations must have the prior approval of the school's Director of Advancement and/or Principal.
2. Requests to conduct a fundraiser must be approved by the Director of Advancement prior to the event and before any planning, solicitations, or advertising of the event take place.
3. Fundraiser requests should be submitted for approval by the beginning of the school year, so that if approved, they may be added to the school calendar. Once the school year has begun, requests for fundraisers should be submitted as soon as possible, but **no later than one month prior** to the requested date.
4. Prior to soliciting donations from businesses or major gift donors, the person(s) raising funds should contact the Advancement Office and follow the established directives. Good record keeping is essential and a list of those solicited and their responses should be available for review.
5. Proper procedures must be followed for acknowledgment of gifts as a 501.c3 non-profit organization for those donors desiring a tax deduction. No member of the faculty and staff should personally accept a gift on behalf of the school. All gifts should be processed through the Advancement Office.
6. Gifts/Donations to athletic teams, clubs, departments, and/or any other school related entities must be received and approved by the Director of Advancement or principal prior to distribution.

GENERAL INFORMATION

Students attending St. Petersburg Catholic High School, Inc., a private Catholic school, surrender certain legal rights they would otherwise be entitled to if they were attending a public school. For example, freedom of speech, a constitutional right of all citizens outside the private Catholic school environment, is limited in many important respects here at our school. Speech, either written or oral, or any action contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is absolutely prohibited, as is any other speech or action which, in the sole opinion of the school administration, is contrary or disruptive to the philosophy.

BIRTHDAY CELEBRATIONS & DELIVERIES

While we may acknowledge students' birthdays, the practice of bringing balloons, birthday baskets, cakes, cookies, or food items of any description is prohibited during the school hours.

The school will not deliver or be responsible for dropped off balloons, flowers, lunches, packages or gifts of any kind.

Textbooks

With the implementation of the 1:1 iPad program, St Petersburg Catholic High School is utilizing electronic/digital textbooks. When an appropriate ebook could be found for a given course, SPCHS will purchase that book for the student. All courses offered for the year (with the exception of AP courses and Dual Enrollment) will have a textbook provided by the school (in digital format or hard copy version, where necessary). Please note that the school will provide the primary textbook for a given course, however some teachers may require students to purchase additional resources that the school is not providing. All Advanced Placement (AP) and dual enrollment books, whether ebook or hard copy, must be purchased by the student. The AP and dual enrollment teachers will provide the necessary information for the textbooks that are required for those courses. Students will receive ebook access and information in their school provided e-mail accounts or through their classes. Additional assistance in the use of ebooks will be available at any time throughout the school year from the Technology Department (IT@spchs.org).

CHANGE OF ADDRESS / PHONE

Parents/Guardians and students are required to notify the School Registrar's office whenever a change of address and/or telephone/cell phone number(s), email address, occurs for home or work. We ask the same if information changes for either parent/guardian or student. This is vital to ensure that all information is properly disseminated to each family and, in case of an emergency, that contact may be made in a timely manner, e.g., sickness, injury, etc.

DEPARTMENT OF CHILDREN AND FAMILY SERVICES "DCF"

The school will reasonably cooperate with regard to any investigation by the DCF pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

EMERGENCY INFORMATION

For information regarding school closings due to disaster or inclement weather please check the following:

- Text Message
- E-mail
- Phone Call (Automated System)
- www.spchs.org

Parents should not assume school is closed upon hearing of other private or public school closings.

FOOD SERVICE

Food service is available for student lunches and is provided by Carefree Catering. Students may also bring a packed lunch. *During the school day, outside vendors may not deliver food to the school, including food delivery services such as Uber Eats, Grubhub, etc.*

HOURS

Class hours are 7:45 a.m. – 3:06 p.m.

Office hours are 7:30 a.m. – 3:30 p.m. M-F

Summer Office hours are 9:00 a.m. – 3:00 p.m. Monday – Thursday

IDENTIFICATION CARDS

All students will be issued an official Student Identification Card. Students must carry their identification cards at all times when on campus or when attending school activities.

IMMUNIZATION POLICY

Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in the Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to this immunization. This policy is effective as of the 2011/2012 school year.

LEARNING COMMONS

The Monsignor Patrick Trainor Learning Commons is open during the school day from 8:00 a.m.- 5:00 p.m. No food is allowed in the building.

MEDICATION ON CAMPUS

All prescription and non-prescription drugs necessary for the student's health must be registered with and dispensed by the designated staff member while the student is in attendance during the school day.

The State of Florida maintains strict laws governing the possession and use of medication on school campuses. St. Petersburg Catholic High School, Inc. follows these laws as stated below:

Distribution/Administration of Medication (Florida School Law 232.46 #1, 2B)

“For each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant to the principal or his designee permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal or his trained designee shall assist the student in the administration of such medication.

Each prescribed medication to be administered by school personnel shall be received and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the principal.

There shall be no liability for civil damages as a result of the administration of such medication when the person administering such medication acts as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.”

Possession of inhalers & Epi-pens (Florida School Law 1002.20)

Students shall be able to carry a metered dose inhaler and Epi-pen on their person while in school when they have approval from their parents or guardians and their physician. The school principal shall be provided with a copy of the parent’s/guardian’s and physician’s approval.

OUT OF TOWN PARENT/GUARDIAN

Each time the parent(s)/guardian(s) leaves a student in the care of a non-parent/guardian, a parent/guardian **must notify the school in writing.**

Written notification must contain the following:

- | | |
|---|---|
| A. Full name of student(s) | D. The date(s) in effect. |
| B. Grade(s) of student(s) | E. A telephone number where the parent/guardian can be reached in case of a school emergency. |
| C. Name and telephone numbers of the person responsible for student during parent/guardian absence. | |

The school will not release a student to anyone other than individual(s) named in the parent/guardian note or on the emergency contact information.

PHYSICAL EXAMINATIONS

All freshmen and students new to St. Petersburg Catholic High School, Inc. must present at the time of registration evidence of a current, completed physical examination along with proof of current immunizations.

Florida State Law dictates that all student-athletes must undergo a physical exam and present evidence of such on an annual basis. Each physical is good for one year from its date, but if it expires in the middle of a season, the athlete is ineligible until a new physical is presented with a valid date. For example, if you plan to participate in a spring sport, be sure that physicals are completed after June 1st on a yearly basis in order to be able to complete the entire season without having to renew the physical. Appropriate forms are listed on the Athletic Dept section of the website. An athletic physical may be substituted for a new student physical but for athletic purposes, the physical must be completed on the FHSAA form.

SCHOOL WEBSITE and STUDENT INFORMATION SYSTEM

The school’s website is www.spchs.org. It contains key information and forms students and parents need. It also has a link to the school’s web-based student information system, which allows both students and parents to monitor academic progress.

SPCHS Likeness & Logos

Anything which bears the image, likeness, logo, school crest, mascot, name or anything representing St. Petersburg Catholic High School, must have the written consent of the Administration. This includes but is not limited to printed material, social media, advertising efforts, textile materials, general communication. Any adaptation or change of existing logos, names, etc is prohibited without the written consent of the Advancement team.

VISITORS

All visitors & presenters must immediately report to and register with the school receptionist using the Raptor identification system and state the nature of their business prior to visiting the campus, teachers, etc. Visitors will be required to present a state issued Driver's License before approval of their visit is granted. Approved visitors are allowed to stay on campus and are required to wear visitors' badges while on campus and they must be wearing appropriate clothing. If they bring lunch for SPCHS students, they must eat with them at the outdoor courtyard only.

School Counseling

For additional information about school counseling services at St. Petersburg Catholic High School, Inc., please refer to the School Counseling page located on the school's website.

APPOINTMENTS / CONFERENCES

Parents may call the school counseling office between 7:30am-3:30pm to request an appointment or schedule a parent-teacher conference. Counselors are available by email at: counselingoffice@spchs.org (727-344-4065).

COUNSELORS

Each student is assigned an academic school counselor based on their last name. That same counselor will work with them during their 4 years. Students will see their counselor at least once each year to plan their schedule. Counselors are available throughout the school year for assistance related to their academic success, college planning or for other needs that may arise. Additionally, there is a social-emotional counselor that is available by appointment. Students may request a meeting to see any of the counselors by email or by visiting the counseling office to make an appointment.

SERVICES

A Learning Specialist is available for academic accommodations. Additional outside services may be recommended/required by the school.

TRANSCRIPTS

Students will receive unofficial copies of their transcript at their yearly meeting with their counselor. Parents may request an unofficial transcript by email. Students will request transcripts for college through their Naviance account. If transcripts are needed for other reasons, students should see their counselor. Official transcripts are mailed directly to colleges and universities and not given to students or parents. Final transcripts will be mailed after graduation, after all school obligations have been met.

I.T. - INFORMATION TECHNOLOGIES ACCEPTABLE USE POLICY

The information systems and Internet access available at St. Petersburg Catholic High School, Inc. are intended for educational purposes only. The use of the systems is a privilege, not a right.

The term information systems is used herein to include, but is not limited to: hardware, software, communication infrastructure, printers, input devices, scanners and any computers located in any location on the St. Petersburg Catholic High School, Inc. campus.

The term users as used herein includes all administrators, faculty and staff members, students, volunteers, parents and other individuals who have approval/permission to use any portion of the information system.

These information systems are for the mutual benefit of all concerned and all users are expected to assist in the successful operation of the facilities. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment, and/or interfere/disrupt with the learning of students. The following guidelines are intended to help users understand appropriate use. The school may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Disciplinary action, including suspension and/or expulsion, may also be imposed. Legal action, if warranted may be pursued.

ETHICAL CONDUCT FOR ELECTRONIC USERS

With the use of information resources and information technology, it is the responsibility of all users:

- To recognize and honor the intellectual property of others.
- To comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- To properly utilize *turnitin.com* plagiarism software according to program managers instructions.
- To restrict the use of the information systems and resources to the educational mission or function of St. Petersburg Catholic High School, Inc.

The use of computer systems for personal use unrelated to the mission or function of St. Petersburg Catholic High School, Inc. or private gain is prohibited.

To help maintain the integrity of the school information system, deliberate tampering or experimentation on any information system devices is prohibited.

RESPECT FOR OTHERS

Users should respect the rights of others using a lab and/or the network by:

- Using assigned work station, if required by a teacher, program manager or media personnel.
- Being considerate when using resources.
- Avoiding deliberately attempting to disrupt system's performance or interfering with the work of another user.
- Leaving equipment and room in good condition for next user/class.

RESPECT FOR SECURITY

In order to ensure maximum network access security must be maintained. Therefore:

- Software may not be installed.
- All requests must be processed by the school's Technology Department.
- Any attempt to circumvent the licensing control or the copying of software is prohibited.

HARDWARE

1. Report equipment problems immediately to the SPCHS Technology Department.
2. Leave workstation and peripherals in their designated places.
3. Keep work areas neat and clean; no gum, food, or drink in any area where computers are located.
4. Do not remove any parts of the computer.
5. Adult supervision is mandatory at all times.
6. No personal grooming in any computer area.

INTERNET/WORLD WIDE WEB USAGE

The term Internet access includes all methodologies used to connect to individual computer networks around the world via the World Wide Web.

INTERNET RESPONSIBILITIES:

- The user should exercise his/her privilege to use the Internet as an educational resource only.
- All users are prohibited from accessing portions of the Internet that do not promote the educational mission of St. Petersburg Catholic High School, Inc. and which do not comply with the St. Petersburg Catholic High School, Inc. Student Code of Conduct.

Music / Video during School Day:

During the school day, students should not be using earbuds or any other headphones unless directed by a faculty member for instructional purposes. Video and music applications will be restricted during school hours. Any attempt to bypass this restriction is strictly prohibited.

SYSTEM MONITORING

All computers designated as student computers have been loaded with monitoring software, which allows the Technology Department as well as authorized faculty and staff members to remotely monitor the "Real Time Usage" of the computers. These systems are monitored at the discretion of the authorized faculty/staff members and/or the Technology Department. Students must leave their location services on and their iPad name visible while connected to the school network at all times.

St. Petersburg Catholic High School

iPad Acceptable Use Policy

The students of St. Petersburg Catholic High School (SPCHS) are required to review and sign this document to protect the hardware and software related to this technology. Technology resources at SPCHS are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad is to promote academic excellence by facilitating resource sharing, innovation, research methods, creativity, communication, increased productivity and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the SPCHS Handbook. It is understood when using any type of computing device and the school's network that members of the SPCHS community will, at all times, do so in a responsible, ethical, moral, and legal manner.

The use of the SPCHS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, moral, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Major violations of the SPCHS iPad Acceptable Use Policy or of the school's technology policy may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Legal Propriety

All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, contact the Technology Office at IT@spchs.org. Plagiarism is a violation of the SPCHS Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited and violators will be subject to the SPCHS Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

St. Petersburg Catholic High School's Student & School Obligations and Responsibilities

I. iPad General Information

iPads will be distributed to students during an "orientation day" or at the start of the new school year. During the iPad distribution, students will receive the iPad, a case, a charging brick (20W USB-C), and an USB-C-to-Lightning charging cable. If any of the above-mentioned items is not received at the time of distribution, you must notify the Technology Department within 48 hours.

SPCHS is not responsible for lost chargers and a replacement cost may be charged to the student to replace.

A. Taking Care of the iPad

Students are responsible for the care of the iPad they have been issued by the school.

1. The iPad is school property and all users will follow this SPCHS iPad Acceptable Use Policy for technology.
2. Cords and cables must be inserted and removed carefully into the iPad to prevent damage.
3. iPad and case must remain free of any writing, drawing, stickers, or labels.
4. iPads must never be left in an unlocked locker, an automobile, a school hallway or any unsupervised area.
5. Students MAY NOT use “skins” to personalize their iPads.
6. Temperature deviations will affect the iPad. The iPad should remain in an environment between 32 – 92 degrees Fahrenheit.

B. Carrying iPads

The protective cases provided with the iPad have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.

The cases should be returned to school with normal wear and no alterations to avoid paying a replacement fee, where necessary. The guidelines below should be followed:

1. iPad must always be within the protective case that was provided by the school and should never be removed from the case.
2. Avoid placing too much pressure and/or weight (such as binders and books) on the iPad screen.
3. If your iPad is within your backpack be careful not to throw your backpack or leave it where it can be stepped on.

C. Screen Care

1. Do not lean on the top of the iPad when it is closed.
2. Do not place anything near the iPad that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
5. Do not “bump” the iPad against lockers, walls, car doors, floors, etc.. as it will eventually break the screen

II. Software on iPads

1. Apps

Students will be permitted to download only approved apps onto their school-issued iPads. The apps that are available to download or permitted for use by the student body may change from time to time, as determined by the school. Students found with apps that are not- permitted may be asked to remove that app or be subject to the disciplinary actions outlined in this Acceptable Use Policy.

2. Inspection

Students may be selected at random to provide their iPad to a teacher, administrator, or the technology office for inspection. Any/All documents, photos/videos, and/or other data is also considered to be property of SPCHS and liable to inspection by SPCHS if needed.

3. Procedure for Re-loading Software

If technical difficulties occur or illegal software is found, the iPad may be restored to factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and restore. Students are expected to backup all documents and content to cloud storage (Google Drive / iCloud)

4. Software Upgrades

Upgrades for licensed software/apps are available from time to time. Students may be required to check their iPad for periodic updates and perform these updates as needed or directed.

III. Using your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school sponsored emails, websites, FACTS Family Portal, and calendars may be accessed using the iPad.

A. Charging iPad

Students must be responsible to bring their iPad fully charged to school every day. It is the teacher's discretion whether they will allow students to charge their iPads in class, so it is expected students come prepared for the day. SPCHS is not responsible if the iPad charging cables/bricks get lost or stolen while charging in a classroom or anywhere else on campus.

B. iPad Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

C. iPad Undergoing Repair

All iPad repairs must be through the SPCHS Technology Office. The iPad cannot be taken elsewhere for repairs. A replacement iPad will be issued to students when their assigned iPad has been sent for repair and a deductible payment may be charged.

D. Passwords

Students are required to add at least a 4-digit password to their iPad. Students are asked not to share the password with anyone. If students are found to be in possession of passwords other than their own, disciplinary action will be taken.

E. Emails

Students will be assigned an email account with storage capacity. When a student leaves the school or withdraws, his/her email and storage account will no longer be accessible. Students should not use their school account for any personal information or storage. School email accounts are for school purposes only and the school has access to these emails, if needed.

F. Sound, Music, Games, Photos, Programs

1. Non-educational games are not allowed on the iPad unless they are part of a class or have an educational value approved by their teacher.
2. No content that violates the morals and values of the Catholic Church and SPCHS may be installed / downloaded on any iPad. (SPCHS Administration / Technology Office reserves the right to make the final decision on content)

G. Printing

Printing WILL NOT be available from the iPad at school. Printing at home will require a wireless compatible printer, proper settings on the iPad and the correct app.

H. Home Internet Access

Students are allowed to connect their iPad to other wireless networks outside of SPCHS, when off campus.

I. Managing Your Files and Saving Your Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work to online storage. (Google Drive / iCloud)

J. Network Connectivity

SPCHS makes no guarantee that the school wireless network will be up and running 100% of the time. While on school grounds, student school issued devices may only connect to the student network. Hot spots and other network connections are not permitted. Students can not connect their personal devices to the school network.

IV. Student iPad / Network Misuse Examples and Consequences

A. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane,

threatening, pornographic, obscene, or sexually explicit materials.

- Bullying or harassing.
- Use of artificial intelligence, chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any messaging service for example: Facebook Messenger, Snapchat...etc
- Non-educational games. Only educational games may be used with permission of a teacher.
- “Jailbreaking” of your iPad.
- Spamming-Sending mass or inappropriate messages or emails.
- Gaining access to other student’s accounts, files, and/or data.
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Participation in any electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, explicit, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the SPCHS web filter/firewall, Mobile Device Management restriction profiles, etc.
- Using another student’s iPad without explicit permission by a teacher or administrator.

Taking photos, videos, or audio recording of students, staff, or faculty is never permitted without prior consent of the school’s administration in keeping with the spirit of the school’s Media Release Policy and Florida State Statutes.

Any attempt to gain unfair academic advantage will be considered a cheating offense and the consequences will be enforced according to the Code of Conduct in the most current Student Handbook.

B. Disciplinary Actions

Students who violate any of the aforementioned items, any other parts of this Acceptable Use Policy, or use their iPads in ways that are non-educational or going against Christian/moral values, may be subject to disciplinary actions.

Depending on the violation, the student iPad may be placed on a restricted management profile for as long as deemed necessary. In addition, the student may receive a detention or be suspended. The school has the right to change any disciplinary consequences as they deem necessary or appropriate.

V. iPad Security

A. iPad Identification

Student iPads will be pre-labeled in a manner specified by the Technology Department. iPads will be identified by their *Serial Number through the Technology Office*.

B. Storing your iPad

When students are not using their iPad, they should be placed in a safe location. Nothing should be placed on top of the iPad. Unless instructed otherwise, students should take their iPads home every day after school, regardless of whether or not they are needed.

C. iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, media center, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Technology Office. In the event that an iPad has been turned into the office due to not being supervised it will be treated **as a major offense**.

D. iPad Security

Each iPad is registered and assigned to the student who will be using it for the current school year. Each iPad has a device serial number and that number is connected to the student using it. Each student should utilize and activate the “Find my iPad” app. This will give the student the ability to locate the iPad if misplaced.

VI. iPad Damage, Repair and Insurance

A. School Insurance Coverage

All SPCHS iPads are insured for a variety of typical incidents/scenarios. If damage occurs that is covered under the insurance policy, a deductible will be charged to the student according to the current policy at the time of the incident and, if needed, another iPad will be issued to that student.

Any Damage that occurs to the iPad outside of insurance coverage will be assessed for the full cost of repair up to replacement of the device. All school provided iPad cases must remain on the iPads for the insurance coverage to be valid. If a student removes the provided iPad case and damage occurs, the family may be liable for the full replacement/repair cost of the iPad.

All intentional damage will be the responsibility of the student at full cost to the student/parents/guardians.

Theft / Loss of Device: iPads are not covered by insurance for theft of the device. If the iPad is stolen, a police report is required. The value of the lost device is also due to SPCHS. A replacement device may not be issued until payment is received.

B. Personal Homeowners Insurance Coverage

Parents MAY NOT use their personal insurance to protect the iPad in case of theft, loss, or accidental damage.

C. Claims

All insurance claims will be handled by SPCHS. The student must report all claims directly to the Technology Office and a claim will be filed with the insurance company. The parent / guardian of the student will be notified by e-mail with written documentation of the incident and the procedure that will be followed based on the damage of the device.

D. Cost of Repairs

Students will be held responsible for ALL damage to their iPad including, but not limited to: broken or cracked screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement cost. Lost or damaged items such as cases and cables will be charged to the student for the full replacement cost.

VII. Returning iPads, Cases and Chargers

Students will return iPads, cases, and original/Apple Certified chargers to SPCHS at the end of the current school year, upon graduation, or immediately upon terminating enrollment at SPCHS. If a student returns an iPad that is broken/damaged in any way, they will pay for the iPad to be fixed (standard insurance deductible payment) or pay for the iPad to be replaced if needed (not to exceed the current market value for the iPad). Students will also be responsible to pay for the replacement of charging components, if none are returned. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at SPCHS, that student will be subject to criminal prosecution or civil liability.

OFFICE OF ADVANCEMENT

The Advancement Office is under the direction, operation, and supervision of the school Principal. Gifts to any aspect of the school, whether in the form of cash or as in-kind services to this institution, must be made through the Advancement Office of the school. Opportunities that may result in donations should be referred to and coordinated through the office of the Director of Advancement. This office will provide the formal acknowledgement of gifts to the school.

Plans for fundraising efforts and/or events for specific projects, classes or groups throughout the school year, must be submitted to the Director of Advancement in writing thirty days prior. Solicitation of funds or in-kind donations will be coordinated through the Advancement Office so as to alleviate 'multiple solicitations' to any one business. If unsure about a particular gift, donation, grant or solicitation or involvement with a community event/effort, contact the Director of Advancement for clarification and assistance.

All materials displaying the school's name, logo, emblem, crest, or other representation of the school must be submitted to the Director of Advancement for approval. In addition, only vendors that can print using the school's branded fonts and logos can be utilized.

PARENT ASSOCIATION

All parents/guardians belong to the SPCHS Parent Association. An Executive Board, whose members are parent representatives from the various grade levels, leads this Association. The purpose of the Parents' Association is to further the mission and ministry of St. Petersburg Catholic High School by

- promoting open communication between members of the faculty/staff and parents,
- fostering a spirit of inclusion and cooperation among the entire school community
- serving as an educational forum for parents,
- working in conjunction with the school's administration and other school groups on Fun-raising and Fundraising events throughout the year,
- providing meaningful service opportunities for parents to fulfill their service hour requirements, and
- representing the views of parent/guardians to the school administration.

PARENT SUPPORT HOURS

Parent support hours are used to encourage parent involvement in the life of the school. Many studies show that parental involvement in school significantly increases a child's academic achievement, school attendance, social skills, graduation rate and likelihood of attending and graduating from college.

All parents are encouraged to get involved in as many activities as possible and to become an active part of the Baron Family.

PARENT SUPPORT HOURS AGREEMENT

By registering your child at SPCHS, you have accepted the terms of this agreement. It is the parents' responsibility to remain informed and to volunteer. The Parent Support hours will be input / verified through the Mobile Serve app. Parents are responsible for recording their own hours using Mobile Serve.

If the parent has extenuating circumstances that prevent the family from completing their hours, then the family must submit a written statement and documentation from an appropriate official (doctor, etc) for verification and approval to the principal **no later than August 31st.**

REQUIRED PARENT HOURS

It is St. Petersburg Catholic High School, Inc.'s policy to require a minimum contribution of ten (10) Parent Support Hours annually per family.

Incomplete Parent Support Hours **will be charged at \$50.00 per hour** with a maximum of \$500.00 per family.

Parent Support Hours **must be completed at St. Petersburg Catholic High School, Inc.** or at SPC sponsored events. While outside service to the community is commended, parent/guardian volunteer efforts outside of SPCHS will **NOT** count toward your Parent Support Hours.

**ALL PARENT SUPPORT HOURS MUST BE
COMPLETED BY: April 30th (senior parents) & May 31st (9th-11th)**

VERIFICATION PROCEDURES

- **Parents should keep track of their parent support hours on Mobile Serve.**

Each time they volunteer, parents will be required to have the event's chairperson or school employee verify the hours and activities through the Mobile Serve app.

- **RECORD OF PARENT SUPPORT HOURS REMINDERS**

Families can see an updated record of hours at any time using the Mobile Serve App. Please allow 72 hours for new hours to be approved. If at any time parents feel that their hours are not recorded correctly, please contact the office.

- **ACCEPTED PARENT SUPPORT OPPORTUNITIES**

- The following is a list of accepted Parent Support opportunities: *(If a parent is involved in a special project within the school community that is not listed below, he/she must have the hours approved prior to beginning the project.)*

- Concessions & Admissions at SPCHS sporting events
- In Kind Donations solicited or given to fundraising events, athletic team dinners, etc. **(1 hour credit per \$50 spent or value of item obtained. Marked receipts & documentation must be turned in and attached to the Donation Record sheet for credit.)**
- Serving on the Parent Association or Baron Boosters Board Committees
- Volunteering at Parent Association or school sponsored special events.
- Assisting SGA before/after events (might require background check and Diocesan workshop)
- Baron Gala
- Social/Family Gatherings
- Graduation
- Senior Luncheon
- Volunteering in the school office or for a teacher/staff person as needed.
- Parent's Association General Meetings – No more than 3 total hours may be obtained by attending the Parent Association General Meetings. There will be a limit of 1 credit hour given per family for each meeting attended.
- Other Approved Activities. We encourage parents to use their gifts and talents to benefit the school. Please feel free to share any ideas you may have which are not presented on this list.

*There are many things you can do to help out at SPCHS. You can look for upcoming volunteer opportunities on the Mobile Serve app, emails and other communications about opportunities to volunteer are sent out as they arise.

Do not leave Parent Support Hours until the last minute, as opportunities become minimal as we approach the end of the school year. *Any remaining hours will be billed with payment due no later than June 15th.*** Any unpaid service hours will be added to your tuition bill for the following school year.

STUDENT ACTIVITIES

St. Petersburg Catholic High School, Inc. is a member of the National Association of Secondary School Principals (NASSP) and follows all guidelines and regulations as set forth by the NASSP.

I. STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) provides leadership to the student body in promoting the goals of St. Petersburg Catholic High School, Inc. The SGA is responsible for organizing spiritual, educational and social activities. It is the official channel of communication between students and administration.

Any student who maintains a 2.0 grade point average per quarter and a 2.0 cumulative grade point average, and who has not been suspended or placed on behavioral probation is eligible for office in the Student Government Association. Students who do not meet these requirements during a given school year may be removed from office and may not be eligible to run in elections for the following year.

Students wishing to run for offices on the Executive Board must be juniors or seniors during the year in which they will hold office and must maintain a 3.0 grade point average per quarter and a 3.0 cumulative grade point average. Candidates for the Executive Board must not have been suspended or placed on behavioral probation during the year in which they run for office. Candidates for the Executive Board must also have been elected to office on the SGA prior to their candidacy. Students who do not meet and/or maintain these requirements may not be eligible to run for office and/or may be removed from office.

The Student Government Association Constitution and Bylaws dictate eligibility, campaigning and membership in the Student Government Association. In all cases, the administration of St. Petersburg Catholic High School, Inc. is the final authority in all matters pertaining to the Student Government Association.

II. ABSENCES & EARLY DISMISSALS -- EXTRA-CURRICULAR ACTIVITIES

- Students absent from school may not attend or participate in any athletic or extracurricular activity on the day of the absence. Students absent on the last day of the week are not eligible to participate in school-sponsored weekend activities.
- Students not present in school for 2 full classes on a regular schedule day, 4 full classes on a shortened schedule day or leaving school prior to the close of the school day and not returning, will not be allowed to attend or participate in any athletic or extracurricular activity that day. This includes but is not limited to competitions and practices, rehearsals, performances, cheerleading, etc. Students absent on the last day of a week are not eligible to participate in school-sponsored weekend activities.
- Students who become ill at school and go home sick may not return to school or attend or participate in any athletic or extracurricular activity later that day. This includes but is not limited to competitions and practices, rehearsals, performances, cheerleading, etc.
- The administration reserves the right to implement special guidelines regulating attendance for extra-curricular events held on weekends.
 - Exceptions to all of the above may only be granted by the administration.

III. ACTIVITIES

All students are encouraged to participate in extra-curricular programs available at St. Petersburg Catholic High School, Inc.

The administration reserves the right to set limits and guidelines for any school related activity. St. Petersburg Catholic High School students are responsible for any guest brought to a school sponsored activity.

IV. DANCES

These policies emerge from our mission in promoting Catholic Christian values that recognize the dignity and self-worth of all. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Students' behavior and appearance should reflect this guiding principle.

Dress guidelines for school dances will be established and communicated to the students prior to dances. In all cases, attire at school dances must be **modest and appropriate**, with the administration serving as the final judge of modesty and appropriateness. Students who are dressed immodestly or inappropriately may not be admitted to school dances.

All guests are subject to alcohol and drug tests. The use of any controlled substance or mind-altering substances is strictly prohibited. Additionally, large jackets, purses, and backpacks may be inspected by the faculty chaperones or law enforcement personnel prior to admittance to a dance.

All dance styles must comply with standards of modesty and safety. The faculty and administration in attendance will be the final judge of the appropriateness of dance style. Overtly sexual dancing or any other dancing deemed inappropriate or dangerous is strictly prohibited.

Students violating any of these policies may have their parents called and may be asked to leave the dance. Additional disciplinary measures, up to and including expulsion, may also be enacted.

A) Guidelines for visitors at school dances (i.e. Homecoming):

- No one over the age of 20, or younger than 9th grade will be admitted without prior approval from the principal.
- All visitors must be accompanied by a current SPCHS student. Students from other schools may attend but they are the responsibility of the attending student. All non-SPCHS students may be required to show I.D. before admittance.
- Guests from other schools must be approved by the Assistant Principal of Student Formation.

B) Guidelines for guests at the Junior/Senior Prom:

- Guest must not be over 20 years old.
- Guest must be in at least the 11th grade.
- All guests must be accompanied by a current SPCHS student. Students from other schools may attend. All non-SPCHS students will be required to show I.D. before admittance.
- Guests from other schools must be approved by the Assistant Principal of Student Formation.

C) Arrival and Departure

- Guests must arrive no later than 30 minutes after the start of the dance. If arrival is delayed, students must notify the school by phone and leave a voice mail. Students arriving more than 30 minutes after the start of the dance may not be admitted.
- Departure from a school dance will be allowed 30 minutes prior to the official end of the dance. Earlier departure will only be permitted with prior written parent approval

STUDENT ATHLETICS

REGULATIONS

St. Petersburg Catholic High School, Inc. is a member of the Florida High School Athletic Association (FHSAA) and follows all guidelines and regulations as set forth by the FHSAA.

Students must be actively enrolled and in regular attendance at St. Petersburg Catholic High School, Inc. to participate in athletics.

Roster selection, playing time and open practices are at the discretion of the head coaches.

All student-athletes must meet the following eligibility requirements:

- At the discretion of the Office of Athletics, the Athletic Director and/or the Assistant Athletic Director may hold a student-athlete out from participation in practices and competitions.
- All those in attendance at practices and games must display good Christian values and exemplify good sportsmanship. Failure to comply may result in expulsion from such practices and games.

Athletic Department Philosophy

The philosophy of the St. Petersburg Catholic Athletic Department is to promote and maintain a broad-based program that offers all student-athletes an opportunity for safe, competitive, and healthy participation. The purpose is to provide opportunities for our student-athletes to pursue and understand the virtues of positive attitude, commitment, responsibility, and teamwork.

Wearing a St. Petersburg Catholic athletic team uniform is a privilege. Our coaches and student-athletes represent our school community on and off the fields and courts. It is the responsibility of each coach and student-athlete to ensure that the mission, vision and core values that set St. Petersburg Catholic are reflected in all we do. St. Petersburg Catholic operates under the guiding principles that student-athletes, coaches, teachers, parents and spectators should at all time present themselves in a respectful, Catholic Christian manner. SPC Barons win and lose with grace and dignity. Respect for one's opponents is a critical component of the SPC athletic experience and coaches, parents and players are expected to embody a respectful attitude at all times.

Communication

Communication is essential for a successful program. The primary relationship is between the student-athlete and the Head Coach of their team. However, parents are our strongest allies and can be very effective supporters of our programs. Both parenting and coaching are difficult jobs. The best relationships between these adults are based on mutual respect and understanding.

If you become aware of a situation that appears to be completely inconsistent with St. Petersburg Catholic High School's values, please ask your child for complete details. If the issue appears to be problematic, please contact the Head Coach immediately. Please contact the Athletic Director, if you still have concerns after speaking with the coach.

The Athletic schedule is located <https://www.spchs.org/athletics/> and has the most up to date info for games, times and locations.

Expectations of Student-athletes

All Student-athletes must and follow all the policies in our student handbook on conduct, attendance and tardiness. We hold our student-athletes to a very high standard as they are very visible representatives of what SPC stands for. One of the great lessons that athletic participation helps to form

is that of character under pressure. Even in the heat of a contest, the following behaviors are considered unacceptable:

- Use of profane language
- Actions which constitute unsportsmanlike conduct
- Disrespectful language or physical behavior towards officials, opponents, coaches, and fans
- Taunting officials or opponents
- Obscene gestures
- Failure to appropriately shake hands with opponents and coaches following the game. This list is not exhaustive, and St. Petersburg Catholic's administration reserves the right to review any incident that reflects poorly on the school even if such an incident is not specified above. Should a student-athlete be guilty of representing the school poorly, the administration may suspend or remove a student/athlete from participation. Additionally, if FHSAA levies a fine on an athlete's behavior, it shall be the responsibility of that athlete to reimburse the school for such fines.

Expectations of Parents

Parents represent our school community too! You can help our school present a welcoming environment by displaying courtesy to opposing players, coaches, and parents. All visitors should leave our campus with an understanding of what a great Catholic Christian community we are. Remember that your children are always watching the example you set. Please help them learn good manners by being respectful of game officials. Officiating is a difficult job and perceived poor calls are frustrating, but please refrain from public harassment or questioning of game officials. Lastly, coaches spend so much time and effort helping our children be their best. Please support their efforts and refrain from shouting instructions to players. If you need to discuss a coach's decision, please do so respectfully at a separate time, 24 hours after the event and by appointment. Please do not engage in a confrontation during a time when the coach is responsible for student-athletes.

Coaches will never leave your student-athlete unattended. This includes while waiting for parents to pick them up. If a parent is late, the coach will remain with your student-athlete. Parents, please be punctual for pick-ups.

Expectations of SPC Spectators

Every adult spectator helps educate the student-athletes as well as the children in the stands. By modeling high standards of behavior in their conduct, spectators help students understand how to be their best too. Spectators who demonstrate good sportsmanship by accepting the decisions of officials and coaches, responding enthusiastically to cheerleaders, and respecting our team and our opponents set the best examples. Remember the opposing team consists of student-athletes too; therefore, please do not heckle or jeer members of the opposing teams. Cheer on our team— not against our opponent!

All parents and spectators are expected to remain in the seating area before, during, and after contests and practices for all outdoor sports. In the stadium, the track should remain clear of anyone not involved in the event in an official capacity. In the gym, all parents and spectators are expected to remain off the playing courts before, during, and after contests and practice. In the event of an injured athlete, parents,

please wait for the trainer or medical staff to bring you over to the injured athlete either on the field or on the bench.

Storming of spectators onto the field/courts after a game puts the student/athletes' safety at risk, therefore we request that the field/courts remain clear of spectators.

Student-athlete Eligibility

All student-athletes must maintain a minimum 2.0 GPA as required by the FHSAA

Prior to their first practice, all student/athletes must have an EL2 (physical) and EL3 (consent) forms on file in the athletic office. All forms can be found on St. Petersburg Catholic's website.

- FHSAA Form EL2 - Pre-participation Physical Examination Form. This form is valid for a calendar year. If a lapse occurs between the date of expiration and the date of the new physical examination, the student-athlete must stop all athletic physical activity immediately.
- FHSAA Form EL3 - Consent and Release Liability Form. This form must be completed at the beginning of each new school year.
- FHSAA Form GA4 - Affidavit of Compliance with Policy on Athletic Recruiting. This form is required for all student/athletes entering St. Petersburg Catholic for the first time who began their high school careers at another high school. This form needs to be certified by a notary public.

Athletic Clearance

Parents must register their student athlete via <https://athleticclearance.fhsaahome.org> to upload all required FHSAA athletic paperwork. Required information:

- Preparticipation physical (EL2)-to be uploaded
- Course certificates for heat related illness, sudden cardiac arrest, concussions in sports.
- Student medical information
- Parent emergency contact information
- Insurance information
- Sign the EL3 FHSAA Consent forms

A student-athlete will not be allowed to participate in athletics until they have been approved thru <https://athleticclearance.fhsaahome.org>. This includes preseason conditioning, open gyms and summer workouts. The EL2 physical is only valid for one calendar year and must be updated once it expired for a student-athlete to continue to participate in athletics.

The FHSAA also requires that all student athletes complete 3 online courses titled "Concussion for Students," "Sudden Cardiac Arrest," and "Heat Illness Prevention." These free courses are offered online at NFHSlearn.com.

- The athlete will have to create an account, select the course "Concussion for Students", "Heat Illness Prevention", and "Sudden Cardiac Arrest" and print out the certificate of completion. These courses are mandatory for all FHSAA member school athletes and these certificates should be turned in to the head coach on the 1st day of try-outs.
- The website can be found at: <https://nfhslearn.com/courses>

Try Outs and Participation

Participating on any St. Petersburg Catholic athletic team is a privilege and not a right or an entitlement. Try outs are a part of high school athletics. The decision to cut or not will be determined by the Head Coach in consultation with the Athletic Director. Try outs will usually occur on the very first date of practice scheduled by the FHSAA. Try outs will be posted on the St. Petersburg Catholic website. Coaches will not restrict any student-athlete from trying out, nor will a student-athlete's placement on

a team be dependent on their participation during off-season open gym work-outs or participation on a travel ball team. The decision will be based on ability, attitude, and commitment.

The FHSAA does not prohibit seniors from participating on a junior varsity team. It is unfortunate, however, but sometimes seniors try out for varsity teams they do not qualify for based on ability, attitude, and commitment. Seniors who are on a junior varsity team have the opportunity to continue to play their sport, be an effective leader on their team, and have fun.

ATHLETES INVOLVED IN OVERLAP SPORTS

The student-athlete's first obligation is to the sport in season.

- ***By mutual agreement of both coaches and the Athletic Director, a student will be allowed to participate in a one-day tryout for the next season sport.***
- Students may not participate in practice for another sport until their current season has ended without approval.
- Any student-athlete who withdraws, quits, or is removed from a team will be ineligible to participate in any other sport until the current season is completed. Exceptions will only be made by the Administration of SPCHS on a case-by-case basis

Admission for Home Games

The Baron Athletic Department offers year-long sports passes that are valid for all home games, excluding State Series competitions. Admission for all other Home games is \$5.00 per person. All ticket options for home games will be purchased through the GoFan app. If games have more than one team competing (JV & Varsity), attendees are only required to pay one admission fee. All St. Petersburg Catholic students, faculty, administration and staff may attend all regular season home games for free. Everyone must pay a designated admission fee for all State Series competitions (District & Regional Tournaments).

Transportation

All teams will travel to away games using the school transportation. Depending on the Head Coach's decision, and with parent's permission, student-athletes may drive themselves to away competitions that are near their homes. Student-athletes who traveled to an away competition on the athletic bus may ride home with their parents. However, it is the student-athlete's responsibility to **notify the Head Coach if they do so**. Student-athletes may ride home with other parents, if they have a signed permission form from their parents. This permission form is valid for the season. The Head Coach will keep this form on file and with them on all trips. After returning from an away competition, it is recommended student-athletes call their parents when the bus is approximately 20 minutes from returning to the school. Coaches will be the last one to go home. They will never leave a student-athlete unsupervised in the parking lot. Parents, please be punctual for pick-ups.

Injury Policy

St. Petersburg Catholic has an Athletic trainer on staff for all home games. If a student-athlete is injured while playing a sport, the trainer should evaluate the injury and take appropriate action. In the event of an injured athlete during a game, parents, please wait for the trainer or medical staff to bring you over to the injured athlete either on the field or on the bench.

If a member of the medical profession determines that a student-athlete is physically unfit to participate in athletics; it will require written notification from a medical professional to grant permission to resume participation. A parent cannot grant this permission.

Varsity Awards

Athletes will receive at the coaches' recommendation, a Varsity athletic letter and pin at the completion of their first varsity year in a particular sport. Bars will be given to deserving athletes each year following the awarding of the first varsity letter. Criteria for the awarding of letters will be determined by the head coaches; with the approval of the Director of Athletics or the Assistant Director of Athletics. The criteria will be presented to parents/guardians and student-athletes prior to the start of the season at the parent/guardian, player and coach meeting. Student-athletes who earn a varsity letter will receive the actual letter and sport pin the first time they receive the award.

STUDENT SAFETY ITEMS

I. EMERGENCY DRILLS AND PROCEDURES

Whenever an emergency exists, students are to observe complete silence and are to follow all directions of any teacher, staff and/or administrator in the immediate area. Any student who does not comply with these requirements or whose actions jeopardize the safety of others is subject to disciplinary action included but not limited to detention and suspension, or expulsion. Drills are to be conducted with the same degree of seriousness as an actual emergency. The emergency situation will be signaled by the sound of an alarm, by announcement over the intercom system or by a messenger if the communications systems have been disrupted. **Cell phone use is prohibited during any and all drills and emergencies!**

A. Fire Drill-Building Evacuation:

1. Awareness:

- a. Students are to be aware of the evacuation routes for each classroom they are in.
- b. Students are to be aware of the assembly area for each classroom they are in.

2. Evacuation Procedures:

- a) At the sound of the alarm/tone, all students are to assume complete silence and are to maintain that silence throughout the drill or emergency.
- b) Students are to follow the teacher out of the room and along the evacuation route to the appropriate assembly area.
- c) Once the assigned assembly area is reached, each student is to remain silent and the teacher will take roll.
- d) Students in general areas such as the Administration Office, Media Center and Cafeteria are to exit the building and assemble in the designated area for that building. Students are to follow all directions of the adults in that area.
- e) An announcement will signal that it is safe to enter the building. Students are to return to class in complete silence.

B. Tornado Drill:

1. Awareness and Evacuation Procedures:

Students must be aware of the evacuation routes posted in each room.

2. Drill Procedures: At the announcement of a tornado drill, all students are to remain silent and are to maintain that silence throughout the drill.
 - a. Students are to move to the shelter area quickly and quietly.
 - b. Once in the sheltered areas, the students should move close to the interior walls and away from windows or glass.
 - c. Once they are in the shelter area and are given the command, students and personnel should assume the "Protective Position" by placing their body in a kneeling position with head and torso toward the knees and covering the back of the head with the hands.
 - d. No one will leave the shelter area until the "all clear" is sounded.

C. Power and/or Communication Failure:

1. Awareness:

- a. Students must be aware that when there is a power and/or communications failure, there is a potentially dangerous situation at hand.
- b. Students must be aware that the safety of all depends on the cooperation of all.

2. Procedures:

- b. In the event there is a loss of power and/or communication, students are to assume complete silence until given further instructions by the teacher, staff and/or administrator
- c. Instructions will be communicated to each classroom through the area administrator or designee.
- d. Students are to remain in the classroom until given instructions to move.

D. Possible Dangerous Situation Lock-Down Drill:

1. Awareness:

- a) Students must be aware that when there is a possible dangerous situation, they should conduct themselves with the highest degree of seriousness.
- b) Students are to assume complete silence and are to remain silent throughout the drill or emergency.
- c) Students must follow teacher, staff and/or administrator's directions without question or comment; complete cooperation is required.
- d) Students must be made aware that the safety of all depends on the full cooperation of all.

2. Procedures:

- a) At the announcement of a possible dangerous situation, remain silent, listen to and follow all teacher, staff and/or administrator directions.
- b) At the announcement of a possible dangerous situation, students who are not in a classroom must report to the closest classroom or office and present themselves to the adult in charge.
- c) Students and teachers are not permitted to leave the classroom. Roll will be taken.
- d) Students and teachers will remain in the classroom or designated area until given instructions to move to the next class or to some other location.

II. FOOD/DRINK ON CAMPUS

It is the responsibility of all members of the school community to exhibit an active concern and care for the cleanliness and attractiveness of the school campus, therefore:

- Consumption of food and drink is confined to the cafeteria and to the courtyard, with the exception of the 15-minute break, during which food and drink may be consumed in the hallways.
- During the school day, only water is permitted in the classrooms.
- The chewing of gum is not allowed on campus during the school day.
- All trash is to be disposed of properly.

III. MOTOR VEHICLE REGULATIONS

Use of motor vehicles on school grounds is a privilege granted to students. Any student who drives to school must register with the Assistant Principal of Student Formation. **In order to be assigned a parking pass the student must submit a completed registration form, photocopy of his/her valid driver's license, proof of insurance, and payment to the Assistant Principal of Student Formation.** Parking spaces are not assigned. Parking permits must be displayed on the rear-view mirror at all times when on the SPCHS campus. If a student carpools, each driver must obtain a parking permit for his or her own vehicle. Students are not guaranteed a parking permit by turning in the registration form. All students are to park only in student parking areas/spaces.

- a. The parking registration fee is \$40 for the entire year, if a student begins driving anytime during the 2nd semester, the parking registration fee will be reduced to \$20.
- b. Student parking is on a "first come first serve" basis, with the exception of senior painted, reserved spaces.
- c. Due to the limited number of student parking spaces, students must have a parking permit to drive to school or to park on school grounds.
- d. Parking privileges may be withdrawn at any time.

The parking lots are monitored regularly for parking violations, which will result in the vehicle being ticketed (\$20.00 for each violation), booted or towed at the owner's expense. Violations include, but are not limited to, failure to display an SPCHS parking permit, parking in visitor spaces or spaces reserved for faculty/staff, fire lanes, handicapped/reserved spaces. The safe operation of vehicles shall be observed at all times and speed on school grounds shall not exceed 10 m.p.h. All drivers must adhere to all posted traffic regulations. Parked vehicles shall not be occupied. ***Students are not allowed to go to their vehicles or leave school grounds during the school day without obtaining prior permission from the administration and accompanied by a member of the staff.*** Violations of regulations may result in a fine, suspension or revocation of the parking permit. Students with unpaid fines will not be allowed to sit for semester/final exams until fines are paid.

Students should not bring valuables to school or leave them in their vehicle. St. Petersburg Catholic High School, Inc. is not responsible for any property left in vehicles or any loss, injury, claim, liability, or damage related to use of motor vehicles on school grounds or the parking lot.

STUDENT SERVICE PROGRAM

Service is an integral part of the life, mission and philosophy of St. Petersburg Catholic High School, Inc. An important goal is to enable each student, through his/her involvement in community service programs, to make significant progress in his/her development as a *person for others*. Motivated by the example of Jesus Christ and by a growing concern for others as expressed through the social justice documents of the Catholic Church, the student is helped to become a mature Christian who can work with others for the good of others. We hope our students will become servant leaders following the model of Jesus Christ.

As Catholic Christians we take seriously the commandment of service to others and believe in the words of Jesus when he said: "Whatever you do for the least of my people, you do it for me." (Mt 25:40) This command to put our faith into practice is a foundational reason for the existence of our service program here at St. Petersburg Catholic High School, Inc.

SERVICE REQUIREMENT

To meet this goal every St. Petersburg Catholic student is required to perform a *minimum of 100 service hours during their four-year career at St. Petersburg Catholic, with a minimum of 25 hours each academic year until they reach the 100 hours. Spring Semester exam exemption requirement.*

The service hours submitted to the office through Mobile Serve are used to calculate the hours required for Bright Futures Scholarship as well as fulfilling the service hour requirement for our school. These service hours must be submitted to the school through the Mobile Serve app on your iPad or cell phone. On Mobile Serve all students will have real time access to their total number of approved service hours to date.

- No hours will be accepted unless entered and approved through the Mobile Serve app.
- Letters from family members will not be accepted and will be returned to the student or discarded. It is the responsibility of each student to see that the hours are submitted to the office.
- Service hours performed for and submitted to the office cannot have been submitted to another school organization to count towards their service requirement.
- **Seniors that have not fulfilled their service hour requirement by April 1st will be required to stay after school and serve work detention until the hours are fulfilled.**

Approval of Service Hours and Pre-Approved Service Hour Sites

Students may volunteer at more than one location or agency; however, it is recommended students serve at least 25 hours at a single entity during their high school career. This will assist students in forming relationships with those they serve, as well as provide an opportunity for students to see the results of their work. Service hours must be completed at non-profit organizations or schools. Students may perform some of their service hours here at St. Petersburg Catholic High School as long as they are not working for the benefit of their own sports team or club.

Pre-approved sites:

- Any parish, church, or synagogue activity (Catholic or non-Catholic)
- St. Vincent de Paul
- Daystar
- Ronald McDonald House
- Salvation Army
- Catholic Charities
- Make A Wish Foundation
- Assisted Living Centers
- Animal Shelters
- Environmental Clean Ups
- Special Olympics
- Charitable Organizations for Cause (heart association, cancer fundraisers, and etc.)
- Hospitals
- Nursing Homes

If the student would like to perform hours of service for an organization or agency not listed here, please contact the Campus Minister (Miss Wiand hwiland@spchs.org) for prior approval of the organization

The Administration of St. Petersburg Catholic High School reserves the right, at any time, to modify the Student & Family Handbook which includes school policies. Students and Families will be notified if such modifications occur during the school year.