FAMILY HANDBOOK
2016-2017

Administration
Fr. Richard Rosin, SDB
Director/President

Fr. Richard Rosin, SDB
Principal

Mr. Craig Mousseau
Assistant Principal for Academics

Mr. Bruno Fernandez
Assistant Principal for Student Life

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727-344-4065
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MISSION STATEMENT

St. Petersburg Catholic High School’s mission is to educate and inspire all students to be good Christians and honest citizens. As a Salesian school we will collaborate to create a caring and safe environment, which allows each student to grow spiritually, academically, and socially.

STUDENT HONOR CODE

As a good Christian and an honest citizen:

• I am a person of integrity. I tell the truth, and I make sure the full truth is known.
• I embrace fairness. I submit only my own work and give proper credit to all resources I have used. I do not cheat.
• I respect others’ physical, spiritual, and emotional well-being. I respect their property.
• I take pride in St. Petersburg Catholic High School, Inc. understand that I represent SPCHS, both on and off campus, in all that I say and do.
VISION FOR STUDENT LEARNING
St. Petersburg Catholic High School’s mission is to educate and inspire all students to be good Christians and honest citizens. As a Salesian school we will collaborate to create a caring and safe environment, which allows each student to grow spiritually, academically, and socially.

SUPPORTING BELIEFS:

• As a Salesian school, our purpose and energies are dedicated to compassion and love for the young.
• The Educative Pastoral Community articulates, encourages, and models Catholic values.
• We incorporate reason, religion, and kindness into interactions with students.
• We believe that interactions between adults and students contribute to student learning.
• We demonstrate our commitment to social justice and Christian values by offering our support and service to the community.

PHILOSOPHY
St. Petersburg Catholic High School, Inc., operating under the auspices of the Diocese of St. Petersburg and administrated by the Salesians of Don Bosco in the Province of Saint Philip the Apostle, 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 illumine 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 AdvancEd.

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.

SALESIANS OF ST. JOHN BOSCO MISSION STATEMENT FOR THE PROVINCE OF SAINT PHILIP THE APOSTLE
We, the Salesians of Saint John Bosco, Province of Saint Philip the Apostle, belonging to the Salesian Inter-American Region, are part of an international community of consecrated religious, priests, and brothers founded by Saint John Bosco. We are alive and responsive to our Salesian charism and spirit. We evangelize and educate young people, especially those who are poorer. After the example of Don Bosco, we animate collaborators—lay, religious, and clergy—who share in this mission of the Church.

After a century of service, we continue to be signs and bearers of God’s love for the young in the Eastern United States.
The Salesians of St. John Bosco, building upon a century-long legacy of Catholic education in the United States, pledge and commit ourselves to educate the young and the poor in our midst. We believe that:

♦ As Salesian educators, we are called to bring into daily practice Don Bosco’s Preventive System - Reason, Religion, Loving Kindness and Active Presence - in all of our ministry activities.
♦ As Salesian educators, we are called to be teachers of the Catholic faith, fulfilling our Baptismal vocation by a daily living of Gospel values.
♦ As Salesian educators, we are called to collaborate with men and women in our educational mission to the young and poor, given to us by the legacy of Don Bosco.
♦ As Salesian educators, we affirm parents/guardians as primary educators of their children, while providing Christian educational programs that develop the young, in a family atmosphere of “welcome.”
♦ As Salesian educators, we are called to create a faith community that witnesses to each other and the world, preparing the young for life-long leadership and service in the Church and society.
♦ As Salesian educators, we foster a sense of the unique value of each young person, educating the whole child - spiritually, intellectually, emotionally, and physically - to a sense of moral, professional, and social responsibility.
♦ As Salesian educators, we work primarily for the young and the poor, enabling families to choose a Catholic education regardless of race, social, or economic background.
♦ As Salesian educators, we carry our mission
  - in academic and technical schools that educate to the faith;
  - in parishes and missions that contribute to the spread of the Gospel;
  - in oratories, our youth centers, that make real our pedagogical and catechetical expertise in the service of the young;
  - in retreat houses that provide for the Christian formation of groups, especially the young; and
  - in designated ministries that have, as their aim, the salvation and education of the young and the poor.
THE PREVENTIVE SYSTEM OF EDUCATION

The Catholic philosophy of education is the basis for the principles guiding the administration of any Salesian led school. This philosophy is described aptly by the Second Vatican Council; “...this education should pave the way to brotherly association with other peoples, so that genuine unity and peace may be promoted. For a true education aims at the formation of the human person with respect to his ultimate goal, and simultaneously with respect to the good of those societies of which, as a man, he will share.”

Naturally, there are a number of approaches to the implementation of this philosophy, as witnessed today by the various religious orders that have carried into the field of education a particular spirit inherited from their respective founders. Salesian schools are conducted by priests and brothers and sisters who dedicate their lives to the education of the young in the tradition and spirit of Don Bosco.

Don Bosco used the “Preventive System” to contrast his method of education with what he called the “Repressive System.” He saw this latter as the system of how to deal with those who broke the rules; he saw his own as the system of how to prevent rules being broken. In his own words, this system is based entirely on REASON, RELIGION, AND KINDNESS.

LOVING KINDNESS

The most unique element in this system is the kindness that describes the relationship between the educator and student. The word that he used to identify this element of his approach was amorevolezza. There is no English equivalent for this word, though it includes kindness and tenderness. A paraphrase would say that it is the love that has the good of the other at heart and which works so that the other realizes his/her potential with our help. This process is the basis of the affection between pupil and teacher; and besides being of great help to the pupil to find his/her way in the world, it also helps to mature him/her since he/she learns to recognize and appreciate disinterested love and to distinguish it from mere selfish sentimentality.

The educator then initiates a meaningful, friendly relationship with his/her students by endeavoring to really know them. He/she respects them and never tries to patronize or manipulate them. As Don Bosco would do, he/she endeavors to make him/herself loved. He/she shows his/her students by his/her attitude and his/her willingness to be of help to them that he/she is interested in them, cares for them, loves them. Don Bosco would say that one should make him/herself loved before he/she can make him/herself respected. He believed that an educator should enjoy him/herself with his/her students and should like what they like in an effort to enter their world. Hopefully, all the endeavors of Salesian educators in this area would lead to the formation of a sound relationship of friendship between themselves and their pupils.

REASON

Another element of the Preventive System of Education is reason: it means giving attention to the common sense aspects of human relations. It involves the ability to understand the young and to dialog and communicate with them.

Friendship leads to mutual understanding and acceptance and invites confidence and communication. To create an atmosphere of confidence and communication, however, the educator tries to be actively present among his/her students. He/she enters into their world, understands their values and appreciates them. Gradually the educator tries to lead them to appreciate more mature values and, ultimately, Christian values. He/she shows them the way as a friend who is respected, loved and admired. He/she is habitually an accepting person, quick to praise and slow to condemn. He/she seeks to be optimistic and positive. He/she emphasizes wholesome activities such as sports, music, and hobbies as alternatives to negative ones. Since there is no generation gap between friends, the Salesian educator knows what the students are doing and he/she guides them gently but firmly as a true friend on the road to Christian maturity.
An effect of establishing a relationship of friendship and love between educator and student should be a real religious influence. To stop at human values only and not go beyond them would be inconceivable for Don Bosco. He would say that a Salesian educator befriends a young person not to keep him under his influence but to lead him ultimately to Christ. The Salesian educator believes that faith in Jesus and His “Good News” is basic to an understanding of life, its purpose and meaning.

The world today is witnessing the sad plight of so many young people who are returning to such escapist activities as drugs, sex, violence and crime. Many young people do not find acceptance, understanding and friendship from their parents/guardians. Either the parents/guardians are too busy, unconcerned, uncaring or else they are too uptight and frightened by the world of young people. Some parents/guardians are concerned mostly about controlling or manipulating their children. Some fail to realize the great power of love and friendship.

The Salesians of St. John Bosco believe that the approach of friendship is the answer to many of the problems that plague young people in today’s world. Once there is a friendly, accepting relationship, then there is understanding, confidence, communication and the possibility of true religious influence.

In a Salesian administered school, the religious influence should always be present in a natural and friendly way. It is expressed by the attitudes of brotherhood, respect and concern for others, especially the poor, the suffering, the helpless. The religious studies teachers seek to apply the Gospel to real-life situations and to organize the service program of Christian service for all students.

Salesian educators work hard to help their students love and appreciate the sacraments of the Eucharist (Mass) and of Reconciliation (Confession). The Mass is a celebration of the community and at the same time helps to build community. The Sacrament of Reconciliation is an excellent vehicle for spiritual direction and guidance. That is why so much effort is made to make the celebration of these sacraments meaningful. In the eyes of Don Bosco, these two sacraments are the pillars of his educational endeavors. Each year all students are afforded the opportunity of making a retreat or day of recollection. Also, each day and each class begins with a short prayer. All of these activities help create a Christian atmosphere in the school.

All of the elements of the Salesian system of education blend to form that atmosphere of kindness and cheerfulness manifested in the relationships between educators and students. The goal of teachers, administrators, students and their parents/guardians in a Salesian school is to form a true Christian community, a community of love. Don Bosco called this friendly community spirit the “family spirit”.

Salesian educators look upon the parents/guardians of the students as the first teachers of their children and make every effort to have them participate in the school life and experience.

By creating a friendly environment, Salesian educators offer their students the time, opportunity and guidance to know themselves better, to understand the purpose for their existence, to help them develop their God-given talents and to prepare them to take their rightful place within their families, the Church and society.
SALESIAN PRESENCE: ACTIVE ASSISTANCE VS. PASSIVE SUPERVISION

One of the essential signs of love in this caring community is that administrators, teachers and counselors make themselves available to students. The Salesian tradition of assistance requires the friendly and active presence of the educator whenever the students are gathered in any place and for any activity. A further word on this important topic is imperative.

Don Bosco’s system of education involved far more than merely imparting knowledge to the pupils. The pupils had to become aware of their potential in any field; literary, artistic, athletic, etc. They had to learn to recognize their own gifts and skills and be led to put these at the service of others. The teachers assist at every stage of the pupil’s development. The relationship between pupil and teacher has to become personalized, not institutionalized. The aim of the school is to ensure that each person becomes the person he can become with the help of those who care enough to work beyond the demands of mere duty or the terms of the employment contract.

Hence, it is not simply the case that someone has to be in charge of whatever place is being used by the pupils and who must be there when the pupils are there. This is required by law in most countries, and Don Bosco was concerned with far more than mere insurance policies. Nor is it that someone has to be in charge in the sense that he/she has to organize where originality and creativity should be the inspiration. And certainly it was not the figure that Don Bosco had met in his very first pastoral work after ordination - that of a warden keeping guard over prisoners!

Salesian assistance is never simply an arbitrary line drawn across a playground or bus duty supervision. It is the hub of the Salesian system of education. Every member of the staff of a Salesian school is an assistant, from the director to the newest or youngest teacher. Assistants should strike up conversations with students in their area of supervision. These transitional periods thus become an extension of the educational processes begun in the classroom. The atmosphere should be relaxed, informal, reasonable, respectful and purposeful. This type of active assistance foresees problematical situations, provides support and direction for those who need them, and is a counseling technique without formal restrictions. The educative rapport established between teacher and student in conversation is transferred to the classroom to establish an educational work ethic based on mutual trust, confidence, and respectful cooperation. One result of Salesian assistance was the making of a classroom situation in which work was not odious or tedious but something shared which was interesting, productive, worthwhile and fun.

Don Bosco used the term “assistant” to describe the role of the teacher when he/she was not actually teaching in the classroom. He paraphrased the term by saying that as far as possible the more restrictive structures of discipline should recede into the background and the teacher’s role became that of an older brother/sister in a family. Since every teacher in a Salesian school is an assistant, there is no moment in the daily life of the school when the pupils become irrelevant to the teacher. Each assistant must use the position he holds in the school to reach as many of the pupils as possible at the personal level. Counselors, athletic coaches, club moderators, and all who have similar responsibilities have obvious areas of effectiveness; but all staff members should, according to Don Bosco’s idea of presence, find some way of being with the students in their interests.
This is, of course, much more than being merely physically present in those places used by the pupils. It is in such activities that pupils learn the value of working with others, and they also taste something of the deep joy there is in such personal achievement. Such joy knows if they are lorded-over, or if their creativity is not allowed adequate scope.

Administrators and teachers in a Salesian led school should gladly accept appointments for assistance on the playground, in the dining areas, at sports or social events as a sign of their availability to the students and their willingness to be of help and support at all times.

The Salesian Community believes in Don Bosco’s system and we try to realize it at St. Petersburg Catholic High School, Inc. In this task we are happy with the dedicated and creative help of our lay staff.
# BELL SCHEDULES

## MASS & AM ASSEMBLY BELL

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<thead>
<tr>
<th>(38 min. classes)</th>
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<tbody>
<tr>
<td>Warning Bell</td>
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<tr>
<td>Period 1 &amp; Homeroom</td>
<td>7:45</td>
<td>8:38</td>
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<tr>
<td>Period 2</td>
<td>8:42</td>
<td>9:20</td>
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<tr>
<td>Call to Mass/Assembly</td>
<td>9:20</td>
<td>9:30</td>
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<tr>
<td>Mass / Assembly</td>
<td>9:30</td>
<td>10:40</td>
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<tr>
<td>Return to Per. 2</td>
<td>10:40</td>
<td>10:44</td>
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<tr>
<td>Break</td>
<td>10:44</td>
<td>10:59</td>
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<tr>
<td>Period 3</td>
<td>11:03</td>
<td>11:41</td>
</tr>
<tr>
<td>Period 4</td>
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## PERIOD ROTATION

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(+ denotes class & lunch period)

## Lunch Classrooms (tentative)

1st Lunch Classrooms:
- 100’s, 200’s, 600’s, 700’s

2nd Lunch Classrooms:
- 300’s, 400’s, 500’s, Gym Complex

## 2pm DISM’L /PM ASSEMBLY BELL

<table>
<thead>
<tr>
<th>(41 min. classes)</th>
<th>Start</th>
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<tbody>
<tr>
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<tr>
<td>Period 1 &amp; Homeroom</td>
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### 1st Lunch / Class

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### 2nd Lunch / Class

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<td>2nd Lunch</td>
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### Periods

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<td>Assembly or Dismissal</td>
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<tr>
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<td>1:59</td>
<td>2:59</td>
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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 request through their Guidance Counselor to take them on FLVS.

Once the school year begins, students will have only five (5) 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 Plus Portal or 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 be allowed to sit for their exams even if they have outstanding obligations to any department. Parents and students with outstanding obligations to any department will be denied access to Plus Portal until the obligations have been satisfied. This includes viewing grades and receiving transcripts. In addition, students will not be allowed to return the following semester until all obligations have been met.
EXEMPTION POLICY FOR SENIOR SEMESTER EXAMS

This is a privilege that can be requested by seniors for specific first and second semester exams. The request is made to the principal at the start of the school year and the principal either grants or denies the request. There are specific criteria in place that must be met in order to earn the exemption even if the privilege is granted by the principal.

Teachers, at their own discretion, may recommend seniors to exempt the semester two exam if:
1. The class is not Advanced Placement, Dual Enrollment, US Government or Psychology II.
2. The student earns a 90 or higher up to and including the exemption date of Friday, May 15th.
3. First semester exam grade must be 80 or higher.
4. All financial obligations are met.
5. The student’s service hours are complete.

Students guilty of serious or repeated disregard for school policy will be denied the exam exemption privilege by the Administration.

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 guidance counselor 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. If the course has not been made up prior to the opening day of the new school year, the student may not start that school year until FLVS or another accredited school has forwarded evidence to the Guidance Department of the course being successfully completed to the Guidance Department. 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits</th>
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<td>Freshman</td>
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</tr>
<tr>
<td>Sophomore</td>
<td>14</td>
</tr>
<tr>
<td>Junior</td>
<td>21</td>
</tr>
<tr>
<td>Senior</td>
<td>28</td>
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</tbody>
</table>

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.

• MAKING UP D’S
St. Petersburg Catholic High School, Inc. believes that a student’s success in a subject area depends on a strong foundation. A grade of ‘D’ signifies that the student has not fully mastered the course content. A student who earns a ‘D’ in a class taken at St. Petersburg Catholic High School, Inc. has the option of retaking that course on Florida Virtual School or at another accredited school. Over the course of four years, the maximum number of retakes permitted is three (3). Approval is required by the student’s guidance counselor prior to registering for the class.
The original ‘D’ along with the retake grade will both be recorded on the student’s transcript; however, **only the ‘D’ will be awarded credit and used to calculate the cumulative GPA.**

Official retake grades from freshman, sophomore, and junior year must be received by SPCHS no later than the July 31st of the new 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.

**Retakes of grades other than D’s are not permitted.**

**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](http://www.spchs.org).

The school operates on a semester basis with each semester divided into two (2) quarters. Report cards can be viewed on the student information system at the end of each quarter. Semester grades are calculated as follows: 40% for the first quarter, 40% for the second quarter, 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.**

**GRADING – STANDARDS BASED**

**Diocese of St. Petersburg**

**Office of Catholic Schools and Centers**

**Grading Policy (3/11/16)**

The Diocese of St. Petersburg has adopted Standards Based Grading (SBG). SBG is a research based best practice that measures evidence of specific academic criteria directly related to learning standards.

**A. Philosophy**

We believe …

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

**B. 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 assessment may be summarized as follows:

1. To provide information to students in regard to their proficiency towards mastery of the standards. In addition it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the students’ level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents about student achievement and performance in school.
C. 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 not to judge a student’s final competency on a topic or unit, but to evaluate where he or she is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.

**Summative**
After a student has had sufficient instruction and practice on a topic, including assessments of a formative nature, it is then reasonable to judge mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material after sufficient engagement and practice with it.

Assessments are *Formative or Summative* based on their intended use and purpose and not by form. A quiz for example, may be formative if the teacher is having the students use new concepts to ascertain their level of understanding. A quiz would be a summative assessment if used at the end of a learning section or curriculum chunk after the students have had adequate instruction and practice. In the same way a trial test is formative, while an end of chapter test is summative. Projects contain both formative and summative elements. They include the ongoing nature of practice, reflective thinking and reworking, before the final summative rendition. Homework is mainly formative in nature as students get familiar with or reinforce what was learned in the classroom.

D. 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 in regard to their proficiency towards mastery of the standards.
2. To provide information to teachers on the students’ 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 and to evaluate the effectiveness of school programs.

E. The Grade Composition
In order to represent an accurate measure of what a student knows, understands and is able to do, the academic quarter grade needs to be based primarily on work that is evaluated for appropriate content, understanding and correctness, at a time when the student has had sufficient instruction and practice to be responsible for the material. Summative assessments will therefore be the primary constituent of the quarter grade. They will account for no less than 80% of the quarter grade. Formative assessments will account for no more than 20% of the quarter grade.

No behavior and conduct attributes will be included in the academic grade. These attributes will be reported separately. Please see Section G: Reporting Behavioral and Conduct Attributes.
Individual assignments will be assessed using a 4-point achievement scale adapted from the work of Robert Marzano, a leading educational researcher. The rubric and scale below measures levels of achievement rather than the traditional accumulation and averaging of points.

During this transition phase to the 4-point scale a conversion scale from the percentage system will be available for use. Since the 4-point scale is rounded to the nearest 0.5, percentage scores are rounded to the nearest 5 points. (E.g. a rubric score of 3.2 is rounded to a 3.0; a percentage score of 88 is rounded to a 90). This rounding is only done once at the individual assignment level.

<table>
<thead>
<tr>
<th>SCALE</th>
<th>DESCRIPTION</th>
<th>% Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>EXEMPLARY: In addition to 3.0 performance, the student provides evidence of deep understanding and fluent application of the target standards or expectations as well as the ability to apply and transfer learning to new situations.</td>
<td>95 - 100</td>
</tr>
<tr>
<td>3.5</td>
<td>Half point scores indicate student achievement that is partially demonstrated at the next highest level.</td>
<td>90</td>
</tr>
<tr>
<td>3.0</td>
<td>PROFICIENCY: No major errors or omissions regarding any of the target standards or expectations.</td>
<td>85</td>
</tr>
<tr>
<td>2.5</td>
<td>Half point scores indicate student achievement that is partially demonstrated at the next highest level.</td>
<td>80</td>
</tr>
<tr>
<td>2.0</td>
<td>BASIC: No major errors or omissions regarding the simpler details or processes of the target standards or expectations, but errors or omissions regarding the complex processes.</td>
<td>75</td>
</tr>
<tr>
<td>1.5</td>
<td>Half point scores indicate student achievement that is partially demonstrated at the next highest level.</td>
<td>70</td>
</tr>
<tr>
<td>1.0</td>
<td>BELOW BASIC: The student is beginning to address the simpler target standards and expectations.</td>
<td>60</td>
</tr>
<tr>
<td>0.5</td>
<td>Half point scores indicate student achievement that is partially demonstrated at the next highest level.</td>
<td>55</td>
</tr>
<tr>
<td>0.0</td>
<td>NO EVIDENCE: The student is unable to provide any evidence of addressing the target standards or expectations.</td>
<td>50</td>
</tr>
</tbody>
</table>

At the end of the quarter or marking period, the mean of all assessments (with appropriate weights) is matched to the table below for a letter grade and the awarding of corresponding quality/grade points on the report card.

<table>
<thead>
<tr>
<th>SBG Range</th>
<th>Letter Grade</th>
<th>Quality Points</th>
<th>Percentage Range (During transition only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 – 4.0</td>
<td>A</td>
<td>4.0</td>
<td>90 – 100</td>
</tr>
<tr>
<td>2.5 – 3.4</td>
<td>B</td>
<td>3.0</td>
<td>80 – 89</td>
</tr>
<tr>
<td>1.5 – 2.4</td>
<td>C</td>
<td>2.0</td>
<td>70 – 79</td>
</tr>
<tr>
<td>1.0 – 1.4</td>
<td>D</td>
<td>1.0</td>
<td>60 – 69</td>
</tr>
<tr>
<td>0.0 – 0.9</td>
<td>F</td>
<td>0.0</td>
<td>50 – 59</td>
</tr>
</tbody>
</table>
G. Reporting Behavioral and Conduct Attributes

The Diocese recognizes that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

Conduct

While schools may create their own rubric for Conduct, the principles of Respect and Responsibility should be the focus for conduct behaviors. The following are the indicators of Respect and Responsibility.

Respect

- Has a good attitude
- Is respectful to adults and peers in speech and action
- Maintains positive peer relationships
- Respectful of personal, peer and school property

Responsibility

- Exhibits self control
- Follows directions and does not need constant reminders
- Socializes only at appropriate times
- Takes ownership for behavior

The following is an example of a rubric for the reporting of Conduct.

<table>
<thead>
<tr>
<th></th>
<th>Respect</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Exceeds</td>
<td>Consistently respectful, kind and cooperative.</td>
</tr>
<tr>
<td>3</td>
<td>Meets</td>
<td>Frequently respectful, kind and cooperative.</td>
</tr>
<tr>
<td>2</td>
<td>Developing</td>
<td>Occasionally respectful, kind and cooperative.</td>
</tr>
<tr>
<td>1</td>
<td>Rarely</td>
<td>Rarely respectful, kind and cooperative.</td>
</tr>
</tbody>
</table>
Approaches to Learning (ATL)

While schools may create their own rubric for ATL, the principles of Organization, Communication/Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/Collaboration and Reflective Thinking.

**Organization**
- Prepared for class
- Homework completed
- Class work completed
- Punctual with assignments

**Collaboration & Communication**
- Participates in class
- Attentive and engaged during instruction
- Demonstrates helpfulness and teamwork
- Seeks help when needed (from teacher or peers)

**Reflection & Personal Initiative**
- Open to teacher help and correction
- Makes effort to improve behavior/performance
- Produces quality work
- Makes time for personal study and improvement

The following is an example of a rubric for the reporting of ATL.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Collaboration &amp; Communication</th>
<th>Reflective Thinking</th>
</tr>
</thead>
</table>

17
<table>
<thead>
<tr>
<th>4</th>
<th>Exceeds</th>
<th>Consistently displays readiness to learn through preparedness, punctuality and task completion.</th>
<th>Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.</th>
<th>Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Meets</td>
<td>Frequently displays readiness to learn through preparedness, punctuality and task completion.</td>
<td>Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.</td>
<td>Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.</td>
</tr>
<tr>
<td>2</td>
<td>Developing</td>
<td>Occasionally displays readiness to learn through preparedness, punctuality and task completion.</td>
<td>Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.</td>
<td>Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.</td>
</tr>
<tr>
<td>1</td>
<td>Rarely</td>
<td>Rarely displays readiness to learn through preparedness, punctuality and task completion.</td>
<td>Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.</td>
<td>Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.</td>
</tr>
</tbody>
</table>

H. Other Matters on Assessment and Grades

1. **Missing work and the use of zeros.** Teachers understand that a zero (on the percentage scale) on an assignment is a disproportionate penalty that places the student at a disadvantage when it comes to making up the grade deficit. For this reason, zeros may only be given on the 4-point scale. If schools are using percentages for assignments, a score of 50 is the score that should correspond to a zero on the 4-point scale.

2. **Retake policies for summative assessments** should place the onus on the student to take advantage of a responsible and fair opportunity to improve and remedy any deficiency towards proficiency. The student should be an active participant in a plan to remedy the deficiency and be expected to do so in a timely manner. Since retake policies support the emphasis on learning and relearning, teachers may have the discretion to refuse the retake of a summative to students who do not satisfactorily engage in the learning process prior to the summative.

3. **Late work policies** should support SBG’s focus on the learning process. In keeping with SBG, non-academic behaviors are not included when assessing what a student knows, understands or is able to do. Teachers however, cannot be expected to keep an open book of late assessments. While teachers will do their best to promote punctuality and will not directly penalize academic grades.
GRADE POINT AVERAGES

All subjects are considered in calculating a student’s grade point average (GPA). A weighted GPA is printed on each student’s report card at the end of each semester. A weighted GPA assigns 0.5 additional points to Honors classes and 1.0 additional point to both Advanced Placement and Dual Enrollment classes. These additional points require an earned grade of 70 or above. Please refer to the grade point equivalencies table below.

This weighted GPA is used to determine the honor roll. The un-weighted GPA, which treats all courses equally on a 4.0 scale, is used to determine athletic eligibility, as required by the Florida High School Athletic Association. It should be noted that many colleges and universities recalculate GPA’s according to their own methods.

<table>
<thead>
<tr>
<th></th>
<th>Numeric Value</th>
<th>Quality Points For CP</th>
<th>Quality Points For Honors</th>
<th>Quality Points for AP &amp; Dual Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89.49</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79.49</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>60-69.49</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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 the SPCHS. In order to receive a St. Petersburg Catholic High School, Inc. diploma, students must have earned 28 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.............varies by individual student
Service Hours .............yearly requirement
TOTAL 28 Credits + Service Hours

• Students must earn seven (7) 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.
HONOR ROLL – ACADEMIC
Academic Honor Roll is based on a student’s semester grades and semester weighted grade point average. A distinction is made between Honor Rolls as follows:

- Principal Honors: A student must have earned all A’s.
- 1st Honors: A student must have a weighted GPA of at least 3.7 and no grade lower than a B.
- 2nd Honors: A student must have a weighted GPA of at least 3.5 and no grade lower than a C.

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 fifteen (10) school 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 of the Student Honor Code, which can be found in the Code of Conduct section of this Handbook. Violations of the Student Honor Code will result in an automatic referral to the AP for Student Life.

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 3:00 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.

1. 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. (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.

*Upon returning to school the student is to present a note from his/her parent or guardian explaining the reason for his/her absence. This note must be submitted the day the student returns or the following school day. The absence note shall contain the following:

1. Full name of student
2. Grade
3. Date(s) of absence
4. Reason for absence
5. Parent/Guardian signature
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 four classes to be considered in attendance for a full day.

Students are expected to be in full attendance when special schedules are in effect (e.g. Masses, Don Bosco Day, school-wide Penance services, class retreats, Career Day, 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.

2. PRE-ARRANGED ABSENCES

* When a student anticipates an absence from school he/she is required to notify his/her teachers as well as 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 obtain all assignments prior to his/her absence. The student will be granted one day for each day absent to make up missed work.

* If a student wishes to prearrange an absence during exams week, he/she may be required to make up the exams before the prearranged 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).

3. COLLEGE VISITATION DAYS (only for seniors and juniors)

* Seniors and juniors are allowed a maximum of three (3) college visits per year. Each college visit should be of no more then three (3) days. However, SPCHS encourages students to schedule these visits during school holidays. College visits may NOT take place during the last week of the quarter, exam weeks, or after May 1.

* College visit days:
  • College visits are considered a prearranged absence. (Please see criteria for pre-arranged absences above.)
  • Require documentation from the visited college’s or university’s Admissions Office (on their school letterhead) verifying the dates and purpose of the visit
    o Submit this documentation to the SPCHS Receptionist upon return to school
  • Must be taken prior to May 2017
  • Count as part of the ten (10) day limit for the semester (see section 7, Excessive Absence)
4. **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 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.

- 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 fax or email a scanned written permission before the student will be permitted to leave campus.
- No early dismissals will be granted prior to or during Mass without the explicit permission of the Assistant Principal for Student Life.
- 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.
- Upon returning to school from an early dismissal due to an appointment, students must submit a note from their physician (or other office visited).

Students not present in school for four consecutive periods or leaving school 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, cheerleading, etc.

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

5. **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. Students are not permitted to directly contact their parents/guardians by e-mail, cell phone or text messaging. Within 15 minutes of reporting to the office, an administrator or his/her designee will make a determination if the student is to be sent home.

- **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 a fax or 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.

- **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.

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, cheerleading, etc.
6. **ABSENCES AND EXTRA-CURRICULAR ACTIVITIES (SUMMARY)**
   - Students absent from school may not attend or participate in any athletic or extracurricular activity on the day of the absence.
   - Students not present in school for four consecutive periods or leaving school 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, cheerleading, etc.
   - 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.

7. **EXCESSIVE ABSENCE**
   Once a student misses 10 days during the semester in any class, a mandatory meeting with the parent, Assistant Principal for Student Life and Assistant Principal for Academics will be held. At this time, the parent may present any medical excuses or other documentation to explain the student’s absences. As a consequence for more than ten (10) days of absence, the student may be denied credit for the course for that semester. The administration will determine whether the student will receive credit or other consequence. Excessive absences may jeopardize a student’s privileges and/or participation in athletics and extra-curricular activities.

8. **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.

9. **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.
10. 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.

11. SPECIAL DAY SCHEDULES

Being aware that education consists of more than “book learning” and formal instruction, students are expected to be in full attendance when special schedules are in effect (e.g. Masses, Don Bosco Day, school-wide Penance services, class retreats, Career Day, assemblies, pep rallies, standardized testing, etc.). These are educational experiences necessary for the full development of the high school student. Absence on these days deprives the student of these important experiences. 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.

12. TARDINESS TO SCHOOL

All students must be in their first period class prior to 7:45 a.m. Students arriving after 7:45 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 8:15 a.m. will be considered absent from first period. Additionally, any student arriving after 8:15 must arrive with a signed note from the parent. If the student does not have a signed note, the parent will be called to confirm the late arrival. Normally, a tardy will be considered unexcused unless excused by the Assistant Principal for Student Life. 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 four consecutive periods or leaving school 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, cheerleading, etc. Students absent on the last day of the week may not participate in school-sponsored activities.

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

Excessive tardiness (excused or unexcused) may jeopardize a students 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
- **9 tardies** = Referral by Administration / Detention
- **12 tardies** = Mandatory student/parent/guardian meeting with the Assistant Principal for Student Life and a one day out-of-school suspension
- **15 tardies** = 3 day out-of-school suspension and Disciplinary Committee hearing – student subject to expulsion

Any appeals with regard to student tardiness must be made directly to the Assistant Principal for Student Life, who is the final arbitrator of attendance issues.

### 13. 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 for Student Life and mandatory one-day of in-school suspension
- **9 tardies** = Referral by teacher to the Assistant Principal for Student Life
  Mandatory student/parent/guardian meeting with the Assistant Principal for Student Life and a one-day out-of-school suspension.
- **12 tardies** = *Referral by teacher to Assistant Principal for Student Life
  *3 day out-of-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.
PHILOSOPHY OF DISCIPLINE
The purpose of discipline in any social community is to maintain order so that specific objectives may be achieved. 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, Inc. 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, Inc. 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, Inc. 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, Inc. 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 Educative Pastoral Community to address and enforce disciplinary issues when observed. St. Petersburg Catholic High School, Inc. retains the right to amend the school handbook for just cause.

MINOR VIOLATIONS
Detention Hall may be issued for the following violations:

Policy Violations:
1. Uniform violations
2. Out of classroom without a pass
3. Tardiness to class
4. Inappropriate language
5. Eating/drinking in class/halls
6. Chewing gum
7. Littering
8. Public display of affection (minor)
9. iPad Issues

Behavior Violations:
1. Not following directions
2. Not accepting feedback/criticism
3. Not accepting “no” for an answer
4. Not disagreeing appropriately
5. Disrespect (minor)
6. Disruptive (minor)
MAJOR VIOLATIONS

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

1. Bullying
2. Behavior escalation
3. Cheating or Plagiarism
4. Computer / Internet Violations
5. Driving Offenses
6. Failure to serve detention or detention hall
7. Failure to comply with terms of a behavior contract or disciplinary probation
8. False alarms – activating a false emergency alarm
9. Harassment
10. Insubordination (major defiance / disrespect)
11. In parking lot without permission
12. Lying or forging documents
13. Possession, use, or display of any weapon or object designed to look like a weapon
14. Possession, use, sale, or distribution of alcohol or illegal substances
15. Possession or use of tobacco
16. Possession of unregistered medicine
17. Possession of prohibited items or devices
18. Physical violence
19. Repeated minor violations
20. Theft
21. Vandalism/destruction of property
22. Conduct that is un-Christian or contrary to the school’s mission
23. Conduct involving police or affecting the good name of the school
24. Any other offense deemed severe by the administration

BULLYING / HARASSMENT

St. Petersburg Catholic High School, Inc. 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, Inc., 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, Inc.
A) Definition of Bullying, Harassment, Sexual Harassment

1. 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.

2. “Bullying is repeated physical, psychological, emotional, and/or sexual attacks committed by a student/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.)” (U.S. Department of Education, 1998)
   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.

3. 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.

4. 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 mainly 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.

B) Reporting of Harassment, Bullying and Hazing

1. Students who are victims of harassment by another student should report the situation to the teacher or Assistant Principal for Student Life. Students who are victims of harassment by employees or volunteers should immediately report the situation to the Principal.

2. Any staff member who becomes aware of the harassment of a student shall immediately report it to the Assistant Principal for Student Life.

3. 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.

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:

1. Copying homework or allowing homework to be copied.

2. Unacceptable testing behavior, such as:
   - copying another’s work
   - looking at another student’s paper
   - allowing another student to copy from one’s paper
   - 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 a test
   - using electronic devices to store information for use on a test
   - leaving books or notebooks open during a test

3. Intentionally missing a class in order to avoid taking a test or turning in an assignment will result in a referral to the Assistant Principal for Student Life.

4. Any other action deemed dishonest by the teacher and which gives the student an undue advantage.

5. 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 else” (MLA, 21).

St. Petersberg 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.

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.


All research assignments are required to be submitted through *turnitin.com*. *Turnitin* plagiarism software is utilized for plagiarism detection.

**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 to the Assistant Principal for Student Life. Students may be subject to additional disciplinary consequences.

**Second Offense:** The teacher shall provide verbal and written notification (disciplinary referral) to the parent/guardian and to the Assistant Principal for Student Life. A mandatory parent/guardian/student/Assistant Principal for Student Life meeting shall be held. The student will be placed on disciplinary probation. Students may be subject to additional disciplinary consequences.

**Third Offense:** The student may be 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 for Student Life.

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 forms 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 for Student Life.

B) 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 hall is assigned for minor policy violations and behavior violations. The receipt of a detention notification results in one hour of detention hall. Detention hall is held Tuesday through Thursday from 3:15-4:15 p.m. Students who have been assigned detention hall must serve detentions during the week in which they receive the detention or during the following week. Students must report to detention hall by 3:15 with their detention notification(s) signed by their parent/guardian. Students who do not report with their detention notifications or whose notifications are not signed may not be admitted to detention hall. Students arriving after 3:15 may not be admitted to detention hall. Failure to report to detention hall will result in a referral and a one-day of suspension for each detention not served.

During detention hall, students are responsible for work assigned by the Assistant Principal for Student Life or the designated detention hall 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 earning detentions. The Assistant Principal for Student Life may make exceptions with respect to rescheduling detentions.

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

5 detentions = Mandatory student/parent/guardian meeting with the Assistant Principal for Student Life and one (1) day out-of-school suspension
8 detentions = Three (3) day out-of-school suspension
10 detentions = Disciplinary committee hearing – student subject to expulsion
C) **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 for Student Life. 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 may be followed by additional disciplinary action as deemed appropriate by the Assistant Principal for Student Life.

A student who receives three (3) referrals in one semester may be placed on disciplinary probation (see policy on disciplinary probation).

D) **Student Behavior Contract**

Students may be placed on a student behavior contract for violations of the Student Code of Conduct or Honor Code. 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.

E) **Suspension**

The administration issues suspensions due to severe/excessive breaches of the Student Code of Conduct, 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. All work completed while a student is on in- or out-of-school suspension will be worth a maximum of 65% of the normal grade.

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.

F) **Loss of Privileges**

The administration of St. Petersburg Catholic High School, Inc. 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.
G) 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.

H) 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.

- Before a student is expelled, the administration will convene a disciplinary committee to review the reasons leading up to expulsion. The disciplinary committee shall include:
  1. The Assistant Principal for Academics
  2. The Assistant Principal for Student Life
  3. The student’s Guidance Counselor
  4. A teacher of the student’s choice
  5. A teacher of the administration’s choice

- The student and his/her parents/guardians will be notified of the date, time, and location of the disciplinary committee hearing. Student and parent/guardian attendance is mandatory.

- The disciplinary committee will make a recommendation, which will be communicated to the Principal by the Assistant Principal for Student Life. The Principal will make the final decision and will communicate that decision in writing to the parents/guardians.

- The student and his/her parents/guardians have the right to appeal on procedural grounds only; meaning if they feel that the school’s process in expulsion was not followed. Appeals may not be made simply on the grounds of not agreeing with the Principal’s decision. This request must be made in writing to the Director/President within five (5) business days of the date of the Principal’s letter. Parents/guardians forfeit the right to an appeal if the written request is not made within this time frame. Any information pertinent to the appeal must be included in writing along with the request for the appeal.

- The Director/President of the school will make the final decision in regards to the appeal. In doing so, he may consult with the Principal, the Assistant Principal for Academics, the Assistant Principal for Student Life, or anyone else with whom he wishes to consult. The Director/President’s decision will be communicated in writing to the parents/guardians and to the Superintendent of Catholic Schools and Centers of the Diocese of St. Petersburg. The decision of the Director/President 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 insist 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.

• 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.

• 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.)

• 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.

• 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.

Random Drug Testing Program
1. St. Petersburg Catholic High School, Inc. maintains a mandatory random drug-testing program. 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. The “Random Drug Testing Program” 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, Inc. students will be included in the “random” drug testing process. This process will select a majority of the student body over the course of the school year for random drug testing. The days and times and number of students being tested will be random. A refusal to submit to or an attempt to falsify a drug test may be grounds for immediate withdrawal or expulsion from SPCHS.

4. SPCHS has employed the services of Operation PAR and Psychomedics Corporation for the purpose of coordinating and analyzing the drug testing samples.

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5. Random testing for drug use: Random student ID numbers will be generated for the student body. The Assistant Principal for Student Life will randomly select ID numbers, to be tested.

6. These students will take an oral fluid or hair analysis drug test that will be conducted on campus under the direct supervision of the principal/designee. The oral fluid testing samples will be mailed to the Operation PAR medical lab by the principal/designee, or the samples will be couriered to PAR lab by a PAR employee or the principal/designee. The hair analysis sample will be mailed via FedEx to the Psychemedics Laboratory. The test will include a full adolescent drug profile and will provide results on a wide variety of widely used drugs.

7. The oral fluid samples will be tested in the Operation PAR medical lab which is accredited by CARF and is CLIAA-compliant. The hair analysis will be tested in the Psychemedics Laboratory and is certified by CLIA and CAP. The results will be sent to the principal/designee via a password secured website. Negative specimens will be incinerated following OSHA standards for the disposition of bodily fluids.

8. Oral fluid testing - If the first test is positive, a second, more detailed test (using the same sample) will be performed in the Operation PAR lab. If this second test is also positive, the result will be reported to the principal/designee as positive. The principal/designee will then notify the parent/guardian.

Hair analysis testing - If the initial drug screen is positive it will be confirmed using GC/MS, or LC/MS/MS

9. If the positive result is due to the fact that the student is taking prescribed medication, the parents will be asked to provide documentation to the principal/designee.

10. Positive oral fluid samples will be retained by the Operation PAR lab in accordance with their accreditation requirements.

11. If the parents/guardians believe the drug test results are inconclusive, they may request, at their own expense, a gas chromatography (GCMS) test, which will be performed by an outside lab. If the results of the GCMS are negative, the testing fee will be refunded to the parents/guardians. If the results are positive, the testing fee will not be refunded.

12. 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.

13. 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 place 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.

14. **Second positive test result:** Upon a second positive result of a drug test a student shall be subject to mandatory withdrawal or be expelled from SPCHS.

15. All students randomly tested will be returned to the pool for the remainder of the school year.

16. 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 administrative office or an appropriate location. The student shall consent to being escorted to the administrative office or an 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.

5. In the event of a student’s positive result of a “reasonable suspicion drug and/or alcohol test” the student will be subject to immediate disciplinary action and may be asked to withdraw or be expelled 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 oneself 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 displays of affection (PDA).
PERSONAL ELECTRONIC DEVICES

It is recommended that students do not bring personal electronic devices to school. 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, iPods, student owned iPads, laptops, notebook computers, laser pointers, MP3 players, 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 only use personal electronic devices before and after school hours.

If a student chooses to bring a cell phone or other electronic device to school it must be powered off and out of sight prior to the beginning of the school day.

During the school day, students may not have powered on any personal electronic device. If personal electronic devices are in use, powered on, heard or in plain view, they will be confiscated and turned in to the Assistant Principal for Student Life.

Students are prohibited from using cell phone inside the Media Center at all times.

Once items have been confiscated, they will be release back to the student according to the following consequences on a semester basis:

- First offense: $10 fine
- Second offense: $20 and detention
- Third offense: $30 and detention
- Fourth offense: $30 and referral
- Fifth: $30, in school suspension, and disciplinary hearing

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 for Student Life. All confiscated items will be held by the Assistant Principal for Student Life or designee.

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, if reasonable suspicion exists, that drugs, weapons, dangerous, illegal or prohibited matter, goods stolen from the school or from members of the faculty, staff, student body are likely to be found therein. 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.
The Administrator and/or his/her designee, in exercising the duty to enforce school discipline and to protect the health and safety of the administration, faculty, staff and students, reserves the right to search a student’s person, or other individuals, if he/she has a degree of suspicion that drugs, weapons, dangerous, illegal or prohibited matter or goods are likely to be found. All 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 2016-17 SCHOOL YEAR

NOTICE TO 9TH – 12TH GRADE FAMILIES: ALL STUDENTS WILL BE REQUIRED TO COMPLY WITH THE NEW DRESS CODE RULES EFFECTIVE WITH THE 2016-17 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, neckties, bowties, and sportswear are to be purchased online through Lands’ Ends at:

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 NON-UNIFORM 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
4. Shorts other than the uniform shorts
5. Tank tops or sleeveless shirts
6. Sweatpants or 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.

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

ALL STUDENTS

EVERYDAY UNIFORM. ALL ITEMS MUST BE PURCHASED AT:

Males: Dress requirements during the school day:
1. Black/khaki colored uniform shorts or pants with SPCHS logo.
2. Black or white shirt with SPCHS logo (BRASS COLORED SHIRTS ARE NO LONGER ALLOWED. Available options are:
   • Boys’ Active Polo
   • Long sleeve Oxford Shirt
   • Long/short Sleeve Solid Performance Interlock Polo Shirt
   • Long/short Sleeve Solid Performance Mesh Polo Shirt
   • Any administrator approved SPCHS team polo may be worn as part of the regular daily uniform.
3. Students may wear any of the following items with SPCHS logo over any of the uniform shirts. Available options are:
   • Boys’ Performance Zip-front Rib Cardigan Sweater
   • Boys’ Down Vest
   • Boys’ T-200 Fleece Jacket
4. As long as uniform shirts are appropriately sized, students DO NOT need to tuck them in.
5. Uniform bottoms must be appropriately sized and must be worn at the natural waist at all times.
6. Belts must be worn at all times.
7. Shoes and shoelaces must be of solid black, brown or white color. Shoes can be dress or athletic. Students are allowed to wear high tops. The shoe’s sole and/or brand’s logo can be of a different color. Shoes that are not permitted on any school day: flip-flops, mules, crocs, slippers, moccasins, boots of any kind, and any other non-approved shoe. Folding the heel of a shoe is not permitted.
8. Socks must be white, black or brown and worn at or below mid-calf. Students may wear any color socks on FRIDAYS as long as they are worn at or below mid-calf.

9. A black or white t-style undershirt may be worn (tucked in) under the uniform shirt. Visible writing or graphics on undershirts is not permitted.

10. At no time should undergarments be visible.

11. Jewelry must be in good taste and in moderation: One small studded or hooped style earring per ear. Any other jewelry/decorations/piercings are not permitted. Necklace, watch, bracelet and ring may be worn.

12. Tattoos may not be visible at any time while in school uniform. Students may not have visible drawings or writing on their person. This applies to all school co-curricular activities, athletic events and athletic participation.

13. Boy’s hair must be well groomed at all times and be no longer than the collar length in the back and may not be below the eyebrows in the front. Sideburns or hair in front of the ear are not to be below the earlobe. Outlandish hairstyles and unnatural hair colors are not permitted. When a student is instructed by the SPCHS administration to get a haircut he has 24 hours to comply; however, the administration reserves the right in certain cases to require more immediate action.

14. Boys must be clean-shaven during the school day.

15. Head coverings of any kind are not permitted.

Females: Dress requirements during the school day:

1. Black or khaki colored, appropriately loose-fitting shorts, or pants, with SPCHS logo.

2. Uniform shorts 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.

3. Uniform shorts shall not be shorter than mid-thigh. It is strictly forbidden to alter the length of shorts 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 the shorts.

4. Black or white shirt with SPCHS logo BRASS COLORED SHIRTS ARE NO LONGER ALLOWED. Available options are:
   - Girls’ Active Polo
   - Long Sleeve Oxford Shirt
   - Long/short Sleeve Solid Performance Interlock Polo Shirt
   - Long/short Sleeve Solid Performance Mesh Polo Shirt
   - Girls’ ¾ Sleeve Stretch Blouse
   - Long/short Sleeve Feminine Fit Interlock Polo Shirt
   - Long/short Sleeve Feminine Fit Mesh Polo Shirt
   - Any administration approved SPCHS team polo as part of the regular daily uniform.
5. Students may wear any of the following items with SPCHS logo over any of the uniform shirts. Available options are:
   - Girls’ Button-front Drifter Zip-front Cardigan Sweater
   - Girls’ Down Vest
   - Girls’ T-100 Half-zip

6. Uniform shirts MUST be appropriately sized.

7. Shoes and shoelaces must be of solid black, brown or white color. Shoes can be dress or athletic. Students are allowed to wear high tops. The shoe’s sole and/or brand’s logo can be of a different color. Shoes that are not permitted on any school day: flip-flops, mules, crocs, slippers, moccasins, boots of any kind, and any other non-approved shoe. Folding the heel of a shoe is not permitted.

8. Socks must be white, black or brown and worn at or below mid-calf. Students are allowed to wear any colored socks on FRIDAYS as long as they are worn at or below mid-calf.

9. A black or white t-style undershirt may be worn (tucked in) under the shirt uniform. Visible writing or graphics on undershirts is not permitted.

10. At no time should undergarments be visible.

11. Girl’s hair must be well groomed at all times. Outlandish hairstyles and unnatural hair colors are not permitted.

   When a student is instructed by the SPCHS administration to get a haircut she has 24 hours to comply; however, the administration reserves the right in certain cases to require more immediate action.

12. Jewelry and hair accessories must be in good taste and in moderation. A maximum of two earrings per ear (studded, hanging or hooped). Any other jewelry/decorations/piercings are not permitted. Necklace, bracelet, watch and ring may be worn.

13. Tattoos may not be visible at any time while in school uniform. Students may not have visible drawings or writing on their person.

14. Head coverings, other than a hair band, of any kind are not permitted.

MASS DAY UNIFORM (ALL students)

**Males:**
1. Black colored uniform pants with SPCHS logo
2. White colored long sleeve oxford shirt with SPCHS logo (must be tucked in) with Mass Day Uniform black/gold tie
3. Black Performance Zip-front Rib Cardigan Sweater (Optional)

**NECKTIES/BOWTIES:** SPCHS allows ALL boys to purchase neckties and bowties at their retailer of choice, as long as the design follows the following parameters:
   - Diagonal black and gold stripes
   - Stripes must be between 0.50” and 0.75” wide.
Females:

1. Black (ONLY) colored uniform pants with SPCHS logo
2. Long Sleeve Oxford Shirt or ¾ Sleeve Stretch Blouse
3. Button-front Drifter Cardigan Sweater with SPCHS logo. (Optional)

SENIORS ONLY

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

OUTERWEAR

All outerwear items must be purchased through Lands’ End or school approved team/activity outerwear. A uniform shirt must be worn under the uniform outerwear. Outerwear must display SPCHS logo. SPCHS hooded sweatshirts are now considered uniform outerwear and can be worn everyday as part of the daily uniform. Hoods can NEVER cover the head at any time.

FINANCIAL INFORMATION

All arrangements regarding finances are made through the Business Office. Office hours are 7:00 A.M. to 3:30 P.M. It is advisable to make an appointment.

Tuition and fees are set in early spring for the upcoming year. Tuition for the 2016-17 school year is $11,250 Parish Affiliate Rate and $14,150 Non-Affiliate Rate.

Tuition for the year includes all classes, labs, Youth Ministry fees, school yearbook, accident insurance, random drug testing, and Athletics fees.

Tuition accounts

Payment is due in full by July 20, 2016. Installment payments are allowed only through FACTS Tuition Management. Payments must 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.

St. Petersburg Catholic High School, Inc. works with several companies that offer financing for school tuition. Contact the Business Office for a detailed list.

There is a $100 per month late fee and $25 returned check fee.

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

Tuition assistance is available for those families who cannot afford the full amount of tuition for the regular school year. The application for assistance is available during the time of registration annually. Tuition assistance is not available for extracurricular activities or field trips.

A registration fee will be assessed each year at the time of registration. The registration fee for a returning SPC student is $400. The registration fee for a new SPC student is $500. Any late registrations will be assessed an additional $100.

A registration is considered incomplete and will not be processed until the fee is received with fully completed paperwork. The registration fee is non-refundable.

A technology fee will be assessed each year at the time of registration. The fee is $500 per student. The technology fee is for iPad use during the school year for instructional use. Information Technologies Acceptable Use Policy applies. The technology fee is non-refundable.

A graduation fee of $200 will be assessed at the time of registration for the upcoming senior year. The graduation fee is due at the time of registration. The graduation fee is refundable should the senior leave during the year prior to February 1st of the graduating year.

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. The Advanced Placement fee is refundable should the student withdraw from the class prior to the beginning of the second semester with a written request.
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 President.

2. Requests to conduct a fundraiser must be submitted using the proper school form prior to the event and before any planning, solicitations, or advertising of the event take place.

3. Whenever possible, 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 two months 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 recordkeeping 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.

6. As part of the Gospel call for good stewardship, and the need of all to work toward the good of the whole, 15% of all funds raised by a specific club, team, or organization within the school community may become part of the school’s general fund for use as deemed necessary by the school’s administration, when the total amount raised by a specific drive is over $1,000. Please note, this rule does not apply when the fundraiser has as its purpose outreach to the needy in the broader community.
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** receive, deliver or be responsible for dropped off balloons, flowers, lunches, packages or gifts of any kind.

**BOOKS**

ESCO is the online bookstore for the school. Textbooks and other learning materials can be purchased online at [http://www.spcescobooks.com](http://www.spcescobooks.com). There is a direct link on the school’s website. Students must order textbooks in a timely manner to be ready for the first day of school. Students may not obtain, purchase or use teacher editions of textbooks.

With the implementation of iPads St. Petersburg Catholic High School, Inc. is beginning a transition to digital textbooks. In the event an appropriate ebook could be found for a given course SPCHS will be ordering those books on your students’ behalf. For the 2016-2017 school year some courses will still require a hard copy textbook. Courses using digital textbooks can be identified on the ESCO website by clicking on the course and it will indicate that materials are available from the school. If you see that, it is not necessary to buy textbooks for that course. Courses using physical textbooks can be identified on the ESCO website by clicking on that course. It will indicate that the textbook is required and show pricing and ISBN information. AP and Dual Enrollment books must be purchased directly by the students. The school will not purchase books for the equivalent of college classes.

**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 listen to:
- WBVM 90.5 FM
- WFLA 970 AM
- WTBN 570 AM
- Channel 8 TV News
- Bay News 9 TV
- www.spchs.org

WBVM 90.5 FM has been designated as the “official word” for Catholic school closures and openings in our Diocese. In all cases, parents should listen specifically for information regarding St. Petersburg Catholic High School, Inc. 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 from home.

HOURS
Class hours are 7:45 a.m. – 3:00 p.m.
Office hours are 7:30 a.m. – 3:30 p.m. M-F
Summer Office hours are 8:00 a.m. – 3 p.m. M-Th

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.

MEDIA CENTER
The Monsignor Patrick Trainor Media Center is open from 7:15 a.m. to 4:00 p.m. Monday – Thursday. The Media Center houses over 21,000 items in its collection of books, reference materials, and media materials and has 30 computers available for student and faculty use. Students, faculty, staff and parents/guardians may check out most materials. The Media Center follows the same rules as the classroom. Therefore food, drink, gum/candy, any electronic devices (i.e. cell phones, iPod, etc.) are not allowed during hours of operation.
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.”

**Asthmatic students: possession of inhalers** (Florida School Law 232.47)

Asthmatic students shall be able to carry a metered dose inhaler 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.

**MESSAGES**

Parents/Guardians are asked to not contact the school for the purpose of delivering a message to their student(s) unless it is an emergency situation. Only emergency messages will be accepted. Parents/Guardians are reminded that students are prohibited from retrieving text messages or voice mail on cell phones during the school day.

**OUT OF TOWN PARENT/GUARDIAN**

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

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 May 23rd on a yearly basis in order to be able to complete the entire season without having to renew the physical. Students may pick up the appropriate form in the administrative office or find it on the athletic department page on the school 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.

VISITORS
All visitors must report to and register with the school receptionist and state the nature of their business prior to visiting the campus, teachers, etc. Students are not allowed visitors during the school day. If visitors are allowed to stay on campus they are required to wear visitors’ badges while on campus and they must be wearing appropriate clothing. If they bring lunch for SPCHS juniors or seniors, they may eat with them at the junior/senior picnic tables. If they bring lunch for freshmen and sophomores they will be directed to eat in another location. Only former graduates are allowed to visit during the school day.

GUIDANCE

For additional information about guidance services at St. Petersburg Catholic High School, Inc., please refer to the Guidance Department page located on the school’s website.

APPOINTMENTS / CONFERENCES
Conferences with teachers, administrators or guidance personnel are arranged by calling the school office between 7:30 a.m. - 3:30 p.m. (727-344-4065).

COUNSELORS
Each student is assigned a guidance counselor. Students may see any counselor if a special need arises. Counselors are responsible for overseeing the academic programs for the students assigned to them.

SERVICES
• An Educational Support Coordinator is available for academic accommodations.
• Additional outside services may be recommended / required by the school.

TRANSCRIPTS
Students requesting transcripts should see their guidance counselor. If a student applies online to a college or university, he or she must notify the guidance counselor the following day so that a transcript can be mailed as soon as possible. Official transcripts are not given to students or parents/guardians; they are mailed directly to school officials. Note: Final transcripts will not be forwarded until 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.

DEFINITION OF EDUCATIONAL USE
The information systems are intended for educational purposes. Users are responsible for the ethical and educational use of their network accounts.

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 Team.
- Any attempt to circumvent the licensing control or the copying of software is prohibited.

HARDWARE

- Report equipment problems immediately to the school’s Technology Team.
- Leave workstation and peripherals in their designated places.
- Keep work areas neat and clean; no gum, food, or drink in any area where computers are located.
- Do not remove any parts of the computer.
- Adult supervision is mandatory at all times.
- 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.

SYSTEM MONITORING
All computers designated as student computers have been loaded with monitoring software, which allows the Technology Team as well as authorized Educative Pastoral Community (EPC) members to remotely monitor the “Real Time Usage” of the computers. These systems are monitored at the discretion of the authorized EPC members and/or the Technology Team.

St. Petersburg Catholic High School
iPad Acceptable Use Policy
Updated: June 9, 2016

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 or ask a teacher. 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. Receiving iPads**
iPads will be distributed to students during one of the available Orientation Days. During the iPad distribution, students will receive the iPad, a case, a charging brick (10W or 12W), and an USB-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. Before receiving the iPad and auxiliary materials, this iPad Acceptable Use Policy (AUP) must be signed by each student.

**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. **Ear buds**
   1. Each student is required to buy a set of “earbuds” style headphones. iPad earbuds should be stored in a way to prevent them from being tangled or damage to the iPad.

C. **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. 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.

D. **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. **iPad Malfunctions and Damages**
   iPads that malfunction or are damaged must be reported to the Technology Office. The school will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired with a insurance deductible cost being borne by the student. Students will be responsible for the entire costs of repairs to iPads that are misused or damaged intentionally.

   iPads that are stolen must be reported immediately to the SPCHS Technology Office and the police department. A police report must be provided as evidence of the theft.

III. **Software on iPads**
The software/apps originally provided by SPCHS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Please remember any apps or downloads are for educational use only.

   1. **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.
2. **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 re-image. Student are expected to backup all documents and content to cloud storage (Google Drive / iCloud).

3. **Software Upgrades**
   Upgrades for licensed software/apps are available from time to time. Students may be required to check their iPad for periodic updates. Some apps may be automatically updated.

### IV. 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, website, Plus Portal, and calendars may be accessed using the iPad. Students must be responsible to bring their iPad fully charged to school everyday.

**A. 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.

**B. 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.

**C. Passwords**
   Students are required to add a 4-digit password to their iPad. Students are asked not to share the password with anyone except their parents/guardians.

**D. Emails**
   Students will be provided with a school email account. School email accounts are for school purposes only and the school has access to these emails.

**E. 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)

**F. 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.

**G. Home Internet Access**
   Students are allowed to connect their iPad to other wireless networks outside of SPCHS, when off campus.
H. 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)

I. Network Connectivity
SPCHS makes no guarantee that the school wireless network will be up and running 100% of the time.

V. Student iPad / Network Misuse Consequences
The following disciplinary steps are in place should a student violate any part of the Acceptable Use Policy (The Administration can change these at any time)

Minor offense: (ie: Messaging, downloading apps that are not allowed, etc.)
1st offense:
   a. Student will be notified of offense by push notification / e-mail and asked to resolve the issue.
   b. If not resolved within a pre-determined time, a second message will be sent asking to resolve the issue and IT Department will be notified.
   c. If not resolved within a pre-determined time, some functions of the iPad will be disabled until issue has been resolved.

2nd offense: iPad must be turned into the IT Department no later than 3:30PM each day until the issue is resolved and student is notified they may resume normal activity.

3rd offense: Is considered a major offense. (See Major Offense)

Major offense: Intentional damage, theft, “jailbreaking”, sharing an iPad password, leaving iPad unsupervised, etc.

Depending on the violation, the student may lose iPad privileges for as long as deemed necessary by the administration. In addition the student may receive a detention or be suspended.

*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.

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 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, offensive, threatening or otherwise intended to harass or demean recipients.
• Bypassing the SPCHS web filter/firewall.
• Using another student’s iPad without explicit permission by a teacher or administrator.

 VI. 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. Storage on campus should be in a locked locker.

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 hardware 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.

    Students must lock their iPad using a password and not share that password with anyone, but their parents.
VII. iPad Damage, Repair and Insurance

A. School Protection
All SPCHS iPads are insured for Accidental Damage, Liquid Spills, and Liquid Submersion. 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.

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

Examples of loss / damage outside of this coverage include:

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B. Personal Home or Homeowners 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 the full replacement cost. All cases or cables must be purchased through the Technology Office. No other cables or cases will be accepted.

VIII. Returning iPads, Cases and Chargers
Students will return iPads, cases, and original chargers to SPCHS at the end of the current school year OR immediately upon terminating enrollment at SPCHS. 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. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any damage to the iPad, consistent with the school’s iPad Acceptable Use Policy. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.
The focus of the Advancement Office of St. Petersburg Catholic High School is to educate the school’s families, alumni and overall community to the vision, mission, goals, and needs of the school, and to provide opportunities for the meaningful involvement and support of all interested parties.

At present the office consists of the Advancement Director, who will work with the School’s President, Administration, and Advancement Advisory Committee to create and implement processes and procedures, which will allow the office to function in a productive and efficient manner.

The Advancement Advisory Committee consists of key people interested in forwarding the mission of Advancement. This Committee acts as a Core Team that helps create, implement, and sustain the processes established.

The Advancement Office strives to maintain updated contact information for alumni in order to assist with Class Reunions and keep alumni informed on current events at SPCHS. An electronic Alumni Newsletter is mailed out monthly from August through June.

The activities of the Advancement Office include the following areas:

- Alumni Association
- Annual Fund Campaign
- Business Community Connections
- Enrollment Management
- Marketing
- The Gala

The Annual Fund Campaign is a coordinated effort on the part of the school to provide an opportunity for all members of the school’s various constituencies or publics to invest in the ongoing ministry and mission of the school through monetary gifts. The Annual Fund supplements the school’s operational budget and helps ensure the school’s future.

Business Community connections are mutually supportive by providing the school with various sponsors for school activities, while at the same time providing free advertising and marketing for local area businesses.

The Advancement Director works hand-in-hand with the Admissions Director to attract, inform, and encourage applicants who wish to attend SPCHS.

Marketing involves ongoing communication with all the school’s publics using e-mails, website postings, Facebook page updates, as well as advertising in print and electronic media.

The Gala is the premier fundraising event of the school year and the funds raised are used to supplement the school’s annual budget.

Parent volunteers are invited and welcome to assist with any and all of the above.
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 EPC (Educative Pastoral Community) 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 Hour Record Sheet will be distributed at the first Parent Association meeting or mailed home.
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 31, 2016.

REQUIRED PARENT HOURS
It is St. Petersburg Catholic High School, Inc.’s policy to require a minimum contribution of ten (10) Parent Support Hours 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. 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 28, 2017
NO EXCEPTIONS!!
VERIFICATION PROCEDURES
Parents should keep track of their parent support hours on the record sheet sent to them at the beginning of the school year. Forms are also available on the school website under the Parent tab. Each time they volunteer, parents will be required to have the event’s chairperson sign their parent hour record sheet. Volunteers doing special projects for teachers, coaches, etc. must also have them sign their parent hour record sheet.

RECORD OF PARENT SUPPORT HOURS REMINDERS
Families will receive email reminders of hours throughout the school year. If at any time parents feel that their hours are not recorded correctly then they should contact the Administrative Assistant to the Principal at 727-344-4065 Ext 234 within eight (8) days of receiving the reminder.

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. Please contact the Administrative Assistant to the Principal at 727-344-4065 Ext 234 for prior approval.

- Concessions at SPCHS sporting events
- Baron Gala
- 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 Board and Committees
- Volunteering at Parent Association or school sponsored special events:
- Assisting SGA before/after events (might require background check and Diocesan workshop)
- Fall Social/Family Gathering
- Family Communion Breakfast
- Fashion Show
- Graduation (Credit toward next school year -- Not an option for Senior Parents)
- Senior Luncheon (Credit toward next school year -- Not an option for Senior Parents)
- Special Events (Dinners, Barbeques, etc.)
- Other events as they arise at SPCHS
- Volunteering in school office or for a teacher/staff person as needed
- Assisting with mailings
- Computer work
- Filing & organizing
- Laundry
- Paperwork
- Preparation of materials
- Sewing or other crafting
- Special projects – carpentry, gardening, trade work, etc.
- Parent’s Association Meetings – No more than 3 total hours may be obtained by attending the Parent Association Meetings. There will be a limit of 1 credit hour given per family for each meeting attended.
- Other Approved Activities

There are many things you can do to help out at SPCHS. Sign Up Genius is posted on the school website regularly with opportunities for service. 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. **There will be NO excuses and NO exceptions. Any remaining hours will be billed with payment due no later than May 2, 2017.** Hours served after April 28th, such as graduation and the senior luncheon, will be credited toward the 2017 – 2018 school year ONLY and may NOT be served by senior parents. Hours cannot be recorded until the parent support hour sheet is submitted to the Administrative Assistant to the Principal at 727-344-4065 Ext 234.
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 consecutive periods or leaving school 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, 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 age 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 escorts and dates for school dances (i.e. Homecoming):
   1. No one over the age of 20, or younger than 9th grade will be admitted without prior approval from the principal.
   2. All escorts and dates must be accompanied by a current SPCHS student. Students from other schools may attend but they are the responsibility of their SPCHS date. All non-SPCHS students will be required to show I.D. before admittance.
   3. Escorts must be a member of the opposite gender.

B) Guidelines for escorts and dates for the Junior/Senior Prom
   1. No one over the age of 20, or younger than 11th grade will be admitted without prior approval from the principal.
   2. All escorts and dates must be accompanied by a current SPCHS student. Students from other schools may attend but they are the responsibility of their SPCHS date. All non-SPCHS students will be required to show I.D. before admittance.
   3. Escorts must be a member of the opposite gender.

C) Arrival and Departure
   1. 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.
   2. 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.

STUDENTS

1. Must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale through the end of the previous semester as required by Florida Law.

2. In order for a student to be eligible, he or she must be enrolled prior to the official start date of practice for that particular sport. The official start date is designated by the FHSAA and not by the individual school.

3. Any student wishing to transfer to SPCHS should discuss the state rules regarding eligibility with the Director of Athletics, as these rules can be complicated. There are very specific exceptions to these rules that primarily involve a change in residence, but eligibility should never be assumed in a transfer situation. A “transfer” is defined as a student who leaves one school for another school DURING the school year. Changing schools over the summer is not considered a transfer.

   The rules concerning transfer students are changing effective July 1, 2016. Transfer students with questions should contact the Athletic Director.

4. Must be less than 19 years 9 months old to participate in high school athletics. On the day the student reaches this age – regardless of when that day is – he/she becomes ineligible to participate on this level.

5. Must display good sportsmanship and follow the rules of competition in every contest in which they participate. Students may be barred from participation for a period of time.

6. Must not provide false information to the school or the FHSAA to gain eligibility.

7. May only compete for eight (8) consecutive semesters beginning the first day they enter ninth grade.

8. Must get signed permission to participate from his/her parents or guardians on a form provided by the school. Must undergo a pre-participation physical evaluation and be certified as being physically fit for participation in interscholastic athletics. The physical evaluation is valid for 365 calendar days from the date it was administered after which time the student must successfully undergo another physical evaluation to continue their participation.

9. Students not present in school for four consecutive periods or leaving school 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, cheerleading, etc. Exceptions may only be granted by the Administration. Students not present on the last day of the week are not eligible to participate in school-sponsored weekend activities.
10. Must return or pay for all school issued equipment. **Students failing to do so will not be allowed to sit for semester exams.**

11. Must document their withdrawal from a team during a season in writing to the Director of Athletics or Assistant Director of Athletics. Students may be ineligible to participate in any other sport until the current season is completed.

12. Are obligated first to the sport in season. Only by mutual agreement of both coaches in writing to the Director of Athletics or Assistant Director of Athletics will a student be allowed to participate in tryouts for the next season sport. Students may not participate in practice for another sport until their current season has ended.

**VARSITY LETTERS, MONOGRAMS AND 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.

*For more information on the Athletic Program, check under Athletics on the SPCHS web site.*

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**STUDENT LIFE 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:**
   a. 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.
   b. Instructions will be communicated to each classroom through the area administrator or designee.
   c. 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, students may possess bottled water, and may consume it in the classrooms and hallways between classes.
- The chewing of gum is not allowed on campus during the school day.
- All trash is to be disposed of properly.
• Effective September 15, 2015, we have revised the wording in the Family Handbook that covers refreshments in the classrooms (Food / Drink on Campus) water in sealed plastic bottles is the only liquid allowed in all classrooms. Water MUST be in plastic see-through actual water bottles. No other containers will be allowed in the classrooms. The sports players may carry gallon containers of water as they MUST replenish for practice / games. Students may drink water from the water bottles while in the classrooms but they MAY NOT ask to fill the water bottles during the class periods. Permission to use the restrooms is a decision made by each teacher and has no bearing on this policy.

LOCKERS AND LOCKS
Lockers are school property and students are permitted to use them. They are to be kept free of stickers and graffiti both inside and out. The administration reserves the right to inspect any locker at any time for any reason. Students are responsible for their books and personal items. Lockers and locks will be assigned to students at the beginning of the school year. For security reasons students may not change assigned lockers or share lockers. Students are not to share their locker combination with other students. Non-school locks will be cut off lockers. Locks may be replaced for a ten-dollar ($10.00) fee.

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 for Student Life. 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 for Student Life. 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.

• The parking registration fee is $40 for the entire year, if a student begins driving anytime during the 4th quarter, the parking registration fee will be reduced to $20.
• Student parking is on a “first come first serve” basis.
• 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.
• 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 EPC, 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. 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.

*The student parking registration form is found on the school website.
Service is an integral part of the life, mission and philosophy of St. Petersburg Catholic High School, Inc. An important goal is to enable all students, through their involvement in community service programs, to make significant progress in their 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.

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 25 service hours each academic year they are enrolled as a student. The service hours submitted to the Youth Ministry Office are used to calculate the hours required for Bright Futures Scholarship. Should a student earn over 150 hours before his or her senior year, he or she may apply for an exemption for their senior year. This exemption application must be turned in no later than November 1 of the student’s senior year of high school. See Coordinator of Youth Ministry for the Application for Exemption of Senior Year Service Hours.

Service hours must be submitted to the Coordinator of Youth Ministry on proper documentation via email, fax or hard copy. Proper documentation is an email from the organization or a typed letter on the organization or agency’s official letterhead stating student’s name, hours worked and signed (or electronically signed) by a volunteer coordinator or the like.

Letters from parents/grandparents/aunts and uncles will not count and will be returned to the student or discarded. Students will not be eligible to be promoted or graduate without their service hours completed and properly documented. It is the responsibility of the student who performs the service hours to see that verification of the hours is turned in by the appropriate deadlines. There are periodic due dates associated with service hours. At these dates reports will be generated for the benefit of the student, so that they know where they stand as far as hours credited to them each quarter. Check school calendar for the final due date for service hours. Failure to submit hours prior to the appropriate end of year deadline can result in disqualification of hours.

Service hours performed for and submitted to the Youth Ministry Office cannot have been submitted to another school organization to count towards their service requirement.

Approval of Service Hours and Pre-Approved Service Hour Sites
Students may volunteer at more than one location or agency. Service hours should be worked at non-profit organizations or schools. Students will NOT be permitted to complete service hours through sports teams or any organization here at St. Petersburg Catholic High School.

**PRE-APPROVED SITES:**
- Any parish or church activity (Catholic or non-Catholic)
- Assisted Living Centers
- St. Vincent de Paul
- Animal Shelters
- Daystar
- Environmental Clean Ups
- Ronald McDonald House
- Special Olympics
- Salvation Army
- Charitable Organizations for Cause
- Catholic Charities
- All Hospitals
- Make A Wish Foundation
- Nursing Homes

**SITES NOT PERMITTED**
- Professional Offices
- Babysitting / Granny Sitting / Doing Yard or House Work for Families or Friends

If the student would like to perform hours of service at an organization or agency not listed here, please contact the Coordinator of Youth Ministry for prior approval of organization.

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St. Petersburg Catholic High School, Inc. is a Christian community in the Salesian tradition based on the quality of Christian Catholic Education. The formation and education of our students is based on the Gospel message of our Lord Jesus Christ and following the example of St. John Bosco.

This spirituality centers on:
1. **Spirituality Of Ordinary Daily Life**
   Daily life inspired by Jesus of Nazareth is the setting in which the youngster recognizes the presence of God who is at work, and lives out his/her personal realization of the fact.
2. **Spirituality Of Joy And Optimism**
   Daily life is lived in joy and optimism, without prejudice to commitment and responsibility.
3. **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.
4. **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.
5. **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 Youth Ministry offers various opportunities for students to deepen their faith and become more involved in the life of the Church.

**DAILY MASS**

Daily Mass is celebrated in the Mary Magdalen Prasch Chapel at 7:00 a.m. during the school year. Everyone is welcome and encouraged to attend.

**SCHOOL COMMUNITY MASSES / CLASS MASSES**

School Community Masses are celebrated in the school auditorium or at the Cathedral of St. Jude. Class Masses are celebrated in the school chapel.
SERVING THE COMMUNITY DURING MASS
Students are encouraged to participate actively in Mass and other liturgical celebrations. This includes being altar servers, Praise Band members, readers of the Word, presenters of offertory gifts, and 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 reflection on their relationship with Christ and one another. To foster this goal each student will participate in at least one retreat during the school year. Objectives of these retreats include:
• To gain insight into the person that “I am and the one I want to become”
• To spend quiet time with the Lord
• 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, Inc., 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 Office of Youth Ministry.