School Administration

Pat La Morte......................................................... School President
Leigh Svajko........................................................... School Principal
Scott Drabczyk ...................................................Assistant Principal
Fr. Tom Barrett........................................President of the Board of Trustees

Administrative Staff

Niki Alesi-Girgus.....................................................Director of Institutional Advancement
Kathy Blais .................................................................Enrollment/Student Activities
Cindy Brennan.......................................................Executive Assistant to President
Jan Crane ................................................................................................. Bookkeeper
Becky Crowe ..........................................................Director of Guidance/College Planning
Katelyn Fisher ........................................................ Director of Curriculum and Instruction
Marie Gallo-Lethcoe.........................................................Director of Mission Effectiveness
Debbie Gamble .............................................................Receptionist/Administrative Assistant
Ray Gibbs .............................................................................................. Facilities Manager
Jennifer Jacobson ...............................................................Director of Finance
Melissa Knepshield................................................................................. Dean of Students
Tina Mathews ..........................................................................................Guidance Counselor
Bradley Rowe ..................................................................................Director of Technology
Jamie Wade .....................................................................................Director of Admissions
Gordon White ..........................................................................................Associate Director of Athletics

Mission Statement - To pursue excellence in the Catholic tradition.

Vision Statement
Father Lopez Catholic High School is a Christ-centered community of learners. We believe that spiritual formation in the Catholic tradition and academic rigor create a positive culture where all students are free to discover their human potential through scholarly pursuits, athletics and service leadership.

Therefore, we will:
† Help our students recognize that they are created in the image and likeness of God. As such, they are good, and responsible for building the Kingdom of God in our community through service and prayer.
† Demonstrate our respect for one another and our school through kindness, honesty, professionalism, good-sportsmanship, and school spirit.
† Engage our students in authentic learning experiences while developing their problem-solving abilities across the curriculum.
† Challenge our students to explore the world and realize their potential by increasing their participation in elective courses and extracurricular activities.
† Develop reflective educators who will facilitate student learning through research-based teaching practices.
† Empower our entire Father Lopez community to participate in the work of our school.
School Prayer

Dear Lord,
We ask that you bless the community of Father Lopez Catholic High School.
Help us to uphold the virtues instilled here in your name,
That we may grow in knowledge and faith,
So that we may better serve you in all that we do.
We ask this through Christ our Lord.
Amen.

Written by Thomas Makowski -Class of 2006

History

The roots of our Catholic high school can be traced to 1924. At that time, a Catholic high school was established as part of the St. Paul Parish School in Daytona Beach. As the population grew, the Diocese of St. Augustine opened a central Catholic high school in 1959. Father Lopez, located between Madison and Mason on the east side of Nova Road, met the needs of the community for nearly fifty years.

As the facilities at our landlocked campus began to decline, so did enrollment. Today, we remain indebted to the community leaders and other friends of Lopez who gave of their time, talent and treasure to make our campus on LPGA Blvd. a reality. Their efforts, as well as the support from the Diocese of Orlando, provided new life for our school and the students we serve. Enrollment has grown by eighty percent since our move to the new campus in 2008.

In the early years, the high school staff was comprised of diocesan priests and women religious from the Dominican Sisters of Blauvelt (NY). Although priests and sisters no longer teach at the school, we are blessed to have dedicated lay educators who are committed to the school’s mission of pursuing excellence within the Catholic tradition. The current faculty members have been trained at 46 different colleges and universities located in 22 states and in Canada. Collectively, they have earned a total of 31 graduate degrees.

Since our founding in 1959, nearly 4,000 young men and women have graduated from Father Lopez. Most have continued their studies at the collegiate level and beyond. Today, our alumni are recognized as leaders in their parishes, communities, families and chosen careers. We are proud to note that this year’s graduating class included eight children of alumni, adding to our growing number of second-generation Green Wave.

In 2013, enrollment reached the 400 student milestone for the first time since 1985. The following year, an all-time record number of students (438) attended Father Lopez. That record was soon broken when enrollment topped 480 students the following year. The students who now make Lopez their school-of-choice come to us from 50 different zip codes in Daytona Beach and surrounding communities in Volusia, Flagler, and Seminole counties. Our cultural diversity is enhanced by the addition of international students from ten other countries.

Throughout these past 59 years, the school has pursued a noble mission. Father Lopez educators partner with parents, the first teachers of their children, to share values, doctrine, and knowledge. Working together, we develop spiritual, physical and moral gifts through academic excellence while we continue to provide a valued education that prepares today’s student for their tomorrows.

Advancement

As we look forward to our upcoming 60th Anniversary Diamond Jubilee year, we acknowledge the new challenges before us in advancing the Mission of Father Lopez Catholic High School. Father Lopez impacts individuals, our local community and our world incalculably by cultivating a sense of faith, service, family, community, diversity, legacy, and Tradition in our students. Gifts from our constituents including parents, grandparents, alumni, parishes, corporate sponsors, faculty, staff, and friends of Father Lopez help us make the pursuit of excellence in the Catholic Tradition possible for individuals seeking this formation. We encourage students and recent graduates of Father Lopez Catholic High School to begin their legacy of gift giving in small amounts to display dedication to the Mission. Your gift to The Lopez Fund keeps tuition below cost for each student at Father Lopez and provides assistance to those in need. In this way, you are fulfilling your opportunity to make an impact in the lives of our students and ultimately, in our world. In addition, full participation from our Lopez family increases our eligibility for available grants. Would you consider making an impacting gift to The Lopez Fund or a sponsorship? Please reach out to us at WeAreLopez@fatherlopez.org for more information on the opportunities to make an impact.
Father Lopez Catholic High School
2018-2019 School Calendar

Make-up days for inclement weather include November 19, November 20, and November 21. The order in which the days would be used will be decided later if it becomes necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1-2, (Wed.-Thur.)</td>
<td>Lopez Professional Development Day for Teachers-No School</td>
</tr>
<tr>
<td>August 3 (Friday)</td>
<td>Lopez Faith Development for All Staff-No School</td>
</tr>
<tr>
<td>August 6 (Monday)</td>
<td>Diocesan Professional Development for Teachers-No School</td>
</tr>
<tr>
<td>August 7 (Tuesday)</td>
<td>Lopez Professional Development Day for Teachers-No School</td>
</tr>
<tr>
<td>August 8 (Wednesday)</td>
<td>First Day of School for Students</td>
</tr>
<tr>
<td>August 31 (Friday)</td>
<td>Lopez Professional Development for Teachers—No School</td>
</tr>
<tr>
<td>September 3 (Monday)</td>
<td>Labor Day Holiday-No School</td>
</tr>
<tr>
<td>October 15 (Monday)</td>
<td>Lopez Professional Development Day for Teachers-No School</td>
</tr>
<tr>
<td>November 19-23 (Monday-Friday)</td>
<td>Thanksgiving Holiday – No School</td>
</tr>
<tr>
<td>November 26 (Monday)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 7 (Friday)</td>
<td>Lopez Professional Service Day for Teachers-No School</td>
</tr>
<tr>
<td>December 21 (Friday)</td>
<td>Half-Day for Students</td>
</tr>
<tr>
<td>December 24 (Mon.) - January 4 (Fri.)</td>
<td>Christmas Holiday -No School</td>
</tr>
<tr>
<td>January 7 (Monday)</td>
<td>Classes Resume - Second Semester Begins</td>
</tr>
<tr>
<td>January 21 (Monday)</td>
<td>Martin Luther King’s Birthday Holiday – No School</td>
</tr>
<tr>
<td>February 18 (Monday)</td>
<td>Presidents’ Day Holiday – No School</td>
</tr>
<tr>
<td>March 15-18 (Fri.-Mon.)</td>
<td>Lopez Professional Development for Teachers - No School</td>
</tr>
<tr>
<td>April 18 (Thurs.) - April 19 (Fri.)</td>
<td>Holy Thursday and Good Friday- No School</td>
</tr>
<tr>
<td>April 22 (Mon.) - April 26 (Fri.)</td>
<td>Easter Holiday-No School</td>
</tr>
<tr>
<td>April 29 (Monday)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>May 3 (Friday)</td>
<td>Diocesan Professional Development for Teachers-No School</td>
</tr>
<tr>
<td>May 27 (Monday)</td>
<td>Memorial Day Holiday- No School</td>
</tr>
<tr>
<td>May 31 (Friday)</td>
<td>Last Day of School for Students</td>
</tr>
</tbody>
</table>

1.0 ADMISSIONS

Father Lopez Catholic High School is a Catholic college-preparatory high school enrolling 500 young men and women from Daytona Beach and surrounding communities in Volusia, Flagler, and Seminole counties. The school opened in 1959 and operates under the auspices of the Diocese of Orlando.

We normally accept qualified students only into the freshman class. Each year, as space permits, the applications of a select number of sophomore and junior transfers are considered. In general, senior transfers are not considered. However, individual decisions are made for all applicants, with special preference given to students who have relocated to the area and are transferring from another Catholic high school.
1.01 Policies and Procedures

Father Lopez Catholic High School will not discriminate on the basis of race, color, gender, sexual orientation, or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs, and other school programs. Evaluation of all of the following is necessary before final acceptance as a student:

a. Submit accurate and complete enrollment information via the FLCHS Online Application and Online Enrollment process, including payment of fees.
b. Copy of student’s birth certificate and social security card.
c. Attendance and discipline records from the previous school.
d. Provide a Florida Certification of Immunization K-12 and Health Examination Form.
e. For students entering from out-of-state: A Florida physical examination and Immunization records must be transferred to HRS Form 680.
f. Exceptional student educational services are available to students providing an up to date psycho-educational evaluation. Psycho-educational evaluations are required to be updated every three years. If applicable, this documentation should be submitted to the ESE Coordinator as soon as possible in order to receive services.
g. Students will ordinarily not be admitted after the first week of each semester.
h. If it is discovered at a later time that records used for admission to Father Lopez Catholic High School were falsified, or that information provided for admission is inaccurate, the student may immediately be dismissed.
i. Qualifying score on the entrance exam (rising 9th-grade students only)
ii. Personal interview with student and parent
iii. FLCHS Recommendation Form
iv. Seventh and eighth-grade records from the previous school, including standardized test scores.

1. In the case of transfer students, an official transcript from the previous school is required.
2. Until this record is received the most recent report card may be submitted.

All questions about admission or enrollment policies should be directed to the Director of Admissions.

1.02 Continuing Enrollment

For students currently attending Father Lopez Catholic High School, continuing enrollment is dependent upon:

a. An assurance from each student and parent of a sincere desire to attend Father Lopez with an assertion to adhere to all rules and regulations of the school.
b. Successfully meeting the academic and credit requirement for each grade level.
c. Satisfactory adherence to school attendance policies.
d. Satisfactory evaluation of the student’s disciplinary record.
e. Tuition and fees paid in full.

Failure to meet any of the above criteria may result in the student not being permitted to continue enrollment at Father Lopez. Falsification or inaccurate information on records for admission to Father Lopez Catholic High School will result in immediate dismissal.

A student must be pre-registered for the next school year if he/she wishes to try out for or participate in any athletic sport for the following year.

1.03 Regulations for International Students

a. Students must submit an application packet and provide a copy of a bank statement to verify funds are available to pay for a full year of school.
b. Students and parent/guardian must make an appointment to meet or Skype with Mrs. Jamie Wade, Admissions (386-255-6556, ext. 325 or jwade@fatherlopez.org).
c. Once accepted and a deposit has been made, an I-20 will be issued.
d. The student will obtain an F-1 Visa from her/his consulate prior to attending classes.
e. The student must provide translated grades from previous high school years.
f. A current Florida Student Health Examination — Form DH 3040 — is required.
g. Immunization records on HRS Form 680 are required.

The I-20 must have a new signature at the end of each year or the student cannot leave the country. It is the student’s responsibility to get this signature from the Designated School Official. If a student leaves the U.S. without getting the signature on her/his I-20 form, she/he may not be allowed back into the U.S.

2.0 FINANCIAL COMMITMENTS

We publish the tuition, application, and enrollment amounts and their corresponding due dates on our school website and in our enrollment documents. Our school expects each family to be a good steward of the school’s funds by fulfilling the family’s promise to pay all financial obligations in a timely manner and in full. The primary financial obligation to the school will be tuition. Along with tuition, your child may incur costs for lunch, transportation, uniforms, textbooks, instructional materials, activities, sports, exams, parking, and field trip.
2.01 Tuition
Each family commits to paying the published tuition rate. Families may pay in full or choose an installment payment plan. The first tuition payment is due on or before August 31st. At the time you enroll your child in Father Lopez Catholic High School, you make a commitment to pay the tuition and fees for your child’s education here. Your electronic signature on the Online Enrollment form acknowledges this commitment. The school will pursue collections of monies due. If your family encounters:

1. unexpected financial difficulties, please contact our principal immediately to discuss your options regarding paying your outstanding obligations.
2. The school will consider an account delinquent if no payment is made within 30 days of the payment due date.
3. If an account remains delinquent past 60 days, the school will terminate access to the parent portal site and may also exclude the student from attending school and/or participating in extracurricular activities.
4. If an account remains delinquent past 90 days, the school will consider the family in default of its financial agreement and may turn the account over to a collection agency or attorney for resolution.
5. The school will not issue transcripts or diplomas for students if the family has any outstanding financial obligations with the school.
6. The student may not enroll in any Diocesan school until all accounts are paid in full.
7. Each family must use the Diocese of Orlando’s recommended payment vendor for making all tuition payments. The payment vendor offers a variety of payment methods and payment plans. The Diocese is requiring that all families use FACTS for their tuition payments. You may link to FACTS from our school website or call them at 866-441-4637.
8. If a payment is returned for any reason by your bank, the family is to immediately contact the school to pay the obligation plus the bank processing fee of $10.00. If more than two payments are returned during a school year, the school will suspend the family’s privilege to issue electronic debits or checks to the school and will require electronic credit payments or in-school money order or cash payments instead.

2.02 Tuition Assistance
a. Financial assistance is available based on documented need. Any family requesting assistance must complete the FACTS Aid & Grant Assessment.
   b. Financial assistance is at the sole discretion of the school.
   c. For families receiving tuition assistance from Father Lopez Catholic High School, we expect the family to complete and abide by the Tuition Assistance Agreement. Our school, our generous donors, and supports, and the Diocese of Orlando show their commitment to the Catholic Mission by providing funding to families in need. As the family receiving these funds, you make a promise to pay the remaining tuition and all fees for your child when you accept this agreement and enroll your child here.
   d. Any family receiving assistance from a third-party (parish, Florida Department of Education) must meet all requirements to receive such funds.

2.03 Non-Tuition Fees and Payments
a. Unless other arrangements have been made, non-tuition will be made through FACTS

2.04 Instructional Materials, Textbooks, and Equipment
a. Each family must purchase all required materials and textbooks per the course requirements and do so in a timely manner to ensure the student is ready to participate in class. Access our bookstore at www.ecampus.com/fatherlopez
b. We require that each student have access to an internet-accessible device. Devices must be 7” or larger screen and may not be a cell phone.

d. Please contact the school office for further information.

2.05 Family Service Hours
a. All families are encouraged to participate in voluntary activities.
b. Volunteers must be cleared by the Diocese of Orlando fingerprinting process.
c. All volunteers of the Diocese and Diocesan employees, including clergy, seminarians, and religious brothers and sisters, complete a criminal history background check, fingerprint check, and safe environment training. Background clearances through the Diocese of Orlando are valid for up to five years.
d. Please contact the school office for further information.

3.0 ACADEMICS

3.01 Rationale
We believe in educating the whole person. Father Lopez offers a course of study that aims to provide for the growth of each student. The phrase “Pursuing Excellence” expresses a traditional goal of Catholic education. As a Father Lopez Catholic High School graduate, you will have completed a college preparatory curriculum. As you move through your high school career keep the following in mind:

Freshmen and Sophomores — It is important to have good grades from the beginning of high school. Colleges consider your cumulative GPA in the admission process. Also, you should get actively involved in a few activities both at Father Lopez and in the community. Consider taking college visits during school breaks and summer.

Juniors — Continue to obtain good grades in courses that are comfortably challenging and continue your involvement in extracurricular activities. Schedule a college planning session with the school counselor and your parent(s) (official dates and times TBD Please watch the weekly newsletter for dates). Start researching colleges and admission information. Take college visits and the ACT and/or SAT.

Seniors — Be prepared to budget your time to submit college applications between August and mid-November to ensure being considered for scholarships. Plan to retest on the ACT and/or SAT during the fall and successfully complete your senior year.
3.02 Graduation Requirement — 28 credits
High school graduation requirements must be completed while enrolled at the high school level regardless of entry course. Graduation requirements are published on the Father Lopez website and generally include the following:

Theology .............................................................................................................................................4 credits

A student who transfers to Father Lopez from another school in which Theology was not taught must earn credit in Theology for every semester in attendance at Father Lopez.

English ..................................................................................................................................................4 credits
Mathematics (Algebra 1, Geometry + 2 above) ..................................................................................4 credits
Science (all students must take Biology and Chemistry) .............................................................3 credits
Social Studies .........................................................................................................................................
World History ....................................................................................................................................1 credit
American History ............................................................................................................................1 credit
American Government ....................................................................................................................5 credit
Economics .............................................................................................................................................5 credit
Foreign Language ............................................................................................................................2 credits
Performing, Fine, Practical Arts ..................................................................................................1 credit
Physical Education/HOPE ................................................................................................................1 credit
Elective Courses ..................................................................................................................................4.5 - 5.5 credits

3.03 Honors Courses
Honors courses are offered in English, Mathematics, Science, Social Studies, and Foreign Language. Students must meet subject-specific requirements and receive teacher permission to register. Honors courses emphasize Pre-AP concepts and serve to prepare students for more advanced university credit-eligible courses. If a student receives a D or F in their honors course, the Administration reserves the right to move a student down to the appropriate course level.

3.04 Florida Virtual School
Florida Virtual School is an accredited online learning high school. Students must register at www.flvs.net. With a Pass/Fail Election, students may choose the following courses to be taken for a grade or pass/fail:

- Personal and Family Finance
- Drivers Ed
- HOPE/PE or any Physical Education course
- Career Research and Decision Making

If you want to utilize the pass/fail option, you must complete the pass/fail option form with your guidance counselor prior to starting the class.

Per Florida Statute 817.566, grades must be entered during the semester/year they are taken as soon as the grade is received.

3.05 University Credit Eligible Courses

- Advanced Placement
  Advanced Placement courses are college-level courses. Admission to Advanced Placement courses is by teacher recommendation based on past performance in classes and standardized tests. At the end of each course, students are required to take the national exam offered by the College Board in May. Students will be billed for the exam fee at the beginning of the course. The college or university a student attends may award credit or placement based on the score a student receives on each AP exam they take. Students in AP courses are not required to take the Father Lopez course final exam offered by their teacher. If a student receives a D or F in their AP course, the Administration reserves the right to move a student down to the appropriate course level to protect their GPA.

- Dual Enrollment
  Dual Enrollment courses allow students to obtain transferable college credit from Daytona State College and/or St. Thomas University while simultaneously obtaining high school graduation credits. Daytona State College provides free tuition. St. Thomas University courses will incur a fee set by the college. Select courses, offered by qualified Father Lopez faculty members, are offered on the Lopez campus each year. Students must have a 3.0 or higher unweighted grade point average to participate. Passing scores on the Daytona State placement exam (PERT) or qualifying SAT/ACT scores are required for all DE courses. All Dual Enrollment coursework must be approved by the Director of Guidance.

3.06 Summa Cum Laude Diploma
Father Lopez Catholic High School offers a four-year honors program for the advanced college-bound student. Students who earn this diploma will have committed to an intensive course of study and achieved the highest standards of academic success.

- To receive the Summa Cum Laude honors diploma, a student must complete all regular graduation requirements.
- A candidate must also:
  1. Successfully complete a minimum of 12 honors, Advanced Placement, and Dual Enrollment courses.
  2. Successfully complete five (5) Advanced Placement or Dual Enrollment courses (all of which count toward the 12 required honors courses)
  3. Successfully complete four (4) years of science
  4. Successfully complete four (4) sequential years of the same foreign language
  5. Successfully earn four (4) credits in social studies
6. Successfully complete Speech II Honors
7. Maintain a minimum weighted GPA of 3.5 with no semester grade below C (one semester probation period permitted).

3.07 Scheduling
a. Returning students will meet with a guidance counselor to select their courses for the next school year during the second semester of the current school year.
b. Student course request changes due March 15.
c. Though our master schedule is designed each year based on student needs, at times an irresolvable conflict may exist. In the event of a necessary schedule change, students will be notified.
d. For more complete information regarding course scheduling and credit requirements, please refer to the Curriculum Guide on our website.
e. Parents and students are encouraged to make careful decisions when selecting courses, as schedule changes are done on a very limited basis.
   • Schedules may be changed during the first two weeks of school if the course level is deemed too high or too low by the course instructor. Schedule changes are only possible if there is space available in the newly requested course.
   • Students who used parent override may not request a course change.

3.08 Grading and Report Cards
a. Father Lopez awards credit for coursework on a semester basis. This is what is reflected on student transcripts. In order to better promote communication about student progress, a progress report will be available in RenWeb every 6 weeks throughout the semester.
b. The grading scale is as follows:
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Regular</th>
<th>Honors</th>
<th>AP/Dual Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>1.5</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

An Incomplete or “I” may be issued on a student’s report card when a prolonged absence (5 consecutive days or longer) makes it impossible for work and tests to be made up before the report card distribution date. The school will work with students on an individual basis to determine timelines for the completion of incompletes depending on the circumstances.

In order to pass any course, a student must receive at least one passing grade during the second semester.
c. Retakes/Remediation prior to grade submissions will be at the discretion of the teacher.
d. Students who miss an assignment due to an absence will have an opportunity to make up the work. It is the student’s responsibility to speak with the teacher about the missing work. Missing assignments will be noted as an “M” in the grade book and calculated as a zero until they are resolved. Students are expected to make up assignments due to absences in a timely manner. The timeframe for accepting late assignments will be at the discretion of the teacher.
e. All questions regarding grades should be directed first to the teacher(s) involved, then to the guidance counselor. Final decisions regarding any aspect of grades or the academic program rest with the Principal.

3.09 Honor Roll
a. Honor Roll is based upon a student’s weighted semester average and is determined for each semester. The Quality Point values are as follows:

- Principal’s List: 4.0 or above
- Honor Roll: 3.5-3.99

3.10 Class Rank
a. Class rank is based on the weighted cumulative grade point average and is calculated at the end of each semester after grades are finalized.
b. Valedictorian and Salutatorian will be determined at the end of the seventh semester.
   1. A student must be in attendance for at least three (3) years to be eligible for these top honors.
   2. Effective with the Classes of 2021 and 2022, the Valedictorian and Salutatorian will be required to have attended FLCHS for four (4) full years.
3.11 Academic Progress
Student progress can be monitored through our web-based parent portal RenWeb. Parents will have access to an online portal called Schoology, providing them access to all daily progress, lesson plans, etc. in greater detail on their student’s classroom learning. Parents must have a valid email address on file with the school in order to access RenWeb. Details relating to Schoology login will be provided to students at the beginning of the school year.

3.12 Academic Probation
a. A student who fails one or more subjects for the semester falls below the 2.0 cumulative GPA, or who continually violates the Academic Honor Code will be placed on Academic Probation. The following procedure will be used for these students.
   1. Parents will be contacted by the guidance counselor for a conference with teachers, parents, and student.
   2. A student on Academic Probation may be removed from leadership roles and extracurricular activities until the probation is lifted.
   b. Parents are expected to monitor progress weekly through RenWeb.
   c. If a student has shown improvement by reducing her/his failures at the end of the next semester, she/he will be removed from Academic Probation. If a student has not shown improvement by the end of the next semester, a meeting with the parents, guidance counselor, student and Principal will be scheduled to discuss educational options for success.
   d. A student who is not performing academically may not be permitted to return to Father Lopez for the next semester.

3.13 Failure
a. Make-up credits for students who fail a required course must be taken through the Florida Virtual School and approved in advance by a guidance counselor.
   b. A senior who fails a required class will not receive a diploma or transcript until all failed courses are passed through Florida Virtual School. Prior approval by the guidance counselor is required.
   c. All course remediation (for grade forgiveness OR true remediation of a credit) must be completed the summer immediately following the semester in which the course was taken.
   d. All grade forgiveness/remediation courses must be completed by August 1.

3.14 Student Status
a. Students may return to Father Lopez Catholic High School at a particular grade level if the following number of credits has been earned:
   - Sophomore ..................7 credits
   - Junior .........................14 credits
   - Senior .........................21 credits
   b. Adjustment to the credit requirements will be made for transfer students at the discretion of the administration.

3.15 Eligibility for Extracurricular Participation
Participation in the extracurricular program (activities, clubs, and sports—practice AND play) is dependent upon behavior and weekly classroom academic performance. Any student who falls below the 2.0 cumulative GPA cannot participate in extracurricular activities until the GPA requirement is met.

3.16 Cumulative Examinations
a. Cumulative examinations are an essential part of all academic courses and account for twenty percent of the semester grade. Students are required to take semester exams on the day that they are scheduled. A doctor’s note is the only acceptable excuse for missing an exam.
   b. A student who fails to take a cumulative exam will receive a grade of “F” for that exam. If a student earns below a 50% on their exam, they will be issued an “I” (Incomplete) and be required to remediate that exam with the ability to earn up to a 60%.
   c. As a senior privilege, seniors who have maintained an “A” in each grading period for either a semester or course, may be exempted from the cumulative exam at the discretion of the teacher.

4.0 ACADeMIC Honor Code
“On my honor as a student of Father Lopez Catholic High School, I pledge to pursue academic excellence with honor and integrity.”

Father Lopez Catholic High School strives to instill in its student's respect for Catholic values in the belief that these values will contribute to their physical and spiritual well-being. Academic honesty, integrity, and a sense of honor are Catholic values and are essential to the learning process. Students who violate this Honor Code are being dishonest to themselves and unfair to students who pursue academic excellence honestly.

4.01 Violations
Examples of lack of academic integrity include such things as, but are not limited to, the following:
   a. Copying another person’s work (homework, quiz, test, project, paper, or other assignments).
   b. Allowing someone else to copy your work (homework, quiz, test, project, paper, or other assignments).
   c. Using or possessing a cheat sheet or other unauthorized materials during a test/quiz.
   d. Using another’s work as one’s own (plagiarism) including cutting and pasting materials.
   e. Borrowing a report or paying another to do your work.
   f. Using electronic devices to transmit information during or after a test/quiz or any assignment.
4.02 Consequences
Any student who is in breach of the Academic Honor Code will be subject to but not limited to the following consequences:

a. 1st Offense – Detention: The student will be required to meet with the Dean of Students, and parent/guardian will be notified. The student may receive a supplemental/alternate assignment, or have the ability to redo the assignment for a predetermined amount of credit (not exceed a 60%). The student may be prohibited from attending or participating in any extracurricular activity for up to one week. An academic honor code contract will be sent home and signed by the student and their parents. The student is responsible to meet with their teacher to discuss continuing action steps for good academic behavior. Academic Dishonesty first offense will be recorded in student’s RenWeb behavior electronic file.

b. 2nd Offense – Suspension: The student will be required to meet with the Dean of Students, and parent/guardian will be notified. The student will not receive the ability to redo or make up missed assignment credit. The student may be prohibited from attending or participating in any extracurricular activity for a period of up to two weeks. The suspension will be in-school or out-of-school and is up to administrative discretion. An academic honor code contract will be sent home and signed by the student and their parents. Academic Dishonesty second offense will be recorded in student’s RenWeb behavior electronic file.

c. 3rd Offense – Possible Expulsion: The student and his/her parents will be required to meet with the Dean of Students and the Principal to discuss continued enrollment at Father Lopez Catholic High School. The student may be prohibited from attending or participating in any extracurricular activity.

Note: If a student is in breach of the Academic Honor Code at the end of the school year, all consequences will carry over to the next school year.

5.0 RELIGIOUS EDUCATION
Parents are the primary religious educators and nurturers of their children’s spirituality. A Catholic home is the best preparation for young women and men to become caring, responsible citizens of our planet. Father Lopez Catholic High School is entering a partnership with your family by offering students opportunities and experiences that enhance their spirituality. Each student’s faith life is fostered through prayer, participation in religious celebrations, liturgy, service, and the study of scriptures. These experiences will help provide a Catholic foundation and opportunities for our students to mature on their faith journey.

5.01 Requirements
All students who attend Father Lopez Catholic High School are required to take a Theology course each semester and participate in all religious activities.

5.02 Spiritual Formation/Retreat
Each student will participate in at least one day of reflection each year. This is a graduation requirement. If a student does not attend the scheduled day of reflection, he/she is ineligible for extracurricular activities or sports for that day and could receive an alternate assignment.

5.03 Community Service
Scripture tells us: “If I, therefore, the Master and Teacher, have washed your feet, you ought to wash one another’s feet. I have given you a model to follow so that as I have done for you, you should also do.” (John 13:14-15) Jesus’ call to service is the basis of the community service requirement at Father Lopez Catholic High School.

Community service involves serving others for the benefit of the common good without seeking any form of compensation. Through service we show our love for God and for one another as we put our faith into action and encounter the living Christ in the people we serve while inviting them to encounter the living Christ within us. It is our hope that this requirement will help create the good habit of a lifelong commitment to service.

a. All Father Lopez Catholic High School students are required to complete a total of 100 hours of ministerial service before graduation. Each student is strongly encouraged to stay on track by completing a minimum number of hours each year. The minimum requirements per year are as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>15 hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>20 hours</td>
</tr>
<tr>
<td>Junior</td>
<td>25 hours</td>
</tr>
<tr>
<td>Senior</td>
<td>40 hours</td>
</tr>
</tbody>
</table>

All projects must be performed for non-profit organizations such as churches, schools, public service agencies, and environmental group, and must be approved by your religion teacher prior to completing the hours.

Transfer students are not expected to complete hours for the semesters in which they were not attending Father Lopez.

6.0 ATTENDANCE
Attendance is the number one school success factor. Much more is learned in a classroom that is contained in a textbook. A student profits almost completely from her/his education when she/he plays an active role in the teaching-learning process.

6.01 Policies
a. Father Lopez Catholic High School requires regular school attendance and expects that its students comply with the State of Florida’s mandate (Section 1003.21, Florida Statutes) that a student is in attendance 181 days. Attendance at retreats, days of reflection, special events, school prayer services and Masses is mandatory for all.

b. All absences, approved and unapproved, will be recorded on a student’s final transcript as an absence.

c. Student’s will be put on an Attendance improvement plan if their absences become excessive. Florida Law defines “habitual truant” as a student who has 15 or more absences within 90 calendar days.

d. If a student reaches 15 absences or greater per semester (without medical documentation or extenuating circumstance), a meeting with administration and student’s school counseling staff will be called to discuss student’s ability to complete enough face to face academic time to justify completion of the academic course.

e. A parent or guardian is required to communicate with the school each day their child is absent.
6.02 Hurricane Days
Make up days for inclement weather include November 19, November 20, and November 21. The order in which the days would be used will be decided at a later date if they become necessary.

6.03 Excused Absences
An approved absence is any absence from school with parent’s knowledge or consent for any of the following reasons:
1. Illness or injury supported by medical documentation provided by a physician,
2. Illness or death of an immediate member of the student’s family,
3. Religious holiday,
4. Medical appointment supported by a doctor’s note,
5. Court appearance supported by appropriate paperwork,
6. College visit with approval (see below),
7. Traffic accident directly involving the student,
8. Prearranged absences of educational value with the Principal’s approval,
9. School sponsored activities.

Students may make up all graded work for approved absences. A student absence with parental notification is not necessarily considered approved unless accompanied by supporting documentation. Students are responsible to speak to the individual teacher to determine the guidelines and deadlines for making up work.

6.04 College Visits
a. Arrangements for college visits are to be made at least one week in advance using the admission website of the college you are interested in visiting. Students are encouraged to set college visits for non-school days. If you are missing school to attend a college visit you will need to forward your admission visit confirmation email (make sure the date is listed) to attendance@fatherlopez.org.

b. Upon return to school, the student MUST provide official verification from the college visit. This is a note on the institution’s official letterhead and it must include the date you attended the visit. This must be turned in to attend the first day you return to school or via email attendance. If official documentation is not received, the student will be considered absent from school and not awarded a College Visit Day.

c. All students are permitted to make college visits during the year, but not during December and May. Athletes attending an official OR unofficial visit should forward your invitation/confirmation to attendance@fatherlopez.org. The coach or admission office should be able to supply you with a letter verifying your visit to the campus. Please turn that into the attendance office or via attendance@fatherlopez.org.

6.05 Parental Approved Absences
Any absence from school with parent’s knowledge or consent for any reason other than those listed as approved absences falls into this category. Students may make up all graded work for parental approved absences. Each teacher will determine the guidelines for making up work. Parental approved absences still contribute towards the Florida Statute of “habitual truant”.

6.06 Truancy (Unexcused Absence)
Truancy is an unexcused absence from school without prior knowledge or consent of a parent/guardian. Truancy is a serious violation of the school code and may result in disciplinary action.

6.07 Reporting Student Absences
a. Parents are required to call the Attendance Office phone line before 8:00 AM each day of a student’s absence or tardiness. The phone number to report a student absence or tardy (386) 492-5100. You will be prompted to leave a message. Parents may also send an email to attendance@fatherlopez.org.

b. A written request for approved absences requires the student to provide a written or faxed note from their parent/guardian. It must be accompanied by appropriate documentation (i.e. doctor’s note, court subpoena, funeral notice, etc.) for the absence to be considered approved. If a doctor’s note is provided, it must be the original. Office Fax: 386-252-6101. Typed notes are not accepted.

c. A parent or guardian is required to contact the school office by e-mail, faxed or handwritten note and/or phone call for each day their child is absent from school.

***prolonged absence?

7.0 TARDINESS
Being on time fosters courtesy, communication, and effective use of time. Students who are habitually late cause interruption and impede communication within the school community. In order to instill a sense of responsibility and to develop proper work habits, Father Lopez Catholic High School holds its students accountable for being on time to school, classes, and scheduled special events.

7.01 Late Arrival to School
The school day begins at 8:00 AM. 8:01 is tardy. Students need to have their student ID with them to check in late. If they do not have their ID or cannot find it, they will be required to purchase a new one for $5.00. All students may be tardy (9) times throughout the year. On the (10) tardy and every subsequent tardy until the end of the school year, the student will receive a school lunch detention for that day. Student’s teacher is responsible for an approach in determining the requirements for making up missed class work for tardiness. If tardies become excessive during a semester, parents will be notified, a conference will be scheduled to discuss reasons for student tardiness, and the student will be placed on an Attendance improvement plan.
7.02 Lateness to Class

Students must report to class on time. Each teacher establishes a lateness policy on her/his Classroom Management Plan and students are expected to abide by this policy. Repeated lateness will be referred to the Dean of Students. If a student needs to run an errand, use the restroom, or do anything that might make her/him late for class, he/she must first obtain permission from her/his teacher.

7.03 Early Dismissal

A school calendar is provided so that doctor’s appointments can be scheduled during non-academic times. We strongly discourage parents from taking students out of school for any reason. Emergencies do arise and occasionally parents have no alternative but to request early dismissal for their child. Student’s need to have their student ID with them to check out early. If they do not have their ID or cannot find it, they will be required to purchase a new one for $5.00.

To be released early from school a parent must sign their child out from the main office reception or they may send a note to the attendance office for their child to sign themselves out from school if they drive:

a. Whenever possible, prior arrangements should be made with the office before 8:00 am on the day the early release is requested. It is required that no Early Releases will be accepted 15 minutes prior to dismissal.

b. If you are picking your student up or prior arrangements could not be made, please sign student out from the main office.

c. If parent is not physically present, the Student will not be released until contact with parent/guardian/ RenWeb emergency contact is made.

d. Written permission is required for every early release, a faxed (386-252-6101), handwritten or e-mailed note (attendance@fatherlopez.org) is acceptable and must include the name and grade of the student, the date and time of the release, parent name and signature with a phone number to be contacted. Every written request will be followed up with a verification phone call. Students will not be released until this contact has been made.

e. To protect the academic experience for all students and minimize classroom disruptions, no Early Dismissals will be allowed within 15 minutes of the final daily bell.

7.04 Attendance and Extracurricular Participation

It is a privilege to participate in extracurricular activities, and a student must be present in school to qualify for that privilege. A student who was absent a full or a half day is not permitted to participate in or attend any extracurricular activities for that day (including but not limited to athletic participation). A half day absence is determined by the number of full periods the student was not in attendance. A student receives a half day absent when not present for 4/7 (non-block days), 2/3 or 2/4 (block days) class periods. The only exception to this rule is for approved absences, that are accompanied by a doctor’s note.

8.0 ATHLETICS

Father Lopez Catholic High School is a member of the Florida High School Athletic Association. It is therefore governed by the rules and regulations of their organization. All Father Lopez Student-Athletes and fans are also governed and held accountable to all rules and regulations in the Athletic Handbook.

8.01 Athletic Program and Eligibility

FLCHS has a comprehensive athletic program that offers a variety of sports each season: fall, winter, and spring. In order to be eligible to participate, a student must maintain a cumulative unweighted 2.0 GPA and must pass six subjects for the semester immediately preceding participation.

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Sideline Cheerleading/Competitive Cheerleading</td>
<td>Basketball</td>
</tr>
<tr>
<td>Dancing Green Wave</td>
<td>Competitive Cheerleading</td>
</tr>
<tr>
<td>Golf</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Soccer</td>
<td>Dancing Green Wave</td>
</tr>
<tr>
<td>Softball</td>
<td>Football</td>
</tr>
<tr>
<td>Swimming</td>
<td>Golf</td>
</tr>
<tr>
<td>Tennis</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Track and Field</td>
<td>Soccer</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Swimming</td>
</tr>
<tr>
<td>Weightlifting</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Track and Field</td>
</tr>
<tr>
<td></td>
<td>Weightlifting</td>
</tr>
</tbody>
</table>

Students who choose to participate in multiple sports are required to complete the current sport before committing to the upcoming sport the following season. If a student fails to complete a current team’s season or quits the team prior to the end of the season, she/he is ineligible to compete in the upcoming sport until the previous team’s season is complete.

8.02 Student Athlete Eligibility

Students wishing to try out and participate in interscholastic athletics at FLCHS must meet the state guidelines for athletic eligibility set forth by the FHBA. The guidelines are:

a. Must hold at least a 2.0 cumulative unweighted GPA.

b. Must be under the age of 19 years old on or before the start of the first sports practice day.

c. Must have a current up to date athletic physical packet on file with the athletic trainer.
d. Must have entered high school in August 2015 or later (students only allowed four years of continuous athletic eligibility).
e. Any student that receives an ‘F’ in a class has the possibility of being placed on academic probation through the school and may be removed from extracurricular activities until brought up.

8.03 Sportsmanship

According to the Florida High School Athletic Association, sportsmanship is having pride in your school, your team, and yourself. Sportsmanship is respect for the game and for those who play it. We remind you to take on the responsibility of good sportsmanship. Play strong. Play hard. Play fair. Good sportsmanship is expected by players and fans at all sporting events. Support our players with all your might and respect all opponents as your neighbor.

8.04 Daily School Attendance/Athletics

All students’ must arrive at school no later than 8.00 am (unless the tardy is excused following the attendance policy above). The student athlete must be present in school to participate in extracurricular activities. A student who is absent a full or a half day is not permitted to participate in practice or competition. Excessive tardies (10 or greater in the school year), will result in daily lunch detention. Only the Athletic Director, Dean of Students, or Principal can excuse a tardy or absence from school to allow a student to participate that day.

8.05 Admission to Athletic Events

Current Father Lopez students receive complimentary admission to all regular season sporting events with student sports pass issued to each student for free at the beginning of the school year. This does not include post-season, holiday, or FHSAA tournaments. Season passes for all other spectators will be available for purchase through the athletic office at the beginning of the year. Students need to have their student ID with them to enter an event. If they do not have their ID or find it, they will be required to purchase a new one for $5.00.

9.0 DRESS REGULATIONS

Father Lopez, in an attempt to educate the whole person, establishes a dress policy for the following reasons:

a. To instill good grooming habits and neatness in appearance.
b. To help establish and maintain a proper academic tone in the school.
c. To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character, not appearance.
d. To provide some financial relief to parents.

9.01 Policies and Procedures

All new uniforms must be purchased through the Father Lopez Catholic High School approved supplier. The uniform consists of the following items:

a. Official Father Lopez khaki shorts or pants. Girls may wear Father Lopez uniform capris or skorts.
b. Official white or green monogrammed uniform shirt. Black uniform shirts may be worn by seniors only.
c. Official mass dress shirt.
d. A plain white, green, or black turtleneck or tee-shirt may be worn as an undershirt to the school top.
e. Uniform outerwear is an accessory and not a replacement for the standard uniform. Outerwear may be a school approved jacket, fleece sweater, or long-sleeve polo sold through our uniform supplier. Additionally, a hooded sweatshirt, sold through the student-government may also be worn. Students may wear any other type of Father Lopez approved outerwear supplied through the online school store, athletic department, or through clubs provided that they always have a uniform shirt on under their outerwear.

Uniforms can be purchased at Land’s End.

9.02 Guidelines

The following guidelines apply when wearing the uniform:

a. Shorts or pants must be worn at the waist, and shorts must be NO shorter than 3 inches above the knee. Girls’ shorts and skirts must extend to the tip of the pinky finger.
   1. If shorts need to be rolled to fit properly, they must maintain the fingertip rule.
b. Shirts must be properly sized, not extending below the fingertips or rising above the beltline.
c. Tattoos must not be visible and body piercing will not be allowed.
d. Uniforms should not be worn in a way that displays undergarments.
e. Jewelry and makeup must be unpretentious and in good taste.
f. Girls may wear no more than two pairs of earrings.
g. Boys may not wear earrings.
h. Hairstyles and hair must be unpretentious and in good taste.
i. Boys’ hair may not extend below the eyes or below the shirt collar.
j. Hair must be a natural color.
k. No area of the head may be completely shaved.
l. Boys’ sideburns may not extend longer than the earlobes.
m. Boys must be clean-shaven at all times.
n. Full-foot sneakers with closed backs and boat shoes are acceptable. Ballet shoes or shoes that do not cover the top portion of the foot are not permitted.
o. When shirts are tucked in, a belt, free of any writing or metallic spikes, must be worn.
9.03 Cold Weather Attire
Students need to plan ahead for inclement weather. Official uniform pants, sweatshirts, and jackets are to be worn. Only Father Lopez cold weather attire is acceptable. In the event of extreme weather conditions, the administration will inform the student body that alternate uniform may be worn.

9.04 Accessories
Hats, sunglasses, bandanas, etc. are not permitted. They will be confiscated and returned at the discretion of the administration.

9.05 Lopez Days
Lopez days will occur every Friday. On Lopez Days students may wear any shirt or outerwear displaying an appropriate Lopez logo with their Lopez shorts, slacks, skorts or capris, and full-foot closed-back sneakers or boat shoes. Students not dressed appropriately will be issued a detention.

9.06 Mass Dress
Mass dress is required for all masses or other events as designated by the administration. All students are required to purchase a Mass dress shirt. Only white garments may be worn beneath the Mass shirt. It must be worn with uniform slacks (or skorts for girls). Distracting sneakers, shorts, capris, and regular uniform tops are not acceptable.

For girls: Shirts may be untucked and belts are optional. Tasteful dress shoes with backs, heels no higher than 2", appropriate sneakers, or boat shoes may be worn.

For boys: Shirts must be tucked in and belts must be worn. Boys can wear any colored or a tasteful patterned tie. Ties may be taken off after Mass. Dress shoes, appropriate sneakers, or boat shoes with socks are required.

School uniforms may not be altered and must be worn properly. Dingy, torn, or stained uniform pieces must not be worn. Students dressed inappropriately or out of uniform will receive a school detention and be required to comply with correct uniform regulations before returning to regular classes. A parent may be called to bring the proper clothing to school for any student in violation of the dress code, especially in inclement weather. The administration reserves the right to determine whether or not a student is appropriately dressed.

9.07 Dress Code for Extracurricular Activities
Students are expected to dress appropriately for all extracurricular activities. Clothing should be modest, non-revealing, and in good taste. Girls’ shorts and skirts must extend to the tip of the pinky finger. Bare midriffs are not acceptable. Suggestive, derogatory, or vulgar print on clothing is unacceptable. The administration reserves the right to determine appropriateness, to deny admission to any event, or to require the change of the inappropriate attire before a student may enter any event. Parents will be notified if a student is denied admission to an event.

9.08 Student ID
A student photo ID will be issued to each student. If your student loses their ID, they can purchase a replacement for $5.00 in the main office.

10.0 CODE OF CONDUCT
At Father Lopez Catholic High School a student is expected to model a self-disciplined and responsible Catholic. In order to clarify the specific expectations we place on our students, a Code of Conduct is necessary. A student at Father Lopez must possess and display honesty, integrity, self-discipline, and personal honor.

We believe that:
- A person functions best when expectations are clearly defined, and we maintain a structured, supportive learning environment fostering personal, academic, social and spiritual growth. A student is held accountable for her/his actions, and freely chosen actions generate specific consequences. Our intention is that our discipline policies will serve as a vehicle by which our students will grow.
- When a person fails to respond in a positive manner to Catholic behavior, (s)he not only impedes her/his own development but also interferes with the rights of others. For this reason, it is necessary for the school to establish and enforce policies it deems necessary to accomplish its educational and religious mission.

In light of these beliefs, Father Lopez will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose sanctions it feels appropriate. These sanctions are of five (5) types: Teacher Detention, School-Wide Detention, Suspension, and Expulsion.

10.01 Teacher Detentions
Teacher detentions are given at the discretion of the teacher for violations stemming from a student’s failure to conform to classroom regulations and procedures. Such violations shall include, but not be limited to: lateness to class, disrupting the learning environment, distracting behavior, eating/drinking in class, etc. Please refer to individual teachers’ classroom management plans for more specific information. Failure to serve a teacher detention will result in a school-wide detention.
10.02 School-wide Detentions

The Dean of Students will issue school-wide detentions if a student misses a teacher’s detention or if a student violates school rules. Failure to serve a school-wide detention may result in an additional detention or suspension. Students may transfer a detention only once if they had made prior arrangements with the Dean of Students. Parents are expected to check RenWeb to keep apprised of student discipline. School-wide detention will take place after school every Monday through Thursday. Detention may include Saturday morning detentions and if assigned, students are expected to be present on their assigned date and time.

10.03 Suspension

Suspensions can be either In-School or Out-of-School depending on the unique situation of the violation. This will be determined by the Dean of Students. Students will be excluded from all classes for a designated amount of time-based on the seriousness of the infraction. All assignments must be made the student’s own time and she/he will be prohibited from all extracurricular activities for a period of up to two weeks. Parents will be notified in all cases of suspension.

10.04 Expulsion

A student who commits a serious infraction of the Code of Conduct may be expelled. Any behavior, inside or outside of school, that causes harm to the reputation of the school or of another student may be grounds for expulsion.

10.05 Appeal Procedure

Parents may request an appeal regarding an expulsion by following the procedure below:

a. Send a letter to the school principal stating the reasons for the appeal.

b. If an appeal is granted, a date and time of the appeal meeting will be assigned to be heard by a leadership team.

c. The Principal’s Leadership Team will hear approved appeal cases.

d. The parent and student will appear before the Principal’s Leadership Team.

e. The decision of the Principal’s Leadership Team is final.

10.06 Drugs and Alcohol

Father Lopez Catholic High School is a drug, alcohol, and nicotine free campus. The use, possession, distribution, or sale of illegal drugs, synthetic drugs, drug-related paraphernalia, alcohol, tobacco, E-cigarettes, nicotine products of any kind or the abuse of prescription or over-the-counter drugs by any student is strictly prohibited. Any student in breach of this policy on school property, in its vicinity, or at any school-sponsored activity, on or off campus will result in disciplinary action that may include expulsion. Father Lopez will cooperate fully with all law enforcement agencies in matters regarding substance abuse whether on or off campus.

10.07 Drug Testing Policy

Father Lopez Catholic High School reserves the right in matters involving drugs or alcohol to require testing and/or treatment. To emphasize that the administration is serious about the elimination of drugs among the school population, random and for-cause drug testing can take place at any time during the school year using any/all detection devices available. Students who refuse to be tested may be asked to withdraw. Students testing positive could be asked to withdraw, or the administration may work with the student and his/her parent(s) in devising an action plan. The administration reserves the right to decide which course of action will be implemented. This also applies to off-campus activities. Note: Any necessary assessment and treatment plan is at the cost of the student’s family.

10.08 Harassment-Verbal/Sexual

All students are, and should be made to feel, welcome in every way on the Father Lopez campus regardless of race, color, sex, or national or ethnic origin. Harassment is a form of discrimination that will not be tolerated by Father Lopez Catholic High School. The following examples are a non-exhaustive list of possible forms of harassment:

a. Verbal or written: comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication; Harassment also includes any other form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by recipient.

b. Bullying: characterized by aggressive behavior toward another, intentional repeated hurtful acts over a period of time, imbalance of power (real or perceived) between the bully and the victim.

c. Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, online chats);

d. Physical: punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling;

e. Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating, isolating, ostracizing, and peer pressure;

f. Sexual: exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault, sex-t, unwanted touching, inappropriate social networking;

g. Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation;

h. Jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite, abuse or demean an individual or group.

i. Hazing or humiliating and sometimes dangerous initiation rituals.

All infractions should be reported immediately to a faculty member or the administration. Appropriate disciplinary action will be taken which may include suspension or expulsion.

10.09 Possession of a Weapon

Weapons or threats of using weapons, construed or otherwise, of any kind are strictly forbidden on school property or at any school related function. A student found in violation of this policy will be subject to immediate expulsion, with the school having the option of referring the matter to local law enforcement agencies.
10.10 Vandalism
Students who destroy property or participate in pranks may be subject to non-participation in all school activities including graduation. They will be suspended and/or possibly expelled. They must also make restitution for all damages and may be referred to local law enforcement agencies.

10.11 Disciplinary Probation
At the end of each semester, every student’s discipline file will be reviewed. Habitual offenders of school policy may be placed on disciplinary probation. For a period of time specified by the dean of students, the student’s behavior will be closely monitored. The terms and duration of the disciplinary probation will be given to the parents and the student in a meeting with the dean of students.

11.0 ORGANIZATIONS

a. Athletic Booster Club
This organization advises and supports the Father Lopez athletic department. The club ensures the Father Lopez community is made aware of the school’s athletic accomplishments. The club provides funds to the athletic department to help defray costs and support all the sports teams.

b. Parent Club
This organization supports the efforts of the administration, faculty, and staff to foster and enhance the overall image and reputation of Father Lopez. This support effort includes, but is not limited to, academic quality, campus life, religious, athletic, social and community service programs.

For more information about these organizations and meeting times, please call or email the school.

12.0 GENERAL INFORMATION

12.01 Access to Student Records
Parents may have access to review their students’ records. This request must be made in writing to the school Administration. A qualified staff member will be present at the time of inspection to interpret data and to respond to questions. In the absence of a court order, a non-custodial parent has access to academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. The school will permit record access to officials of the Diocese, state and local officials to the extent that information is specifically required to be reported, pursuant to a state law.

12.02 Computer Responsible Use Policy
Please read the rules and code of ethics at the back of this handbook. Sign and return the Father Lopez Computer Responsible Use Policy to the Main Office within the first week of school.

12.03 Off Campus Internet Use
The inappropriate use of Internet sources in any way, either on or off campus, is strictly prohibited. Unacceptable use of the Internet includes but is not limited to: posting explicit pictures, cyber-bullying, threatening others, blogging derogatory messages about other students, faculty, or the school, and any other images or messages reflecting behaviors unbecoming of a student of Father Lopez Catholic High School. Student Internet use should be consistent with the school’s code of conduct and the school’s mission and vision. Failure to use Internet sources appropriately may result in disciplinary consequences.

12.04 Automobiles and Parking
Students are permitted to drive cars to school provided the following conditions are met and adhered to:

a. Parking Application must be completed along with copies of: A valid driver’s license, a certificate of ownership, and liability insurance.

b. Students must register with the Student Support office at the beginning of the school year or as soon as they begin to drive to school. They must purchase a parking permit for $50.00 that must be visibly displayed at all times.

c. Students must park in assigned spot. If you are unable to park in your designated spot for any reason, the Dean of Students must be notified.

d. Vehicles without permits that are parked on campus are subject to receiving a parking violation sticker on their vehicle, being towed at owner or parent expense, or are subject to disciplinary actions.

e. The school will not be held responsible for vehicles or their contents while parked on school grounds.

f. Car radios must not be audible beyond 20 feet of the car while on school grounds.

g. Students driving must adhere to a 10 mph speed limit to ensure student safety.

h. All students driving cars or riding as passengers must enter the classroom area as soon as their vehicles are parked.

i. No student may return to her/his car at any time during the school day without being accompanied by an adult. In order to protect academic time, trips to the car may be denied or only permitted during the student lunch period.

j. Students not complying with the above conditions are subject to detention, fine, suspension, or revocation of parking privileges.

k. Parking spot painting is a privilege reserved for senior students. The student is responsible to adhere to all painting privilege rules set out by the Student Activities office.

l. The administration reserves the right to search any vehicle on school property, and to disable it if required.

12.05 Cafeteria
Everyone shares the responsibility of helping to maintain the appearance and cleanliness of the Cafeteria. Students must leave their area free from all litter both inside the Cafeteria and outside at the picnic area. Students may only consume food and drink in the Cafeteria and the picnic area. The cafeteria accepts payments through a WTCafe account or cash. WTCafe can be accessed at their site. WTCafe will not allow negative balances this year. Your child will not be given a lunch.
12.06 Campus Access
   The school office is open on school days from 7:30 am to 4:00 pm. The campus is closed after 3:30 pm on school days. The Media Center is open for pick-up after 3:30 pm.

12.07 Cell Phones
   Cellular phones may not be used during class time. Phones should be turned off or placed on silent mode when on campus to prevent disruptions to the learning environment. The administration reserves the right to confiscate and search any cell phone. Recording audio or video, of students and/or teachers at any time without their expressed permission is prohibited. It is against Florida law.

12.08 Change of Address
   Parents must notify the school office immediately of a change of mailing address, phone numbers, or e-mail addresses. These changes should also be made via RenWeb.

12.09 Clubs
   Organized each year, under faculty supervision, clubs are offered based on student interests. In order to be eligible to participate, a student must maintain a cumulative 2.0 GPA. Clubs may meet before or after school any day of the week, or during lunch on Thursday and Friday depending on sponsor availability. A reasonable fee may be charged as a requirement of club membership.

   We offer the following Honor Societies:
   - National Honor Society
   - Spanish Honor Society
   - French Honor Society
   - Mu Alpha Theta

   We offer the following service organizations and special-interest clubs:
   - Ambassadors
   - Peace Jam
   - Art
   - Drama
   - Student Government Association
   - Students against Destructive Decisions
   - World Language
   - Pep Rally Committee
   - Prom Committee
   - 4H
   - Fishing Club
   - Hippocratic Society
   - Entrepreneurship Club
   - Children Uplifted by Students
   - Global Exploration Club

12.10 Emergency School Closings
   In the event of emergency closings, announcements will be made as soon as possible through ParentAlert, an automated phone and email messaging system, and on local television and radio news stations. We will close when Volusia County Schools close, but our reopening may not coincide. If there is inclement weather or if school has been closed, please check your voicemail, email or listen to the TV or radio for updates. Please do not call the school.

12.11 Electronic Equipment
   Electronic devices which distract from the learning process, will be confiscated and returned only to the parent or guardian. Disciplinary action for infractions may be taken at the discretion of the administration. Students should be careful with valuable items, and should keep them locked in lockers if they are brought on campus. The school is not responsible for lost or stolen items.

12.12 Field Trips
   Field trips sponsored by the school are a privilege. Field trips sponsored by the school are a privilege. Any trip, whether with an individual class or the school, is considered a privilege. Therefore, the student may be denied participation if s/he fails to meet academic or behavioral requirements. Each student must have a Diocesan Permission Form signed by a parent or guardian as well as a class assignment form signed by each teacher in order to attend the planned field trip. Telephone calls will not be accepted in lieu of the proper forms being completed. Students whose parents refuse to sign the Diocesan Form for mandatory trips must report to school for the entire day. Classroom teachers and other background-cleared adults supervise trips. Students must travel on school transportation, remain with the class for the entire trip and return to school to be dismissed. When participating in a field trip, all school rules and sanctions apply. School uniforms must be worn unless the principal gives special permission.

12.13 Fingerprinting and Screening of Persons in Contact with Students
   The Diocese of Orlando is committed to doing everything in its power to ensure the safety of all those entrusted to its care. The Diocese considers abuse or neglect of any kind to be totally unacceptable and contrary to Catholic principles. All volunteers of theDiocese and Diocesan employees, including clergy, seminarians, and religious brothers and sisters, complete a criminal history background check, fingerprint check, and safe environment training. Background clearances through the Diocese of Orlando are valid for up to five years. Please contact the school office for further information.

12.14 Evacuation and Emergency Drills
   Drills are necessary to provide prompt and orderly procedural practice for students. Staff will supervise the evacuation of students during a fire drill or instruct students in proper procedures for an emergency drill. Students and staff may not enter the building after a fire drill until the all-clear bell has sounded. Fire equipment is inspected in accordance with state law.

12.15 Fundraising
   Student-organized fundraising activities may, with the approval of the administration, be conducted in school. In each case there shall be a minimum of interference with instructional time and a complete avoidance of coercion with regard to monetary contributions. No student or parent may solicit funds in the Father Lopez name for any purpose on city streets, in public places, or on a house-to-house basis unless the administration has authorized such solicitation.
12.16 Guardianship and Residency
All students attending Father Lopez must live with and be under the direct supervision of a parent or legal guardian. A student's age does not excuse a parent or legal guardian from this responsibility. The school reserves the right to verify legal guardianship.

12.17 School Counselors
The School Counseling Office offers the following services to all students: counseling, referrals, high school and college planning, career guidance, standardized testing, interpretation of test scores, and study skills. Students may request transcripts with their school counselor by utilizing the Transcript Request form on our website. Senior transcripts for college admission are requested via Naviance Student. Alumni transcripts are requested via Parchment.com.

A student with a documented disability may be eligible for accommodations on College Board tests. The presence of an IEP, 504 Plan, other formal written educational plan, or professional evaluation does not guarantee that a student is eligible for testing accommodations. Students who are eligible for special consideration for any standardized test must submit appropriate documentation to the College Board (via the ESE Coordinator) by the spring of their freshman year or upon learning of such disability.

12.18 Gum
Gum is not permitted on the school campus. Students are subject to disciplinary action for infractions.

12.19 Insurance
The Diocese of Orlando Insurance Plan covers every student during the school day. The cost of coverage is included in the registration fee. Optional 24-hour coverage is offered at an additional cost by requesting forms from the school office. It is the responsibility of the parent or guardian to request a claim form from the school office in the event of an injury.

12.20 Legal Actions Regarding Students
Parents are required to notify the school administration of any legal actions that impact one of our students. Issues like restraining orders, custody agreements, or any information impacting the safety, health, or welfare of a Father Lopez student or of the Father Lopez community must be shared with the school.

12.21 Locks and Lockers
Lockers are the property of Father Lopez Catholic High School and are provided for the convenience of the students. Students will have access to their school lockers only on regular school days between 7:15 am and 3:30 pm. Students are permitted to provide their own locks or may purchase from the Student Support Office for $12.00. The administration reserves the right to inspect lockers at its sole discretion and locks will be cut if necessary. Students must keep their lockers clean and free from writing and graffiti. A student should notify the Dean of Students immediately if her/his locker is damaged in any way. Lockers must be kept locked at all times and lock combinations must never be given to anyone else. Students are encouraged to lock valuables in their cars or lockers. The school is not responsible for lost or stolen items. Students who are enrolled in a physical education class or participate on sports teams are required to purchase a separate school lock for gym lockers. Physical Education gym lockers must be emptied by students each day after their activity is complete. No students may keep a gym locker locked permanently.

12.22 Media Center
The Media Center is open from 7:15AM to 5:30PM. It may be used for study, research, exploration, and innovation via our makerspace.

12.23 Media Release
At times, members of the school and the media take photographs and videos of events involving Father Lopez students.

12.24 Medical Issues
Parents are required to inform the administration of any serious medical issues from which their children may suffer.

12.25 Medication
Parents are required to complete school paperwork (available in the main office) for students required to take any medication during the school day. Students needing medication prescribed by a doctor must have this form signed by both the doctor and parent. If the parent wishes for the office to hold any medication, a labeled prescription bottle with the student’s name, dosage, and frequency is required and must be left in the office. Students found to be in possession of unauthorized prescription or nonprescription drugs may be found in violation of the school’s drug and alcohol policy. Parents are responsible for ensuring the safety of all medications a child will take, including any potential drug interactions or adverse effects.

12.26 Non-Discrimination Policy
Father Lopez Catholic High School does not discriminate on the basis of sex, race, creed, color, national or ethnic origin in the administration of educational policies, scholarships, athletics, any other school programs or employment.

12.27 Outside Solicitation
Fundraising activities, or the sale of anything on campus not directly related to Father Lopez, must have the written approval of the administration.

12.28 Parent Contact
Parents who plan to be away from home, leaving their student in the care of another adult, are asked to notify the school, giving the name of the adult who will be legally responsible for their student during their absence. The notification form must be turned in to the school office before the parents leave.
12.29 Personal Property

Students need to take particular care in safely storing personal property. Father Lopez will not be held responsible for any lost, missing, or damaged articles. If a student finds personal property that does not belong to her/him, s/he should turn the found items into the main office immediately. We will dispose of the items not claimed by the end of each semester.

12.30 Pregnancy

The religious instruction at Father Lopez Catholic High School makes clear that any act involving procreation is the exclusive right of those who are married. In the case of an unmarried pregnant student, the situation will be handled with an attitude of compassion rather than approval. There is every reasonable hope that the student body will act in a Catholic manner. Father Lopez and the Diocese of Orlando will assist unmarried parents in completing their education at Father Lopez. Father Lopez will not enroll students who are married.

12.31 Public Displays of Affection

Public displays of affection are prohibited on campus. Students may be subject to disciplinary action for infractions.

12.32 Student Searches

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.

a. Given the Dioceses dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.

b. The search of a student’s person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

c. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

d. If student vehicles parked on school property can also be searched when there is suspicion of contraband.

e. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

12.33 Supervision

Supervision of students begins at 7:15 am and ends at 3:30 pm on school days. Students arriving to school prior to 7:15 am should have made prior arrangements for supervision with a teacher. Students are to be off campus by 3:30 pm unless under the direct supervision of a teacher or coach. Students still on campus after 3:30 pm will be required to report to the Media Center for supervision.

Parents whose children participate in extracurricular activities must make every effort to pick them up or arrange for transportation at the designated time.

If there is an emergency where your child can’t be picked up on time, please contact the school immediately.

12.34 Telephone

Students may use the office phone if necessary. Students will only be called out of class to the office phone in cases of emergency.

12.35 Transportation

The school provides bus transportation to students who live in West Volusia. Payments are required and may be prepaid through FACTS or purchased through the business office. The fee is $2.25 per ride, each way. Families will be invoiced for unpaid rides.

It is a privilege to ride school transportation and students must abide by bus regulations. The administration may revoke this privilege due to misconduct. A student must register as a bus rider with the Main Office to utilize bus transportation service provided to and from West Volusia. Guests may not ride the bus.

12.36 Visitors/Mass Attendance

Father Lopez is a closed campus. For the safety of all students and school personnel, all visitors must report to the main office for a visitor ID. All parents are welcome to attend our school Masses and will be seated in the assigned parent section. Students from other schools may not visit their friends during the school day, even at lunchtime. Prospective students who wish to visit the school with the possibility of enrolling should arrange such visits through the main office.

12.37 Campus Ministry Counseling

There may be times throughout the school year in which a Counselor will interact with your student(s). For example: intervention at the request of a teacher or staff member who is concerned about a student, conflict resolution when a dispute between students arises, a student chooses to participate in a support group, crisis intervention, etc.

13.0 TECHNOLOGY

13.01 Student Technology Responsible Use Policy

All use of telecommunications services and networks shall be consistent with the mission, goals, policies, and priorities of Father Lopez Catholic High School. All users must conduct themselves in a responsible, safe, ethical, and legal manner while using the network.

To implement this Responsible Use Policy, it is necessary that all users read and document in writing their understanding and willingness to comply with the Responsible Use Policy.
1.0 INTRODUCTION

Father Lopez Catholic HS recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

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

2.0 DEFINITIONS

2.1 Authorized Users:
- Student: any child 18 years or younger enrolled in Father Lopez Catholic HS
- Faculty/Staff: any person who is employed by Father Lopez Catholic HS, whether part-time or full-time, who provides instruction to students

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

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Father Lopez Catholic HS

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

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

3.0 USAGE POLICIES

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

3.1 Web Access

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

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

3.2 Email

Father Lopez Catholic High School provides students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

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

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

3.3 Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Father Lopez Catholic High School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.
Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

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

### 3.4 Mobile Devices Policy

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

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

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

### 3.5 Personally-Owned Devices Policy

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

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

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

### 3.6 Security

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

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

### 3.7 Cyber Security

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

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

### 3.8 Plagiarism

Students found plagiarizing any form of work (using content as their own, without citing the original creator), including words or images from the Internet will face disciplinary action. Students should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### 4.0 PERSONAL SAFETY

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

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

### 5.0 CYBER BULLYING

Cyber bullying will not be tolerated. Harassing, denigrating, impersonating, misleading, excluding, and cyber stalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

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

### 6.0 EXAMPLES OF RESPONSIBLE USE

The student will:

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

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

### 7.0 EXAMPLES OF IRRESPONSIBLE USE

I, the student will not:

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

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

### 8.0 INTERNET SAFETY PLAN

- Father Lopez Catholic High School implements an effective internet filtering and reporting solution Red Cell Technologies, that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors
- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- School network is secure with CIPA compliant filtering from unauthorized access, including “hacking” and other unlawful activities by minors online
- Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying
- Technology Acceptable Use Policy and Internet Safety Plan will be published in the parent/student handbook and {School Name} will hold an informational meeting to address the policy.

### 9.0 LIMITATION OF LIABILITY

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

### 10.0 VIOLATIONS OF THIS RESPONSIBLE USE POLICY

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

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

### 11.0 REFERENCES

- Children’s Online Privacy Protection Act - [http://www.ftc.gov/ogc/coppa1.htm](http://www.ftc.gov/ogc/coppa1.htm)
Please sign and return by student and parent no later than August 30, 2018.

Parent/Student Handbook Guidelines and Technology Responsible Use Policy:

I have read and understand this Responsible Use Policy and agree to abide by it:

_______________________________                       ______________
(Student Printed Name)           (Date)

_______________________________                       ______________
(Student Signature)                                                         (Date)

I have read and discussed this Responsible Use Policy with my child:

_______________________________                      ________________
(Parent/Legal Guardian Printed Name)    (Date)

______________________________                       ________________
(Parent/Legal Guardian Signature)                                           (Date)
Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

**Threatening or causing personal harm or injury**
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs.

Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated. Therefore, after you and your student have read and discussed the handbook/technology guidelines, please complete and return the signature page by August 30, 2018.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Sincerely yours in Christ,

*Leigh Svajko*

*Principal*