

HISTORY

Daytona Beach Catholic secondary education began in 1924 with the establishment of St. Paul Parish School. To meet the growing need for a central Catholic high school in the area, the Diocese of St. Augustine built Father Lopez Catholic High School in 1959. The school has been under the direction of the Diocese of Orlando since 1968. Originally the staff was comprised of diocesan priests and the Sisters of St. Dominic of Blauvelt, New York. Today, dedicated laypersons make up the faculty and staff. The present student population of Father Lopez is approximately 350. Students are drawn from a broad countywide spectrum of social, ethnic, religious and economic backgrounds. Father Lopez is accredited by the Southern Association of Colleges and Schools (SACS). The school has consistently received full accreditation since its formation in 1959.

The school is named after Father Francisco Lopez de Mendoza Grajales who was the chaplain to Don Pedro Menendez de Aviles. On September 8, 1565, Menendez came ashore at the site of the Timucuan Indian village of Sely. At the site, Father Lopez met him with a large cross. Menendez named the site Nombre de Dios (Name of God) and set Father Lopez in charge of the mission that was named St. Augustine. Thus, Father Lopez became the first pastor of St. Augustine and celebrated the first Mass of Thanksgiving in Florida on September 8, 1565. An impressive bronze statue of Father Lopez is located at the Mission of Nombre de Dios, St. Augustine, Florida.

“...the Catholic school has the opportunity and the obligation to be **unique, contemporary and oriented to Christian service.**” (To Teach as Jesus Did, 106)

- Father Lopez is **unique** because of our total commitment to the four-fold purpose of Catholic education: message, community, service and worship. It integrates religion with the rest of learning and living.
- Father Lopez is **contemporary** because it enables students to address with Catholic insight the multiple problems all people face in today’s society.
- Father Lopez is **oriented to Catholic service** because it helps students to acquire skills, virtues and habits of heart and mind required for effective service to others.

Mission: To pursue excellence within 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 extra-curricular 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.

ADMISSIONS

Father Lopez Catholic High School is a private, Catholic school under the auspices of the Diocese of Orlando. Admission to Father Lopez Catholic High School is based on availability of space and the ability of the school to serve the educational needs of the student. Enrollment is open to those students who have demonstrated the ability to respond successfully to a rigorous college preparatory curriculum.

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:

1. Completion of registration form, tuition contract, volunteer hours form, medical emergency information form, and payment of registration fee
2. Qualifying score on entrance exam (rising 9th grade students only)
3. Personal interview with student and parent
4. Seventh and eighth grade records from previous school
 - In the case of transfer students, an official transcript from previous school
 - Until this record is received the most recent report card may be accepted.
5. Attendance and discipline records from previous school
6. Current physical examination and immunization records – Form DH 3040
 - For students entering from out-of-state:
 - A Florida physical examination
 - Immunization records transferred to HRS Form 680
7. Students will ordinarily not be admitted after the fourth week of each semester.
8. 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 be dismissed from Lopez Catholic immediately.

Regulations For International Students (For students not from an agency)

1. Student must complete a registration packet and provide a copy of a bank statement or other qualifying documentation to verify funds are available to pay for a full year of school.
2. Student and guardian make an appointment with Kathy Martin in the Office of Schools. 407-246-4900.
3. The Diocese of Orlando will issue a form I-20.
4. Student will obtain an F-1 Visa from her/his consulate prior to attending classes.
 - The steps above must be completed by September 1, or the student will not be permitted to attend Father Lopez.
5. International students may not audit classes.
6. Student must be able to read, write, speak and understand English.
 - Student must provide a letter from the principal (or principal's representative) stating that she/he is fluent in English (or a score of 500 on TOEFL).
7. An incoming 9th grader must take and achieve a qualifying score on the Entrance Exam.
8. An incoming 10th – 12th grader must provide translated grades from previous school years.
9. A current Florida Student Health Examination – Form DH 3040 – is required.
10. 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 Kathy Martin in the Office of Schools. If a student leaves the US without getting the signature on her/his I-20 form, she/he may not be allowed back into the U.S.

Note: If international students intend to participate in interscholastic athletics/activities, they must provide a copy of the application form from their exchange program. The program must be approved by the Florida High School Athletic Association.

Students coming from an agency may have different policies and procedures.

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

1. 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.
2. Successfully meeting the academic and credit requirement for each grade level.
3. Satisfactory adherence to school attendance policies.
4. Satisfactory evaluation of the student's disciplinary record.
5. 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.

All questions about admission or enrollment policies should be directed to the administration.

FINANCIAL COMMITMENTS

I. Tuition and Fees

Notifications of tuition and registration fees are announced in February. Others costs include uniforms, textbooks, activities, graduation, AP exams, parking permits, participation on athletic teams, and field trips.

- Registration fee is nonrefundable.
- The graduation fee is nonrefundable and is due by September 5th.
- AP exam fees are nonrefundable and are due by January 16th.

A Tuition and Fee contract must be signed at the time of registration indicating the method of payment. This is a legally binding document and Lopez Catholic will pursue means to collect all monies owed. A family who is having unexpected financial difficulties should inform the Principal immediately.

Families may choose to pay tuition by cash, by check or by credit card. Tuition payment plans include the following options:

- A ten-, eleven- or twelve-month payment plan by direct deduction using the SMART Tuition payment plan.
- Annual payment due on July 1.
- Semi-annual payments due on July 1 and January 1.

Report Cards, Diplomas and Transcripts will not be issued until all outstanding tuition and financial obligations have been satisfied.

Failure to meet the above dates will result in a \$25.00 per month late fee after 30 days. There is a \$25.00 charge for all returned checks.

Tuition and fees are used to help defray the cost of educating a student at Father Lopez. These do not reflect the actual cost of educating a student so there are fund-raising activities in which families are encouraged to participate.

II Textbooks

Students must purchase all required textbooks. Students are expected to have all class materials on the first day of classes. Textbooks can be ordered online at www.mbsdirect.net.

III Service Hours

All families must volunteer at least 10 hours on campus or at school-sponsored events or pay a \$200.00 service fee. Opportunities for service include volunteering at athletic, fundraising and/or club events, etc. Every effort is made to communicate volunteer opportunities, but ultimately it is the family's responsibility to stay informed of events that are being planned and to contact the leader of the event. Service hours/fee must be completed by April 30th. Please note that per Diocesan policy, **ALL volunteers must have their cleared fingerprints and Safe Environment training certificate on file in the administration building prior to volunteering on campus or involving direct interaction with students.**

FINANCIAL ASSISTANCE

Requests for financial assistance are granted to families in need. Families must apply to SMART prior to the issuance of any financial assistance (<http://www.smarttuition.com>).

- SMART must receive all financial assistance applications and required documentation by their deadline (published each year). No exceptions may be made to this date. Financial assistance must be applied for annually.

To remain eligible for financial assistance, student recipients must meet the following criteria:

- Minimum cumulative GPA of 2.0.
- No excessive absences or tardies.
- A work-study requirement identified by the school to be completed by April 15th.

ACADEMICS

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.

Graduation Requirement – 28 credits

Each class has a different set of graduation requirements. Please contact the assistant principal for curriculum if you wish to receive a copy of the specific requirements for your student. Requirements for all graduating classes are published on the Father Lopez website. Requirements will generally include the following:

Theology	4 credits
English	4 credits
Mathematics (Algebra 1 and 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 and Fine Arts	.5 – 1 credit
Practical Arts (Computers, Technology, etc.)	.5 – 1 credit
Physical Education	
Classes of 2010, and 2011	
Personal Fitness	.5 credit
Physical Education elective	.5 credit
Life Management Skills-Health	.5 credit
Classes of 2012 and beyond	
Health Opportunities through Physical Education	1 credit
Elective Courses	3.5 - 5.5 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.

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.

University Credit Eligible Courses

- **Advanced Placement**

Admission to Advanced Placement courses is by teacher recommendation based on past performance in classes and standardized tests. Advanced Placement courses are college level courses. At the end of each course, students should take the national exam offered by the College Board in May. 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 must take the Father Lopez course final exam offered by their teacher.

- **Dual Enrollment**

Dual Enrollment courses allow students to obtain transferable college credit from Daytona State College while simultaneously obtaining high school graduation credits. 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 grade point average to participate. Placement testing may be required by Daytona State College for certain courses. All Dual Enrollment coursework must be approved by the assistant principal for curriculum.

Florida Virtual School

Florida Virtual School is an accredited online learning high school that offers flexibility in scheduling for students who have failed a class and need to make up the credit, or for students who wish to take a class not offered at Father Lopez. Visit www.flvs.net or contact the Guidance Office for more information.

Traditional Summa Cum Laude Honors Program (Class of 2012)

Father Lopez Catholic High School offers a special four-year honors program called the Summa Cum Laude program for the advanced college-bound student. The “Summa” program offers a program of our most rigorous courses that challenge and reward our students by preparing them for a successful college career.

Requirements for the Summa Cum Laude diploma:

1. Successfully complete a minimum of 12 honors, Dual Enrollment, and Advanced Placement courses.
2. Successfully complete any combination of four AP or full-year DE courses (all of which count towards the 12 required honors courses),
3. Successfully complete four years of the same foreign language,
4. Successfully complete four years of science, preferably at the AP or honors level,
5. Successfully complete four years of mathematics beginning with Geometry or higher,
6. Successfully complete Speech Honors.

The New Summa Cum Laude Diploma (Classes of 2013 and Beyond)

Father Lopez Catholic High School offers a new four-year honors program for the advanced college-bound student. This program accommodates specially gifted students by challenging them to excel outside their comfort zone. 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 full-year Dual Enrollment courses,
2. Successfully complete **6** Advanced Placement or full-year Dual Enrollment courses (all of which count toward the 12 required honors courses),
3. Successfully complete **4** years of science, including Biology, Chemistry Honors, and Physics Honors,
4. Successfully complete **4** sequential years of the same foreign language,

5. Successfully earn **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).

The New Magna Cum Laude Diploma (Classes of 2013 and Beyond)

To complement the Summa Cum Laude diploma, Father Lopez Catholic High School offers a second four-year honors program. This program accommodates academically motivated students by challenging them to excel in their areas of strength. Students who complete this individualized program will have committed to an intensive course of study and achieved the highest standards of academic success in their areas of strength. To receive the Magna 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 full-year Dual Enrollment courses,
2. Successfully complete **4** Advanced Placement or full-year Dual Enrollment courses (all of which count toward the 12 required honors courses),
3. Successfully complete **3** sequential years of the same foreign language,
4. Successfully complete Speech II Honors,
5. Maintain a minimum weighted GPA of **3.5** with no semester grade below C (one semester probation period permitted).

Scheduling

Every student has an opportunity to select courses with the help from guidance, the assistant principal for curriculum, teachers, and parents. Students will meet with an advisor after making course selections. 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. For more complete information regarding course scheduling and credit requirements, please refer to the Course Description Handbook.

Parents and students are encouraged to make careful decisions when selecting courses, as schedule changes are done on a very limited basis once school begins. Schedules may be changed at any time if a student is in danger of failing, and there is a lower level course available. Schedules may be changed during the first two weeks of school for the following reasons: course level too high or too low, or dislike of elective choice. Schedule changes are only possible if there is space available in the newly requested course. Schedules will not be changed for the following reasons: desire for a different teacher, desire for a different class section, or desire for a different lunch period. Instructor permission may be required for a course change at the discretion of the assistant principal for curriculum.

Grading and Report Cards

Report cards are issued four times during the school year. Semester grades are important, as they are recorded on the student's permanent record.

The grading scale is as follows:

90 – 100 A Excellent and superior work

80 – 89 B Good work

70 – 79 C Satisfactory work

60 – 69 D Below average work

0 – 59 F Failure

Incomplete..... I..... The student has failed to meet the course requirements because of missing work. If the student fails to complete the requirements within the arranged time frame, the "I" is automatically changed to an "F".

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 rests with the Principal.

Honor Roll

Honor Roll is based upon a student's weighted quarter average, and is determined for each quarter. The Quality Point values are as follows:

Grade	Regular	Honors	Advanced Placement/Dual Enrollment
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0.0	0.0	0.0

President's List

Principal's List: 4.0 or above (no grade lower than C)

Honor Roll: 3.5-3.99 (no grade lower than C)

Class Rank

Class rank is based on the weighted cumulative grade point average and is calculated at the end of each semester. Valedictorian and Salutatorian will be determined at the end of the seventh semester. A student must be in attendance for at least 3 years to be eligible for these top honors. Questions regarding grades, report cards, or honors should be directed to the guidance counselor.

Academic Progress

Student progress can be monitored through our web-based parent portal RenWeb. Parents will have access to weekly grade updates, teacher lesson plans, and useful class information through this web portal. Parents must have a valid e-mail address on file with the school in order to access RenWeb.

In the third week of the first quarter, parents of 9th graders will receive a paper progress report. Teachers will assess the general performance level for the student. Students who have a “D” or “F” will have a parent/teacher/student conference with the guidance counselor and the assistant principal for curriculum to develop a successful academic plan. Mid-quarter progress reports are not mailed home for other students.

Academic Probation

A student who fails one or more subjects for the quarter, 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.

- Parents will be contacted by the guidance counselor for a conference with teachers, parents, and student.
- The student will contact her/his guidance counselor weekly.
- A student on Academic Probation will be removed from all leadership roles until the probation is lifted.
- A student on Academic Probation may not participate in extracurricular activities (clubs, sports, otherwise).

Parents are expected to monitor progress weekly through RenWeb.

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.

A student who fails three or more subjects at the semester will not be allowed to return to Father Lopez for the next semester.

Failure

Make-up credits for students who fail a required course must be taken at an accredited summer school or through the Florida Virtual School and approved in advance by the guidance counselor.

A senior who fails a required class will not receive a diploma or transcript until all failed courses are passed in an accredited summer school or through Florida Virtual School. Prior approval by the guidance counselor or the assistant principal for curriculum is required for all make-up credits or Florida Virtual School Classes.

Progression in Mathematics and Foreign Language

Students who receive a second semester average below a “C” in foreign language or mathematics courses must repeat the 2nd semester and earn a “C” or better grade before advancing to the next level in these subjects.

Student Status

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

Adjustment to the credit requirements will be made for transfer students at the discretion of the guidance counselor and the administration.

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.

Semester Examinations

Semester 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.

A student who fails to take a semester exam will receive a grade of “F” for that exam.

As a senior privilege, seniors who have maintained an “A” in each grading period in a full year course, or both quarters of a semester course, may be exempted from the final exam at the discretion of the teacher.

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 students 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.

Examples of lack of academic integrity include such things as, but are not limited to, the following:

- Copying another person’s work (homework, quiz, test, project, paper, or other assignments).
- Allowing someone else to copy your work (homework, quiz, test, project, paper, or other assignments).
- Using or possessing a cheat sheet or other unauthorized materials during a test/quiz.
- Using another’s work as one’s own (plagiarism) including cutting and pasting materials.
- Borrowing a report or paying another to do your work.
- Using electronic devices to transmit information during or after a test/quiz.

Any student who is in breach of the Academic Honor Code will be subject to but not limited to the following consequences:

1st Offense – The teacher will notify the the dean of students in writing. The student will be required to meet with the dean of students. The student may be prohibited from attending or participating in any extracurricular activity for up to one week.

2nd Offense – The teacher will notify the dean of students in writing. The student and his/her parents will be required to meet with the assistant principal for curriculum. The student may be prohibited from attending or participating in any extracurricular activity for a period of up to two weeks. The student will be placed on Academic Probation.

3rd Offense – The student will receive an “F” for the quarter in the class where the 3rd breach occurred. The teacher will notify the the dean of students in writing. The student and his/her parents will be required to meet with 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 for up to four weeks.

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.

Religious Education

We believe that parents are the primary religious educators and nurturers of their children’s spirituality. We also believe that a Catholic home is the best preparation for young women and men to become caring, responsible citizens of our planet. We believe that the school enters a partnership with the family by offering students opportunities and experiences that enhance their spirituality. Each student’s faith life is fostered through times of prayer, participation in religious celebrations, liturgy, service, and the study of scriptures. These provide a Catholic foundation and climate of faith in which to mature. All students who attend Father Lopez Catholic High School are required to attend Theology classes each year and participate in all religious activities.

Retreat

Each class will have at least one day of reflection each year. Students must attend as a means of fulfilling their graduation requirements. Those who miss this day in any one-year must make arrangements to complete this requirement. If a student does not attend the scheduled day of reflection he/she is ineligible for extracurricular activities or sports for that day.

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 Catholic Ministry program at Father Lopez Catholic High School.

Catholic ministry involves service to 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.

All Father Lopez Catholic High School students are required to complete a total of 100 hours of ministerial service before graduation. Father Lopez students must earn a minimum requirement per year in order to advance to the next grade level. The minimum requirements per year are as follows:

Freshmen 15 hours
Sophomores 20 hours
Juniors 25 hours
Seniors 40 hours

The following guidelines have been established to ensure that community service remains faithful to the mission of Father Lopez Catholic High School:

- Each student must be responsible, honest, dependable, and punctual while representing Father Lopez.
- All projects must be performed for non-profit organizations such as churches, schools, public service agencies, and environmental groups.
 - Exceptions will be considered at the discretion of the Theology Department.
- Students can earn hours at any time, including the summer preceding the school year, as long as the minimum yearly requirement is met.
 - Additional hours will be applied to subsequent yearly requirements.
- It is the responsibility of each student to return accurate documentation as soon as the service is completed.
 - Hours must be documented on school forms during the school year in which they are performed.

- Forms can be found online and in Theology classrooms
- If a student does not meet the minimum hours required for the year, they will receive an ‘INC’ in Theology.
 - This will remain in effect until the service is complete and documentation is submitted.
- Students will be asked to submit their service intentions for the year during the 1st quarter.
- Services performed at Father Lopez will only be accepted towards fulfillment of community service at the discretion of the Theology Department.
- Community Service hours also serve to qualify students for a Florida Bright Futures Academic Scholarship which requires seventy-five (75) documented hours.
- Work study hours do not qualify as community service hours.

Community Service: Frequently Asked Questions

- **Do other high schools require students to perform ministry hours?**

All five Catholic high schools in the Diocese of Orlando have school-wide service programs. In some public schools, students have the option of enrolling in a community service class. In high schools and colleges across the country, “service learning” is increasingly being recognized as an important component of a complete education.

- **Will my Catholic ministry hours help me to be accepted into college?**

Scholarship committees consider service programs such as this when evaluating applicants. A minimum of 75 service hours is required to qualify for Florida Academic Scholarship funds.

- **How can I find approved ministry opportunities?**

Students will periodically be informed of both one-time and ongoing opportunities through the daily announcements, and events will be e-mailed and posted on the bulletin boards in the Theology classrooms. Students are also encouraged to find other volunteer opportunities through the media, local churches and referrals from friends. Ultimately it is the student’s responsibility to find their places of service. Parents are encouraged to check out the organization prior to the commencement of the service to ensure a safe environment. Many organizations require background checks and fingerprinting.

- **Do transfer students have to do Catholic ministry?**

Students are required to complete only the requirements for the grade levels for which they are a student at Father Lopez. Students coming to Father Lopez after December of the school year will be responsible for one-half (1/2) of the required ministerial service hours for their grade level. The requirements will not be pro-rated for students arriving before December. Any community service hours completed at another high school by transfer students may be transferred to Father Lopez, provided that proper documentation is available and that these hours follow the guidelines set forth by Father Lopez Catholic High School.

- **What role do parents play in the Catholic ministry program?**

Parental involvement is of great importance. Catholic Ministry Verification Forms will not be accepted without a valid parent’s signature confirming that the work was completed in accordance with to the guidelines set forth in this document.

Parents are encouraged to assist their children in the process of choosing a ministry site and are also advised to thoroughly investigate the site and/or organization to ensure their child’s safety. Parents who are involved in a service project through their parish or other organization may invite their children to join them and act as the documenting supervisor.

The Campus Ministry Office welcomes parental input. Parents are asked to notify the campus minister regarding any questions pertaining to the Catholic Ministry Program, or to provide information about new volunteer opportunities that may qualify for ministry hours.

ATTENDANCE

Attendance is the number one school success factor. Much more is learned in a classroom than is contained in a textbook. A student profits most completely from her/his education when (s)he plays an active role in the teaching-learning process.

Policies

Father Lopez Catholic High School requires regular school attendance and expects that its students comply with the State of Florida's mandate that a student be in attendance 180 days.

Attendance at retreats, days of reflection, special events, school prayer services and Masses is mandatory for all students.

All absences will be recorded on a student's transcript. If a student has nine (9) or more unapproved absences during a semester, she/he must pass the semester exam in order to receive credit for the semester's work, regardless of other grades received. The assistant principal for curriculum will notify the parents when such a situation occurs. Students have a right to appeal to the principal.

Note: Florida law (Section 1003.27, Florida Statutes) requires each school to notify the Department of Highway and Safety and Motor Vehicles (DHSMV) of each student who accumulates 15 unapproved absences in 90 calendar days.

The DHSMV may not issue a driver license or learner permit, or may suspend driving privileges of any reported student until the student has satisfied regular school attendance requirements as outlined in Section 322.091, Florida Statutes.

Hurricane Days

Make up days for inclement weather include November 21, November 22, December 19, December 20, and December 21. The order in which the days would be used will be decided at a later date if they become necessary.

Approved Absences

An approved absence is any absence from school with parent's knowledge or consent for any of the following reasons:

- Illness or injury supported by medical documentation provided by a physician,
- Illness or death of an immediate member of the student's family,
- Religious holiday,
- Medical appointment supported by a doctor's note,
- Court appearance supported by appropriate paperwork,
- College visit with approval (see below),
- Traffic accident directly involving the student,
- Prearranged absences of educational value with the Principal's approval,
- School sponsored activities.

Students may make up all graded work for approved absences. Each teacher will determine the guidelines for making up work.

College Visits

Juniors and seniors are permitted three college visits per school year. All visits must be approved in advance by the dean of students. Verification from the college admission office may be required.

Unapproved 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 unapproved absences. Each teacher will determine the guidelines for making up work.

Truancy

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 suspension. No assignments, quizzes, projects, tests, etc. may be made up when a student is truant or has cut class. A zero will be given for all work missed under such circumstance.

Reporting Student Absences

Parents are required to call the Attendance Office before 7:30 AM each day of a student's absence. A written request for approved absences requires a student to bring or fax a written note from her/his parent accompanied by

appropriate documentation (i.e. doctor's note, court subpoena, etc.). If there is a doctor's note, it must be the original. Office Fax: 386-252-6101.

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.

Late Arrival to School

All students may be late three (3) times during each quarter without any repercussions. On the fourth (4) tardy and every subsequent tardy, the student will receive a school detention until the end of the quarter. Each teacher will determine the requirements for making up missed class work for tardiness. Parents will be notified each occurrence.

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. Students must carry the signed planner to indicate that she/he has permission to be out of the classroom.

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 daughter/son.

To be released early from school a parent may sign their child out from the main office reception or they may send a note to the front office for their child to sign themselves out from school. Arrangements should be made with the office before 8:00 am on the day the early release is requested. No phone or e-mail permission can be granted. A faxed note is acceptable. The attendance fax number is 386-252-6101.

Attendance and Extracurricular Participation

It is a privilege to participate in extracurricular activities. A student who is absent, reports to school after 8:00 AM or leaves before the last bell is not permitted to participate in or attend any extracurricular activities for that day. The only exception to this rule is for Approved absences.

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.

Father Lopez 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 2.0 GPA and must pass six subjects for the semester immediately preceding participation.

Girls

Basketball
Cheerleading
Cross Country
Dancing Green Wave
Golf
Soccer
Softball
Swimming

Boys

Baseball
Basketball
Cheerleading
Cross Country
Football
Golf
Lacrosse
Soccer

Tennis
Track
Volleyball

Swimming
Tennis
Track

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.

Admission to Athletic Events

Current Father Lopez students receive complimentary admission to all sporting events with a valid student ID. This does not include post-season, holiday, or FHSAA tournaments. Season passes for all other spectators will be available for purchase through the athletic director.

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.

DRESS REGULATIONS

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

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

Policies and Procedures

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

- Official Father Lopez khaki shorts or pants. Girls may wear Father Lopez uniform capris or skorts.
- Official white or green monogrammed uniform shirt. Black uniform shirts may be worn by seniors only.
- Official mass dress shirt (Boys MUST wear the FLCHS tie with their dress shirt)
- A plain white, green, or black turtleneck or tee-shirt may be worn as an undershirt.

The following guidelines apply when wearing the uniform:

- Shorts or pants must be worn at the waist, and shorts must be NO shorter than 3 inches above the knee.
- Shirts must be properly sized, not extending below the fingertips or rising above the beltline.
- Tattoos must not be visible and body piercing will not be allowed.
- Uniforms should not be worn in a way that displays undergarments.
- Jewelry and make-up must be unpretentious and in good taste.
- Girls may wear no more than two pair of earrings.
- Boys may not wear earrings.
- Hairstyles and hair must be unpretentious and in good taste.
- Boys' hair may not extend below the eyes or below the shirt collar.
- Hair must be a natural color.
- No area of the head may be completely shaved.
- Boys' sideburns may not extend longer than the earlobes.
- Boys must be clean-shaven at all times.
- Full-foot athletic 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.
- When shirts are tucked in, a belt, free of any writing or metallic spikes, must be worn.

Cold Weather Attire

Students need to plan ahead for inclement weather. Official uniform pants, sweatshirts, and jackets are available. Only Father Lopez cold weather attire is acceptable. Team and/or club shirts may not be worn as an over shirt except on Lopez or Spirit days.

Students may not wear sweatpants.

Accessories

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

Lopez Days

Lopez days will occur every Friday. On Lopez Days students may wear any shirt 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.

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. Seniors may wear black dress slacks with their mass shirts.

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

For boys: Shirts must be tucked in and belts must be worn. The FLCCHS tie must be worn. Dress shoes, 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. 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.

Dress Code for Extracurricular Activities

Students are expected to dress appropriately to 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 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.

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.

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.

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. School-wide detentions are held Tuesday and Thursday afterschool. 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. A copy of the detention notice will be mailed to parents. Parents are expected to check RenWeb to keep apprised of student discipline.

Suspension: 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 up on the student's own time and she/he will be prohibited from all extra-curricular activities for a period of two weeks. All suspensions are out-of-school suspensions. A parent conference will be required for all cases of suspension.

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.

Appeal Procedure

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

- Send a letter to the school principal stating the reasons for the appeal.
- If an appeal is granted, a date and time of the appeal meeting will be assigned to be heard by a leadership team.
- The Principal's Leadership Team will be comprised of a minimum of one assistant principal, one teacher, and either a second assistant principal or the dean of students to hear approved appeal cases.
- The parent and student will appear before the Principal's Leadership Team.
- The decision of the Principal's Leadership Team is final.

Drugs and Alcohol

Father Lopez Catholic High School is a drug and alcohol free campus. The use, possession, distribution, or sale of illegal drugs, synthetic drugs, drug-related paraphernalia, alcohol, 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.

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.

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:

1. Verbal or written: comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication;
2. 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.
3. Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats);
4. Physical includes: punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling;
5. Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulation, isolating, ostracizing, and peer pressure;
6. Sexual: exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault, sex-ting, unwanted touching, inappropriate social networking;
7. Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation;
8. Jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite, abuse or demean an individual or group.

Harassment also includes any other form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students.

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.

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 may be subject to immediate expulsion, with the school having the option of referring the matter to local law enforcement agencies.

Vandalism

Students who destroy property or participate in pranks may be subject to non-participation in all school activities including graduation. They may be suspended and/or expelled. They must also make restitution for all damages and may be referred to local law enforcement agencies.

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.

ORGANIZATIONS

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. Meetings are held in the Media Center on the second Tuesday of each month at 6:00 pm.

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.

GENERAL INFORMATION

Access to Student Records

Parents may have access to review their child(ren)'s records. This request must be made in writing to the assistant principal for curriculum. 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 child(ren). 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.

Computer Acceptable Use Policy

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

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.

Automobiles and Parking

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

- All students must have a valid driver's license, a certificate of ownership, and liability insurance.
- The school speed limit on campus is 10 mph, which must be observed.
- Students must register their cars, trucks, or motorcycles with the assistant principal for facilities at the beginning of the school year or as soon as they begin to drive to school. They must purchase a parking permit for \$12.00 that must be visibly displayed at all times.
- Each student must park in the space specifically assigned to her/him.
- Vehicles without permits that are parked in numbered spaces are subject to towing at owner or parent expense.
- The school will not be held responsible for vehicles or their contents while parked on school grounds.
- Car radios must not be audible beyond 20 feet of the car while on school grounds.
- All students driving cars or riding as passengers must enter the classroom area as soon as their vehicles are parked.
- No student may return to her/his car at any time during the school day.
- Students not complying with the above conditions are subject to detention, fine, suspension, or revocation of parking privileges.
- The administration reserves the right to search any vehicle on school property, and to disable it if required.

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.

No food or drink may be eaten in the Instructional Building.

Campus Access

The school office is open on school days from 7:00am to 4:00pm. The campus is closed after 3:30pm on school days. The Media Center is open for pick-up after 3:30pm. The Field House is open for practices and pick-up until the last practice concludes.

Cell Phones

Cellular phones may not be used during school hours. Cell phones will be confiscated if used for phone calls, text messaging, internet surfing, picture taking, video or sound recording during school hours and returned at the end of the school day. Phones should be turned off or placed on silent mode when on campus to prevent disruptions to the learning environment. Phones in mp3 mode for music may be used at teacher discretion. The administration reserves the right to search any cell phone confiscated. Students will be subject to disciplinary action.

Change of Address

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

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 2.0 GPA and must pass 6 subjects for the semester immediately preceding participation. 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 service organizations:

- Ambassadors
- Ministers In Christian Action
- Model UN
- National Honor Society
- Student Government Association
- Students Against Destructive Decisions

We also offer the following special-interest clubs:

Computer Club	Drama Club
Dance Committees	Spanish Honor Society
French Honor Society	Spirit Club
Geometry Club	World Languages Club

Institutional Advancement

Continuing the tradition of quality education at Father Lopez will be a challenge in the years ahead. If this challenge is to be met, it will only be with the assistance of all those individuals who believe in the mission and vision of our school. Annual Giving is an essential way to provide financial support to the school. Gifts from parents, alumni, parishes, and friends of Father Lopez help us in our pursuit of excellence in the Catholic Tradition.

Emergency School Closings

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

Electronic Equipment

Radios, stereos, CD players, cassette tape players, cameras, beepers, pagers, laser pointers and electronic games are not to be used on campus during regular school hours. These devices, which distract from the learning process, will be confiscated and returned only to the parent or guardian.

Portable mp3 players may only be used in study halls or, at the discretion of the teacher, during silent work periods in classes. If used at any other time, they will be confiscated and returned only to the parent or guardian. This is a privilege, and may be revoked at the discretion of the administration if abuses occur.

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.

Field Trips

Field trips sponsored by the school are provided to enrich student learning. 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.

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 the Diocese and Diocesan employees, including clergy, seminarians, and religious brothers and sisters complete a criminal history background check, fingerprint check, and safe schools training. Persons who have undergone a fingerprint screening through the Diocese of Orlando within the past five years and who provide proof need not be re-fingerprinted or undergo another criminal background check until the expiration of the five-year period. Please contact the school office for further information.

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.

Fundraising

Student-organized fundraising activities may, with the approval of the principal, 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 Principal has authorized such solicitation.

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.

Guidance

The Guidance 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. Official transcripts are sent to colleges, high schools, governmental agencies, and employers upon request.

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 by the spring of their freshman year or upon learning of such disability. Forms are available in the Guidance Office.

Gum

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

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.

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.

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 required to use the lockers assigned to them and to buy a lock from the school. The administration reserves the right to inspect lockers at its sole discretion. 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.

Media Center

The Media Center is open from 7:15AM to 5:30PM. It may be used for study and research. Materials may be checked out for two weeks and may be renewed for an additional two weeks. Reference materials and current periodicals may be checked out overnight with the understanding that they be returned before classes start the following day. Charges will be issued for any overdue materials. Lost or damaged items must be paid for at the replacement value.

Media Release

At times, members of the school and the media take photographs and videos of events involving Father Lopez students. Please read, sign, and return the Consent Form in order for these images to be published.

Medical Issues

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

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.

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.

Outside Solicitation

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

Parent Contact

Parents who plan to be away from home, leaving their child(ren) 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 child(ren) during their absence. The notification form must be turned in to the school office before the parents leave.

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 in to the main office immediately. We will dispose of the items not claimed by the end of each quarter.

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.

Public Displays of Affection

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

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 Diocese's 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.

Supervision

Supervision of students begins at 7:15AM and ends at 3:30PM on school days. Students arriving to school prior to 7:15AM should have made prior arrangements for supervision with a teacher. Students are to be off campus by 3:30PM unless under the direct supervision of a teacher or coach. Students still on campus after 3:30PM will be required to report to the Media Center for supervision. Media Center supervision ends at 5:30PM.

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

Our teachers, coaches, and their families should not be inconvenienced due to tardiness, especially at the end of a long day. Parents who continually leave their students either in the Media Center after school or with their coaches may be billed for the supervisor's time or run the risk of being removed from the team or club.

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

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.

Transportation

The school provides bus transportation to students who live in West Volusia. Tickets may be purchased in the main office. 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.

Visitors

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. 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.

Work Permit

Florida state law requires that any student between the ages of 12 and 17 who intends to work must have an age certificate issued by the school. Applications are available in the main office.

Computer Acceptable 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 Acceptable Use Policy, it is necessary that all users read and document in writing their understanding and willingness to comply with the Father Lopez Computer Acceptable Use Policy as well as the Diocese of Orlando Acceptable Use Policy. Upon receipt of parental/guarding permission, students will be eligible to receive authorization from the Information Technology Specialist.

Students may not use any computer on campus without signing the Father Lopez and the Diocese of Orlando Acceptable Use Policy.

Diocese of Orlando AUP

The Diocese of Orlando, Office of Schools, knows that the Internet and other emerging technologies allow students an immense opportunity to learn and grow globally. The Office of Schools' goal in providing the privilege to staff and students is to promote educational excellence in schools by facilitating resource-sharing, innovation, and communication. The Acceptable Use Policy (AUP) will guide the use of the Internet or other emerging technologies. The Diocesan Schools may not be able to technologically limit access to services through the Internet for the purpose of instruction, study, and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet and other technologies, which the Diocesan school has not authorized for educational purposes. By participating in the use of the Internet or other technologies, students may gain access to information and communications which parents or guardians may find inappropriate, offensive, or controversial. Parents/guardians assumes this risk by consenting to allow their students to participate in the use of technology and the Internet.

Teachers and school designees are responsible for ensuring that Diocese of Orlando technology users are knowledgeable about this policy and regulations. All Diocese of Orlando technology users are required to sign a written AUP and to abide by the terms and conditions of the policy and its accompanying regulations.

The Diocese of Orlando does not sanction any use of the Internet and other available technology that is not authorized by or conducted strictly in compliance with the policy and its regulations. Users who disregard the AUP may have their use privileges suspended or revoked. The Diocese of Orlando reserves the right to suspend or revoke such privileges in the event any teacher, administrator or principal believes the user's conduct to be inappropriate or non-compliant with the AUP. Users granted access to the Internet and other technologies through Diocesan Schools assume personal responsibility and liability, both civil and criminal.

Regulation of AUP

The Diocese of Orlando, Office of Schools, believes that the Internet and other emerging technologies offer vast, diverse and unique resources to students, teachers, and other users. The Office of Schools' goal in providing this privilege to staff and students is to promote educational excellence in schools by facilitating resource-sharing, innovation, and communication. Technology is used to support learning and enhance instruction. With access to computers and people all over the world, comes the availability to material that may not be of educational value in the context of the school setting. We, the Diocese of Orlando, firmly believe that access to the valuable information and interaction available on the worldwide network will far outweigh the possibility that users may procure material that is inconsistent with our educational goals.

Students, teachers, and other users are responsible for appropriate behavior on school computer networks at all times, just as they are in classrooms on school premises. At a minimum, school rules for behavior and communications apply, and are in no way to be interpreted as limiting the regulations outlined in the AUP. The network is provided for students, teachers, and other users to conduct research and communicate with others for educational purposes only. Students or other users do not have any reasonable expectation of privacy when using the Internet or other technologies provided by or through the Diocese of Orlando. The Diocese of Orlando maintains the right to monitor any Internet or technological usage derived from or utilized through its computers, whether it is on-line, downloaded, or through printed material. All computer passcodes or passwords must be made known to the Diocese of Orlando, and use of unknown passcodes or passwords is prohibited. The Diocese of Orlando retains the right to access such codes at any time. If a user violates any of these provisions, his or her privileges may be terminated and future access may be denied.

Students, teachers, and other users who agree to act in a considerate and responsible manner and who obtain the necessary signatures on the AUP form will be authorized Internet use.

The AUP form is a written agreement, signed by students, teachers, and other users outlining the terms and conditions of the AUP. Anyone wishing to use the Internet or other forms of technology is required to sign the AUP form. The Diocese of Orlando is responsible for providing the principals, teachers, and designees with the Student and Employee AUPs.

Principals, teachers, and designees are responsible for ensuring that all technology users under their supervision are made aware of the AUP and have signed the agreement. They are further responsible for explaining the AUP to students and instructing students on proper technology usage and etiquette. Principals, teachers, and designees are responsible for distributing the signed agreement forms to the appropriate parties and for providing their principal with the signed student forms. The original signed forms, as archives will be kept in the school office.

Parents/guardians are responsible for discussing the AUP with their children. By signing the agreement, parents/guardians give their permission to allow students to use various forms of technology in the school. Parents/guardians must understand that by authorizing use of the Internet and other technologies, students may gain access to material that they may find controversial, inappropriate, or offensive. Parents/guardians assume this risk by consenting to allow their child to participate in the use of the Internet and other forms of emerging technology. The Diocese of Orlando is not responsible should any user access information that is outside the scope of instruction, study or research related to the curriculum.

Dioceses of Orlando technology users are responsible for abiding by all of the terms and conditions of the AUP and accompanying regulations. The Diocese of Orlando does not authorize any use of the Internet or other technology that is not conducted strictly in compliance with this policy. Your signature of this document indicates that you have read the terms and conditions carefully and understand their significance.

Users who disregard or violate, in any way, the AUP may have their use privileges revoked. Users granted access to the Internet and other emerging technologies assume personal responsibility and liability, both civil and criminal, for uses of the Internet and other technology not authorized by the Diocese of Orlando's AUP.

Father Lopez Catholic High School Computer Usage Guidelines

- Students will only use their local hard drive to access, save, delete, copy, or change files to their personal network folder.

- Flash / Jump/USB drive brand may be specified by the school and must be virus scanned prior to being used.
- Network and Internet use is a privilege and must support teaching, learning and research.
- Students will not use any campus workstations for personal e-mail, bulletin boards, and instant messaging, chat rooms, newsgroups or other interactive activities.
- A student will be given their own username and password.
- Web surfing is only allowed at times specified by the teacher.
- Use of an identity other than the user's own is prohibited.
- Student users must log off their account when leaving a computer station.
- Password sharing is prohibited.
- Lab fees may be instituted for certain supplies used in all labs.
- Mini-dv camcorders / digital cameras may be signed out for student use by the teacher (i.e. Graphic Design, TV Production, and Filmmaking classes). The teacher will provide a form used to sign out such equipment. Students are responsible for returning equipment in same condition when it was checked out. Students will be responsible for any damages and may be required to purchase replacement equipment if the damages cannot be repaired.
- Card readers are available for check out. It must be returned in good condition.
- A scanner may be available for check out. It must be returned in good condition.
- Students are required to provide their own headphones or ear buds for computers.
- Students using Media Center computers must have a pass from a teacher and must sign in at the circulation desk.
- All network users shall adhere to the rules of copyright regarding software, information, and the attribution of authorship.
- Any use of telecommunications services or networks for illegal, inappropriate, obscene, or pornographic purposes shall be prohibited.
- Use of or engaging in offensive or inflammatory speech, profanity, or obscene language is not permitted at any time.
- Users shall not intentionally spread computer viruses, vandalize the data, infiltrate systems, damage hardware or software, or in any way disrupt the use of the network or local workstation.
- Computers are to be used for research, data retrieval, class projects, and word processing. Students are not permitted to play games on the computers during school hours.
- No student is allowed to access the operating system, reconfigure instructions, or modify operating system properties/parameters.
- Students are not allowed to use teacher computers at any time.
- Due to copyright restrictions, no outside software will be allowed to be loaded on any computer/workstation on campus without proper authorization.
- Any device that will connect to the school network must be approved and authenticated through the Coordinator of Technology prior to gaining access.
- No outside guests may use the computers on campus without proper authorization.
- Any computer problems must be reported immediately to the adult supervisor in the room.

Users who violate any of the Acceptable Use Policy may receive disciplinary action and may be denied future computer access for a period of time. Serious violations may result in being banned permanently from computer use on campus. The dean of students will assign the consequences and notify the faculty and the student's parents.

In accordance with the Father Lopez and Diocese of Orlando Computer Acceptable Use Policy the potential consequences will be enforced.

Infraction of the AUP	Consequence
Student saves work on the hard disk, network drive, or desktop without teacher's permission	Data deleted by teacher
Student using the internet for unauthorized recreational surfing.	1-2 weeks
Use of personal e-mail, instant messaging, bulletin boards, chat rooms, newsgroups, or other interactive activities	1-2 weeks

Using an identity other than your own or password theft	4 weeks to permanent ban
Student does not document sources when doing computer research or projects – possible plagiarism or copyright violation	Referred to dean of students for violation of Academic Honor Code
Student deliberately accesses inappropriate web sites or uses inappropriate language as deemed by Father Lopez .	2-4 weeks to permanent ban
Student intentionally damages hardware or software this includes introducing a computer virus into the system or network.	4 weeks to permanent ban and restitution of hardware and/or software
Student uses programs other than what the teacher has assigned. This includes but is not limited to games or other programs.	1 week
Student goes into DOS, explorer, or other operating system, or changes desktop, wallpaper, screensaver, etc. without teacher permission.	2-4 week
Student uses teacher computer	Permanent ban and disciplinary consequences.
Student loads programs without teacher permission, either by downloading from Internet, disk or other source.	4 weeks to permanent ban
Student does not report a computer problem when he/she first goes to computer (i.e. problem from the previous user).	Assumes responsibility and therefore subject to above consequences

When a student has had his or her computer privileges suspended and is assigned a computer based assignment, she/he may request an alternate assignment from a teacher if she/he does not have access to a computer or Internet access off campus.

Diocese of Orlando Student Safety Policy

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 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.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education.

